Academic Plan for Student Loan Application

Students applying for provincial/federal student loans and grants must submit this form to the Registrar's Office before applying for a student loan. **Do not apply until the Assistant Registrar responds.** Review the eligibility requirements, funding guidelines, and application procedures for provincial/federal student loans in your home province. Your home province is the province you lived in for 12 consecutive months before becoming a student. Students must apply online by the provincial application deadline.

STUDENT INFORMATION

Student Name		
Student Program		
Status	**Full time** (enrolled in 60% of a full course load; at least 9 credits annually)	**Part time** (enrolled in 20-59% of a full course load, at least 3 credits annually)
Status for students with a documented disability	**Full time** (enrolled in 40% of a full course load; at least 6 credits annually)	**Part time** (enrolled in 20-39% of a full course load, at least 3 credits annually)
Province Funding Agency		

The personal information collected on this form will be used to process your student financial aid - course registration plan request. This information is collected under the authority of the Personal Information Privacy Act (PIPA). If you have any questions about the collection and use of this information, please contact the Assistant Registrar, St. Stephen's College, 8810 112 Street, Edmonton, AB T6G 2J6. (st.stephens@ualberta.ca or phone 780-439-7311#30).

FULL-TIME STATUS AT ST. STEPHEN'S COLLEGE

St. Stephen's considers 15 graduate credits annually to be a full course load. To maintain fulltime status, students must complete 60 percent of a full load per year (minimum 9 credits annually). For tax and other funding purposes, students are considered full-time if they either (a) complete at least 0.75 credits per month, or (b) are in the research/writing phase of their program. Master's students are in the research/writing phase upon formal approval of the Thesis/ITP or Culminating Paper Proposal, or enrollment in the Capstone Project course. Doctoral students are in the research/writing phase upon completion of their Integrative Paper. Note: for student loan purposes, students with a documented disability are considered full time if they complete 40 percent of a full load (minimum 6 credits annually).

For the purposes of student loans, the student's year of study is determined by the total number of credits earned to date (not including courses currently in progress or courses the student intends to take).

Year equivalents for master's students (MPS, MTS):	Year equivalents for doctoral students (DMin):
Year 1 = 30 or fewer credits completed	Year 1 = 9 or fewer credits completed
Year 2 = 31-60 credits completed	Year 2 = 10-18 credits completed
	Year 3 = 19-27 credits completed
	Year 4 = 28-33 credits completed

COURSES STUDENT ENROLLED IN (August 1 to July 31 of upcoming year):		
Course title and dates	**Credits**	**Office Use**

STUDENT SUBMITS THIS FORM TO REGISTRAR'S OFFICE (st.stephens@ualberta.ca)

Program fees are requested directly from your student funding amount by your financial aid advisor. National Student Loan Service Centre then pays SSC the tuition fees directly.

OFFICE USE	
Date received by Assistant Registrar	
Student Loan Year	
Student Loan Confirmed	