

APPLICATION FOR FINANCIAL ASSISTANCE

LOANS FOR PART-TIME STUDIES

FALL

2023

WINTER/SUMMER

2024



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The information in this guide will help you better understand the terms and conditions of the program and complete the **Loan Application for Part-Time Studies 2023-2024** form.

Please note that you may also complete the application form online. Just go to our Web site at:

Quebec.ca/student-financial-assistance

and click on **My Student Financial Assistance File**.

If so, you may qualify for the Loans and Bursaries Program for full-time studies, even if you are studying part-time. See page 1 for details.

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IN BRIEF

Apply online – there are so many advantages!

When you apply on our Web site instead of with paper forms, you will be able to upload any required documents right into your personal online file.

[Quebec.ca/student-financial-assistance](https://quebec.ca/student-financial-assistance)

- > Financial assistance under the Loans Program for Part-Time Studies is awarded in the form of a loan on a per-term basis.
- > The loan will cover your education expenses (tuition fees and the cost of books and supplies) and childcare expenses, if applicable.
- > You may apply for a loan for part-time studies if:
 - you are a Canadian citizen, or a permanent resident, refugee or protected person within the meaning of the *Immigration and Refugee Protection Act*
 - you are considered a part-time student (see table below) and your studies are not deemed full-time studies (see table across)
 - you are taking courses at a recognized educational institution in Québec (see list on pages 13 to 16)

To be considered a **part-time student** at an educational institution for a given term, you must be enrolled in the following number of credits or course hours:

Secondary school vocational training:

- 76 to 179 course hours

College:

- 76 to 179 course hours

University (undergraduate, graduate or doctoral program):

- 6 to 11 credits

- > Aide financière aux études will consider all your income for the 2022 tax year (January 1 to December 31) to determine your eligibility under the Program. Your income will be combined with that of your spouse, parents or sponsor, if applicable. To learn whether or not you qualify, fill out the Eligibility work chart on page 3.
- > You are not required to provide supporting documents with your application, unless you do not have a permanent code.

Deemed full-time student

You are deemed a full-time student even if you are studying part-time, provided that you are enrolled in at least 20 course hours per month and meet one of the following criteria:

- You are at least 20 weeks pregnant
- You are a single parent and live with your child who is less than 12 years of age on September 30, 2023
- You live with your child (or your spouse's child) who is less than 6 years of age on September 30, 2023
- You live with your child (or your spouse's child) who has a major functional disability or a mental disorder
- You have a major functional disability
- You are unable to pursue full-time studies for more than one month due to a serious episodic disorder that results from major mental or physical health problems that are confirmed by a medical certificate
- You participate in the Ministère de l'Emploi et de la solidarité sociale Réussir program or Basic Income Program

For details on the Loans and Bursaries Program's eligibility requirements, contact the financial assistance office of your educational institution or look at the web site of Aide financière aux études ([Quebec.ca/student-financial-assistance](https://quebec.ca/student-financial-assistance)).

Note

If part of your education expenses or childcare expenses are covered by another government body

If another government department or other body is covering your education expenses or childcare expenses for a given term, you do not qualify for the Loans Program for Part-Time Studies for that term.

If you are already receiving financial assistance under the Loans and Bursaries Program

You cannot apply for a loan under the Loans Program for Part-Time Studies. You are not entitled to assistance under both programs (part-time and full-time) for the same term.

AM I ENTITLED TO A LOAN?

Your eligibility is determined according to your income (line 199 of your 2022 Québec income tax return) and the income of your spouse, parents or sponsor, if applicable (see page 8 for the definition of *spouse*).

Period of eligibility

You can receive financial assistance in the form of a loan for a maximum of 14 terms of study, all levels of education combined.

Of that total, only the terms in which you received a loan under the Loans Program for Part-Time Studies will be considered. The terms in which you received financial assistance under the Loans and Bursaries Program are not considered.

Debt limit

To continue to be eligible under the Loans Program for Part-Time Studies, you must not have reached the maximum debt limit of \$8 000. Only the debt accumulated within the framework of this program is considered, all levels of education combined.

To find out whether you qualify for a loan, complete the work chart below. Enter the amount appearing on line 199 of your Québec income tax return in the appropriate space.

IS THE NUMBER OF MY DEPENDENT CHILDREN TAKEN INTO ACCOUNT?

Yes. Increments are added to the eligibility threshold (\$43 575 or \$75 000, depending on your situation) in order to take into account your family responsibilities. Add \$3 450 for each dependent child. If you are a single parent, add another \$2 583.

Example: Alex is married and has two children. In his case, the eligibility threshold is calculated as follows:

\$75 000	(student considered to be receiving support from his spouse)
+ \$6 900	(2 children)
\$81 900	

If his and his spouse's combined incomes amount to less than \$81 900, Alex qualifies for the Loans Program for Part-Time Studies.

To be considered a dependent, your child must be single, not have any children and:

- be under 18 years of age
- be 18 years of age or over, studying full-time and deemed to be living with you
- be 18 years of age or over, studying full-time and, in the event that he or she is not living with you, receiving a contribution from you toward the cost of his or her education

ELIGIBILITY

This work chart will help you determine whether or not you qualify for the Loans Program for Part-Time Studies.

1. Complete Section 4 of the *Loan Application for Part-Time Studies 2023-2024* form to determine your situation (e.g. situation 1, 2 or 3).
2. Complete the section of the work chart that corresponds to your situation.

Situation 1 – Self-supporting student

Divorced, legally separated, de facto separated, widowed or single student
who has checked one of the statements in Section 4b of the form

• Base amount \$43 575		\$43 575
• Number of dependent children _____ × \$3 450. If none, enter 0.	+	
• Enter \$2 583 if you are a single parent. If not, enter 0.	+	
• This is your eligibility threshold:	=	
• Subtract your total income for 2022 (line 199 of your Québec income tax return).	-	
• If the result is a positive number, you qualify for the Loans Program for Part-Time Studies.	=	

Situation 2 – Student with parental or sponsor support

Single student who has checked none of the statements in Section 4b of the form

• Base amount \$75 000		\$75 000
• Enter your total income for 2022 _____ + your parents' (or sponsor's) total income (line 199 of the Québec income tax return).	-	
• If the result is a positive number, you qualify for the Loans Program for Part-Time Studies.	=	

Situation 3 – Student with support from his or her spouse

Student who is married or in a civil union (with or without children) |
Student who is living with a de facto spouse and one or more dependent children

• Base amount \$75 000		\$75 000
• Number of dependent children _____ × \$3 450. If none, enter 0.	+	
• This is your eligibility ceiling.	=	
• Enter your total income for 2022 _____ + your spouse's total income _____ (line 199 of the Québec income tax return).	-	
• If the result is a positive number, you qualify for the Loans Program for Part-Time Studies.	=	

This work chart will give you an idea of your situation. It does not replace the actual processing of your application. For more information, contact the financial assistance office of your educational institution.

WHAT SIZE LOAN COULD I GET?

Find out using the *Loan Assessment simulator*.

Education expenses are based on the level of instruction and are calculated by multiplying the number of credits or course hours by a fixed amount that includes all costs (tuition, school supplies and related expenses, including admission and registration fees).

Child care costs will be recognized for each child under the age of 12 and each child of 12 to 17 years old that suffers from a major functional disability (handicap leading to significant and persistent limits on performing daily activities) or mental disorder. An amount of \$637 per trimester is recognized for each child in your custody, representing child care costs.

Transportation expenses are recognized for students in the *Loans Program for Part-Time Studies* that attend an educational institution located in an outlying region.

An amount of \$437 per period of studies will be allowed to take account of additional transportation costs for individuals that study in a city, region or RCM among the following:

- Bas-Saint-Laurent
- Gaspésie–Îles-de-la-Madeleine
- Saguenay–Lac-Saint-Jean
- Côte-Nord
- Nord-du-Québec
- Abitibi-Témiscamingue
- Pontiac MRC
- Vallée-de-la-Gatineau MRC
- Antoine-Labelle MRC
- Ville de La Tuque

Loan assessment simulator				
	Fall 2023	Winter 2024	Summer 2024	TOTAL
Education expenses				
University: \$148.95 per credit	_____ × \$148.95 = _____ Credits	_____ × \$148.95 = _____ Credits	_____ × \$148.95 = _____ Credits	
Public college: \$3.82 per course hour	_____ × \$3.82 = _____ Course hours	_____ × \$3.82 = _____ Course hours	_____ × \$3.82 = _____ Course hours	
Private college: \$12.77 per course hour	_____ × \$12.77 = _____ Course hours	_____ × \$12.77 = _____ Course hours	_____ × \$12.77 = _____ Course hours	
Secondary school vocational studies: \$2.56 per course hour	_____ × \$2.56 = _____ Course hours	_____ × \$2.56 = _____ Course hours	_____ × \$2.56 = _____ Course hours	
Childcare expenses				
Child 11 years of age or under: \$637 per child	_____ × \$637 = _____ Number of children	_____ × \$637 = _____ Number of children	_____ × \$637 = _____ Number of children	
Child 12 to 17 years old with a major functional disability or mental disorder: \$637 per child	_____ × \$637 = _____ Number of children	_____ × \$637 = _____ Number of children	_____ × \$637 = _____ Number of children	
GRAND TOTAL:				

A loan will be issued if the result is higher than \$100.

Questions	Réponses
> How will I know if I will receive financial assistance?	Once your application has been processed, Aide financière aux études will then send you a decision notice by mail. If the answer is positive, this notice will tell you the loan amount you have been awarded. If you have provided an e-mail address, you will receive an e-mail message inviting you to go to the Aide financière aux études Web site to see your decision notice under <i>My Student Financial Assistance File</i>. If you do not qualify for financial assistance, you will still receive a decision notice stating the reason(s) for the refusal.
> When is the application deadline?	The <i>Loan Application for Part-Time Studies</i> form and schedules 1 or 2, if applicable, must be received by Aide financière aux études no later than 30 days after the end of the last month of your recognized studies for the award year in question.
> Will my application remain confidential?	Yes. The only persons who have access to the information provided in your <i>Loan Application for Part-Time Studies</i> form are those staff members who need it in order to perform their job duties.
> What if my situation changes during the term?	You must file a <i>Part-Time Studies Loan Application Update</i> form. This form may be obtained from the financial assistance office of your educational institution or on the Web site of Aide financière aux études at Quebec.ca/student-financial-assistance .
> How will I receive my Guarantee Certificate?	Your <i>Guarantee Certificate</i> will be sent to your home. In order for the financial assistance to which you are entitled to be deposited directly into your bank account, you must then submit all of the documents contained in your envelope to your financial institution.
> What if Aide financière aux études has had to repay my financial institution for my previous student loans?	You will qualify for a loan for part-time studies only once you have paid back 50% of your student loan debt. You must also sign an acknowledgment of debt (IOU) for the balance still owing.

GUIDE

1. Fill out all the sections of the *Loan Application for Part-Time Studies 2023-2024* form.
2. Have your parents, spouse or sponsor complete the schedules that concern them.

Remember to **enter your first and last names and permanent code** in the *Student's Personal Information* section of each schedule and to **sign** your form.

Note

We must receive all documents required as part of an application for loan for part time studies no later than December 29 that follows the end of the award year.

Note

Your form and any required schedules cannot be faxed to us or uploaded directly into your online file. Instead, they must be mailed to us.

You may be asked to provide supporting documents at a later date should Aide financière aux études audit your file. You should therefore be prepared to back up all the information you provide in the application form and schedules.

SECTION 1: STUDENT'S PERSONAL INFORMATION

What if I move during the year?

All correspondence will be sent to the address you provide in this section. If your address changes during the year, you must notify Aide financière aux études as soon as possible. You can change your address in your student financial assistance file. You can access your file via the Web site of Aide financière aux études (Quebec.ca/student-financial-assistance).

What if I don't have a social insurance number (SIN)?

If you don't have a SIN, you must apply for one at the Service Canada Centre in your area, because that information is required.

How do I find my permanent code?

Your permanent code (e.g.: TREP11596701) appears on your secondary school or college transcript. Your permanent code is still valid even if it has been years since you were a student. You can therefore use your permanent code again to apply for a loan for part-time studies.

What if I don't have a permanent code?

If you were never assigned a permanent code by the Ministère, refer to the table to the right to find out which documents you must submit along with your application. You must also provide your birth certificate that indicate your place of birth (city and country) and the first and last names of both your parents, even if they are deceased.

For more information, contact the financial assistance office of your educational institution or Aide financière aux études.

Document required to obtain a permanent code

You must provide the original document or a copy certified as true to the original by an authorized person from your educational institution.

> Canadian citizen by birth	Your birth certificate, copy of act of birth or birth and baptismal certificate, if issued by a parish before 1994
> Naturalized Canadian citizen	Your <i>Commémoration of Canadian Citizenship</i> certificate issued by Citizenship and Immigration Canada
> Permanent resident	Your <i>Record of Landing</i> (IMM 1000), <i>Confirmation of Permanent Residence</i> (IMM 5292 or IMM 5688) or copies of both sides of your Permanent Resident Card issued by Citizenship and Immigration Canada
> Refugee or protected person	Refugee Protection Claimant Document issued by Citizenship Immigration Canada or Your <i>Certificat de sélection du Québec</i> issued under the <i>Act respecting immigration to Québec</i>

SECTION 2: QUÉBEC RESIDENT STATUS

If I checked *No* for the first two questions in Section 2, can I still qualify for the Loans Program for Part-Time Studies?

Yes, you qualify if you reside in Québec, that is, if you meet any of the criteria listed below. **If so, check Yes at box 1.**

3. You hold a selection certificate issued under the *Act respecting immigration to Québec*.
4. Your parents (or sponsor) are deceased, but one of them resided in Québec at the time of his or her death.
5. You still have your residence in Québec, although your parents (or sponsor) now live elsewhere.
6. Québec is the last place where you resided for 12 consecutive months without pursuing postsecondary studies or Québec is the last place where you resided for 24 consecutive months without pursuing full-time studies.
7. You were adopted by a person who resided in Québec at the time of your adoption.
8. You have been residing in Québec for at least three months and have not resided in another Canadian province for more than three months.
9. You have resided in Québec in accordance with the following statements (a to d) for three consecutive years within the last five years.
 - a) One of your parents or your sponsor reside in Québec.
 - b) You still have your residence in Québec, although your parents (or sponsor) now live elsewhere.
 - c) Québec is the last place where you resided for 12 consecutive months without pursuing postsecondary studies or Québec is the last place where you resided for 24 consecutive months without pursuing full-time studies.
 - d) You have been residing in Québec for at least three months and have not resided in another Canadian province for more than three months.
10. Your spouse was born in Québec or meets one of the conditions specified in points 3, 6, 7, 8, 9c and 9d.

SECTION 3: EDUCATIONAL INSTITUTION

How many credits or course hours must I take to be considered a part-time student at an educational institution?

Secondary school vocational training:

- 76 to 179 course hours

College:

- 76 to 179 course hours

University (undergraduate, graduate or doctoral program):

- 6 to 11 credits

What educational institutions and courses are recognized?

Educational institutions must be recognized by the Ministère and courses must be part of a recognized program.

What if I am taking distance education courses?

You qualify if you are studying in Québec, the educational institution offering the distance education courses you are taking is recognized by the Ministère and the courses you are taking are part of a recognized program.

If I am an auditing student or taking language courses, do I qualify?

No, you do not qualify since these courses are not part of a recognized program.

Where do I find the *institution code* for my educational institution?

To find the exact name of your educational institution and the institution code, refer to the list on pages 13 to 16.

Note

If you are taking courses at a recognized educational institution located outside Québec*, you qualify provided that you still have your residence in Québec and meet one of the criteria outlined in Section 2 of the form. You do not qualify if you are an independent student outside Québec.

*University of Ottawa, Acadia University / Montréal, Cité collégiale / Ottawa, Université de Moncton / Edmundston, Collège Algonquin (Nepean, Ottawa), Collège communautaire du Nouveau-Brunswick Campbellton, Edmundston), Carleton University, St-Paul University.

SECTION 4: STUDENT'S SITUATION

How is my situation determined?

Aide financière aux études uses the information you provide in this section to determine your situation, i.e. whether you are:

- a self-supporting student
- a student with financial support from his or her parents or sponsor
- a student with financial support from his or her spouse

A) DEFINITIONS

Legally separated: You were once legally married or in a civil union but have obtained a court judgment granting you a legal separation.

De facto separated: You are legally married or in a civil union and are now separated but have not obtained a court judgment.

Biological or adoptive parent of a child: You have or had a child of your own (whether the child is living or deceased). You are the adoptive parent of a child if you have legally adopted a child.

Head of a single parent family: Parent living with at least one child, having custody at least 25% of the time and is single, a widow or widower, legally or de facto divorced or separated or whose spouse cannot be located.

Spouse: Your spouse is the person to whom you are married or with whom you are in a civil union or if you are living with a partner of the opposite sex or the same sex without being married or in a civil union, and with at least one dependant child (either your own or your partner).

Sponsor: The sponsor is the person, other than a parent or spouse, who agreed to provide for the basic needs of the student when he or she obtained permanent resident status. The sponsor is not a guardian or tutor, but rather the person held accountable for the student under the *Immigration and Refugee Protection Act*. In keeping with this Act, a Canadian citizen by birth cannot have a sponsor.

Dependent child: A dependent child is single, does not have any children of his or her own and is:

- under 18 years of age
- 18 years of age or over, studying full-time and deemed to be living with his or her parents
- 18 years of age or over, studying full-time and not living with his or her parents if they are expected to contribute toward the cost of his or her education

Civil union: A civil union is a public commitment made by two people who wish to live together. They must consent in public, before a competent celebrant. The civil union is recorded in an act of civil union.

B) SELF- SUPPORTING STUDENT

if you are single and none of the first four statements in Section 4b of the form applies to you, you must be in one of the following situations to be regarded as not receiving financial support from your parents or sponsor.

If one of these situations applies to you, **check box 2** and give the date on which the situation began.

Note

If more than one situation applies to you, give the starting date for the situation that has applied the longest.

- > You have earned 90 credits in a single university study program in Québec if you meet the following two conditions:
 - A minimum of 3 years of university (at least two terms are required to count as a year of studies)
 - minimum of 90 credits counted toward a diploma in a single program (credits earned in another program of studies are only counted if they relate to a transfer to the program used to calculate the 90-credit total).
- > You have completed in a single program outside Québec :
 - Four years of full-time university studies (at least two full-time sessions are required to count for one academic year)

OR

- If you hold a Diploma of College Studies (DCS), you have completed three years of full-time university studies (at least two full-time sessions are required to count for one academic year).
- > You hold an undergraduate degree or the equivalent from an institution outside Québec.
- > You are studying toward a graduate or doctoral degree but do not have an undergraduate degree.
- > You hold a Diploma of Advanced Studies I in Music or an attestation issued upon completion of three years of university education at a Québec music or drama conservatory.
- > You are or have been the biological or adoptive parent of a child.
- > You are single and both your parents are deceased (or your sponsor is deceased).
- > You have not studied full-time for at least seven years since the date on which you were no longer required by law to attend school.
- > Your spouse cannot be located.
- > You do not have to submit Schedule 1. You must, however, provide details in writing, or the processing of your application may be delayed.
- > You are single and one of the following exceptional family situations applies to you:
 - You have been placed in a foster home.
 - You have been placed in the custody of a guardian.
 - Your parents (or sponsor) cannot be located.
 - Your family situation has deteriorated.

SECTION 4: STUDENT'S SITUATION (CONT.)

- > You have been in one or both of the following situations for a total period of at least 24 months (if both, the periods must be consecutive), not counting any time during which you attended an educational institution on a full-time basis:
- You have supported yourself while living elsewhere than with your parents or sponsor.
 - You have held a paid job or have received employment insurance benefits, Canada Emergency Response Benefit (CERB), or Canada Recovery Benefit (CRB), Canada Recovery Caregiving Benefit (CRCB), Canada Recovery Sickness Benefit (CRSB) or Canada Worker Lockdown Benefit (CWLBB) or income replacement benefits from the CNESST or SAAQ or income replacement benefits for crime victims or persons decorated for acts of good citizenship.

Note

You may have been in different situations during this 24-month period. For example, you may have had a paid job with a company for 10 months, have received employment insurance benefits for 2 months, have received employment assistance benefits (have supported yourself) for 4 months while living elsewhere than with your parents, have held another paid job with a company for 6 months, and have received income replacement benefits (CNESST) for 2 months, without ever studying full-time.

SECTION 5: STUDENT'S OR SPOUSE'S DEPENDENT CHILDREN

Do I have to list all of my dependent children in this section?

Aide financière aux études takes the number of dependent children you have into account in calculating allowable childcare expenses and determining the applicable eligibility threshold.

When assessing the amount to be awarded a student for childcare expenses, Aide financière aux études considers children under 12 years of age and those 12 to 17 years old if they have a major functional disability or mental disorder.

For Aide financière aux études to consider your dependent children when determining your eligibility threshold, you must list all of your children who are single, who do not themselves have any children and who are:

- under 18 years of age

- 18 years of age or over, studying full-time and deemed to be living with you
- 18 years of age or over, studying full-time and not living with you if you are expected to contribute toward the cost of their education

Note

To claim childcare expenses for children 12 years of age or over with a major functional disability or mental disorder, you must file a *Part-Time Studies Loan Application Update* form. You must also list the names of these children on this form.

SECTION 6: STUDENT'S INCOME

You must report your total income as given on line 199 of your 2022 Québec income tax return. The income reported in this section is systematically checked against the information on file at Revenu Québec. If your spouse has transferred some retirement income to you (line 123 of your income tax return), you must subtract that income from line 199 and enter the new amount.

What if I didn't file an income tax return for 2022?

Enter the total amount that you have earned and would have entered on line 199 had you filed a Québec income tax return for 2022 (January 1 to December 31).

What income is taken into account?

Aide financière aux études takes into account your family income (2022 tax year) to determine whether you qualify for the Loans Program for Part-Time Studies. The definition of *family income* varies depending on your situation (as determined in the *Eligibility* work chart on page 3).

1. If you are single and are considered a self-supporting student:
Family income = your income
2. If you are considered to be receiving financial support from your parents (or sponsor):
Family income = your income + your parents' income, the income of the person (mother or father) with whom you reside or last resided, or your sponsor's income
3. If you are considered to be receiving financial support from your spouse:
Family income = your income + your spouse's income

SECTION 6: STUDENT'S INCOME (CONT.)

My income is lower this year than it was last year. Will Aide financière aux études take this into account?

Yes, Aide financière aux études will take this into account if your family income for this year has dropped by at least 10% compared with last year.

You must enter your projected income for the current year in Section 6b of the form for Aide financière aux études to be able to determine whether your family income has dropped by at least 10% compared with last year.

Note

The family income is based on the income earned in the **SAME** year by each of the persons concerned.

SECTION 7: STUDENT'S SIGNATURE

Your application will be processed **only if you have signed it**.

SCHEDULE 1 – STUDENT'S SPOUSE

SECTION 1: SPOUSE'S PERSONAL INFORMATION

Your spouse must include his or her first and last names, as specified on his or her birth certificate, or on the *Record of Landing* (IMM 1000), *Confirmation of Permanent Residence* (IMM 5292 or 5688) or permanent resident card issued by Citizenship and Immigration Canada.

SECTION 2: SPOUSE'S INCOME

Your spouse must report his or her total income as given on line 199 of his or her 2022 Québec income tax return. However, if retirement income was transferred by your spouse (income tax return line 123), he or she should subtract it from the amount on line 199 and write in the resulting new amount.

The income reported in this section is systematically checked against the information on file at Revenu Québec.

What if my spouse didn't file an income tax return for 2022?

He or she must enter the total amount that he or she has earned and would have entered on line 199 had he or she filed a Québec income tax return for 2022 (January 1 to December 31). However, if retirement income was transferred by your spouse (income tax return line 123), he or she should subtract it from the amount on line 199 and write in the resulting new amount.

You are not required to have your spouse complete Schedule 1 if you are a naturalized Canadian citizen, a permanent resident, a refugee or a protected person and your spouse always lived outside Canada.

What income is taken into account?

Aide financière aux études takes into account your family income (for the 2022 tax year) to determine whether you qualify for the Loans Program for Part-Time Studies. In this particular case, family income refers to your income and your spouse's income combined.

My spouse's income is lower this year than it was last year. Will Aide financière aux études take this into account?

Yes, Aide financière aux études will take this into account if your *family income* for this year has dropped by at least 10% compared with last year.

Your spouse must enter his or her projected income for the current year in Section 2b of Schedule 1 for Aide financière aux études to be able to determine whether your family income has dropped by at least 10% compared with last year.

SECTION 3: SPOUSE'S SIGNATURE

Your application will be processed **only if your spouse has signed the schedule**.

SCHEDULE 2 – STUDENT’S PARENTS OR SPONSOR

SECTION 1: STUDENT CUSTODY

Who must complete the schedule?

This schedule must be completed by your parents (biological or adoptive) or your sponsor.

Which box should I check for physical custody?

If your biological or adoptive parents live together (are not divorced, legally separated or de facto separated and neither is deceased), they must check *Both parents* and complete Sections 2A and 2B.

If your parents are divorced, legally or de facto separated, or if one of your parents is deceased, the person with whom you reside or last resided must check *Father or Mother*, as the case may be, and complete Section 2A.

You are a naturalized Canadian citizen or permanent resident and both your parents always lived outside Canada.

If, in accordance with the *Immigration and Refugee Protection Act*, a sponsor agreed to provide for your basic needs when you obtained permanent resident status, he or she must check *Sponsor* and complete Section 2A.

If you do not have a sponsor, you are not required to submit Schedule 2.

SECTIONS 2A AND 2B: PARENT’S OR SPONSOR INFORMATION

Your mother, father or sponsor must include his or her first and last names, as specified on his or her birth certificate, or on the *Record of Landing* (IMM 1000), *Confirmation of Permanent Residence* (IMM 5292 or 5688) or permanent resident card issued by Citizenship and Immigration Canada.

Your parents or sponsor must report their total income as given on line 199 of their Québec income tax return for 2022. However, if retirement income was transferred to them by a spouse (his or her income tax return line 123), they should subtract it from the amount on line 199 and write in the resulting new amount.

The income reported in this section is systematically checked against the information on file at Revenu Québec.

What if my parents or sponsor didn’t file an income tax return for 2022?

They must enter the total amount that they have earned and would have entered on line 199 had they filed a Québec income tax return for 2022 (January 1 to December 31). However, if retirement income was transferred to them by a spouse (their income tax return line 123), they should subtract it from the amount on line 199 and write in the resulting new amount.

What income is taken into account?

Aide financière aux études takes into account the family income (for the 2022 tax year) to determine whether you qualify for the Loans Program for Part-Time Studies. In this particular case, *family income* refers to your income plus your parent’s income, that of the person with whom you reside or last resided or your sponsor’s income.

My parents’ or sponsor’s income is lower this year than it was last year. Will Aide financière aux études take this into account?

Yes, Aide financière aux études will take this into account if your family income for this year has dropped by at least 10% compared with last year.

Your parents or sponsor must enter their projected income for the current year for Aide financière aux études to be able to determine whether your family income has dropped by at least 10% compared with last year.

SECTION 3: PARENTS’ OR SPONSOR’S SIGNATURE

Your application will be processed **only if your parents or sponsor has signed the schedule.**

Secondary school vocational studies

You must enter the code of the educational institution where you are pursuing vocational studies. If your educational institution is not listed below, please contact the financial assistance office of your educational institution.

CSS stands for Centre de services scolaire (school service centre) and CFP for Centre de formation professionnelle (vocational training centre).

Public educational institutions

Central Québec School Board

- Eastern Quebec Learning Center 881428

CSS des Affluents

- CFP des Moulins 841400
- CFP des Riverains 841401

CSS des Appalaches

- CFP de Black Lake 822442
- CFP Le Tremplin 822451

CSS de la Baie-James

- CFP de la Baie-James 801450

CSS de la Beauce-Etchemin

- Centre de formation des Bâtisseurs 823429
- CFP Pozer 823482
- CIMIC 823423

CSS des Bois-Francs

- Centre de formation Vision 20-20 872467

CSS de la Capitale

- CFP de Limoilou 732473
- CFP Neufchâtel 732471
- CFP de Québec 732474
- CFP Wilbrod-Bherer 732475
- École de foresterie et de technologie du bois de Duchesnay 732400
- École des métiers et occupations de l'industrie de la construction de Québec 732472
- École hôtelière de la Capitale 732476

CSS de Charlevoix

- CFP de Charlevoix 731400

CSS du Chemin-du-Roy

- CFP Bel-Avenir 741404
- CFP Qualitech 741403
- CFP Qualitech – Pavillon Louiseville 74100D

CSS des Chênes

- Centre André-Morissette 873408
- Centre Paul-Rousseau 873402

CSS des Chic-Chocs

- CFP C.-E.-Pouliot 812440
- CFP de la Haute-Gaspésie 812407

CSS au Coeur-des-Vallées

- CFP Relais de la Lièvre- Pavillon 773440
- Relais de la Lièvre 773440
- CFP Relais de la Lièvre- Pavillon Seigneurie 77300B

CSS de la Côte-du-Sud

- Centre de formation agricole 821416
- Centre sectoriel des plastiques 821437
- CFP L'Envolée de Montmagny 821447

CSS des Découvreurs

- CFP Marie-Rollet 733494
- CFP Maurice-Barbeau 733496

CSS De La Jonquière

- CFP Jonquière 724416
- CFP Jonquière Édifice St-Germain 72400B
- CFP Jonquière Édifice Mellon 72400C

CSS des Draveurs

- CFP Compétences-Outaouais 771440

CSS de l'Énergie

- Carrefour Formation Mauricie 742451
- École forestière La Tuque 742461

CSS de l'Estuaire

- CFP de Forestville 79144B
- CFP de Baie-Comeau 79144C

CSS du Fer

- CFP A.-W.-Gagné 792440
- CFP A.-W.-Gagné / Pavillon Jean-du-Nord 79200B
- CFP A.-W.-Gagné / Pavillon Mgr Labrie 79200C

CSS du Fleuve-et-des-Lacs

- CFP du Fleuve-et-des-Lacs (Cabano) 713401
- CFP du Fleuve-et-des-Lacs (Dégelis) 71300C
- CFP du Fleuve-et-des-Lacs (Pohénégamook) 71300D
- CFP du Fleuve-et-des-Lacs (Trois-Pistoles) 71300B

CSS des Grandes-Seigneuries

- CFP à La Prairie 867420
- École de formation professionnelle de Châteauvau 867430

CSS Harricana

- Centre de formation Harricana 783450

CSS des Hautes-Rivières

- École Paul-Germain-Ostiguy 863405
- École professionnelle de métiers 863460

CSS des Hauts-Bois-de-l'Outaouais

- CFP Pontiac 774408
- École des métiers professionnels 774410

CSS des Hauts-Cantons

- CFP de Coaticook (CRIFA) 751423
- CFP du Granit 751422
- CFP du Haut Saint-François 751421
- Maison familiale rurale de la région de Mégantic 751425
- Maison familiale rurale du Granit 751424

CSS des Îles

- Centre de formation professionnelle 811401

CSS de Kamouraska-Rivière-du-Loup

- CFP Pavillon-de-l'Avenir 714402

CSS du Lac-Abitibi

- CFP du Lac-Abitibi 785400

CSS du Lac-Saint-Jean

- CFP d'Alma 722461

CSS du Lac-Témiscamingue

- Centre Frère-Moffette F.P. 781457
- Centre l'Envol 781463

CSS des Laurentides

- Centre unifié École hôtelière des Laurentides & CFP des Sommets / l'Horizon / Services aux entreprises 853401
- École hôtelière des Laurentides 853430
- CFP l'Horizon 853401

CSS de Laval

- École des métiers spécialisés de Laval 831410
- Centre de formation horticole de Laval 831460
- Centre de formation Le Chantier 831470
- École hôtelière et d'administration de Lavall 831430
- École Polymécanique de Laval 831440
- Institut de protection contre les incendies du Québec (IPIQ) 831480

CSS Marguerite-Bourgeois

- CFP des Carrefours 763403
- Centre intégré de mécanique, de métallurgie et d'électricité (CIMME) 763413
- CFP de Lachine, Pavillon Dalbé-Viau 76300B
- CFP de Lachine, Pavillon Les Rives 763418
- CFP de Verdun 763410
- CFP des métiers de la santé 763417
- CFP Léonard de Vinci, Édifice Côte-Vertu 76300J
- CFP Léonard de Vinci, Édifice Thimmens 763405

CSS Marie-Victorin

- CFP Charlotte Tassé 864478
- CFP Pierre-Dupuy 864490
- École hôtelière de la Montérégie 864451

CSS de Montréal

- École des métiers de la construction de Montréal 762477
- École des métiers de l'aérospatiale de Montréal 762494
- École des métiers de l'équipement motorisé de Montréal 762435
- École des métiers de l'horticulture de Montréal 762457
- École des métiers de l'informatique, du commerce et de l'administration de Montréal 762478
- École des métiers des Faubourgs-de-Montréal 762474
- École des métiers du meuble de Montréal 762486
- École des métiers du Sud-Ouest de Montréal 762414
- École des métiers de la restauration et du Tourisme de Montréal 762490

CSS des Monts-et-Marées

- CFP d'Amqui 71140C
- CFP de Matane 71140B
- CFP en foresterie de Causapscal 71140D

CSS des Navigateurs

- Centre de formation en mécanique de véhicules lourds 824430
- Centre de formation en montage de lignes 824420
- Centre national de conduite d'engins de chantier (CNCEC) 824434
- CFP de Lévis 824414
- CFP Gabriel-Rousseau 824440

CSS de l'Or-et-des-Bois

- CFP Val-d'Or 784440

CSS des Patriotes

- CFP des Patriotes 865435

CSS du Pays-des-Bleuets

- CFP de Dolbeau-Mistassini 72140C
- CFP Roberval 72140B
- CSS des Phares
- Centre de formation Rimouski-Neigette 712442
- CFP Mont-Joli-Mitis 712405
- CFP Mont-Joli-Mitis/La Pocatière 71200B
- CFP en foresterie de Dégelis 71140E

Secondary school vocational studies (cont.)

CSS Pierre-Neveu

- Centre de formation professionnelle de Mont-Laurier 854401

CSS de la Pointe-de-l'Île

- Centre Anjou 761478
- Centre Antoine-de-Saint-Exupéry 761475
- Centre Calixa-Lavallée 761490
- Centre Daniel-Johnson 761470
- Centre régional de formation à distance du Grand-Montréal 761496
- Centre de formation des Métiers de l'acier 761477

CSS des Portages-de-l'Outaouais

- Centre Vision-Avenir 772402
- CFP des Portages-de-l'Outaouais 772442

CSS de Portneuf

- CFP de Portneuf 735401
- CFP de Portneuf/Saint-Raymond 73500C

CSS des Premières-Seigneuries

- Centre de formation en transport de Charlesbourg 734479
- CFP Fierbourg 734406
- CFP Samuel-De Champlain 734451

CSS de la Région-de-Sherbrooke

- CFP 24-Juin 752470
- CFP 24-Juin – Pavillon Bowen 75200F
- CFP 24-Juin – Pavillon des techniques industrielles 75200B
- CFP 24-Juin – Pavillon du Vieux-Sherbrooke 75200D
- CFP 24-Juin – Pavillon East Angus 75200C
- CFP 24-Juin – Pavillon forage et dynamitage 75200E
- CFP 24-Juin – Pavillon Magog 75200J
- CFP 24-Juin – Pavillon Windsor 75200H

CSS René-Lévesque

- Centre L'Envol 813404
- Centre spécialisé des pêches 001600
- CFP Bonaventure 813403

CSS de la Riveraine

- Centre de formation professionnelle 871401

CSS des Rives-du-Saguenay

- Centre de formation professionnelle du Grand-Fjord 723406

CSS de la Rivière-du-Nord

- Centre d'études professionnelles (Saint-Jérôme) 852400
- Centre de formation du transport routier de Saint-Jérôme 852401
- Centre Performance Plus 852402

CSS de Rouyn-Noranda

- Centre Polymétier 782438

CSS de Saint-Hyacinthe

- École professionnelle de Saint-Hyacinthe 862423

CSS des Samares

- Centre Multiservices des Samares 842401
- École hôtelière de Lanaudière 84200B
- Pavillon Montcalm 84200E

CSS de la Seigneurie-des-Mille-Îles

- Centre de formation agricole de Mirabel 851407
- Centre de formation des Nouvelles-Technologies 851404
- CFP de l'automobile 851403
- CFP L'Émergence 851402
- Centre de formation Construc-Plus 851460

CSS des Sommets

- CFP de l'Asbestos 75340B
- CFP de Windsor 75340C
- CFP de Magog 75340D

CSS de Sorel-Tracy

- Centre de formation professionnelle 861400

CSS des Trois-Lacs

- Atelier-école Les Cèdres 869402
- CFP Paul-Gérin-Lajoie 869401

CSS du Val-des-Cerfs

- Centre de formation professionnelle 866471
- Centre régional intégré de formation 866470

CSS de la Vallée-des-Tisserands

- CFP des Moissons-et-Pointe-du-Lac 868400

Eastern Shores School Board

- Flemming Adult Education Center 882490
- Grosse Isle Adult Education Center 882415
- Hopetown Adult Education Center 882406
- Listuguj Adult Education Center 882402
- New Richmond Adult Education Center 882404
- Wakeham Adult Education Center 882413

Eastern Townships School Board

- Vocational Education Centre (Cowansville Campus) 883401
- Vocational Education Centre (Lennoxville Campus) 883402

École Nationale du meuble et de l'ébénisterie

006600

École québécoise Meuble et bois ouvré (Montréal)

00660B

English-Montréal School Board

- Laurier MacDonald Vocational Centre 887406
- Rosemount Technology Centre 887405
- Shadd Business Centre 887403
- St. Pius X Career Centre 887408

Institut de tourisme et d'hôtellerie du Québec

034600

Lester-B.-Pearson School Board

- Centre d'électrotechnologie Pearson 888404
- CFP de Verdun 888408
- Gordon Robertson Career Centre 888400
- Pearson Adult & Career Centre 888401
- Riverdale Business Centre 888402
- West Island Career Centre 888403

New Frontiers School Board

- Centre d'éducation aux adultes et communautaire Huntingdon 889403
- Châteauguay Valley Career Centre 889417
- NOVA Career Centre 889499

Riverside School Board

- ACCESS 884450

Sir-Wilfrid-Laurier School Board

- Centre de développement des compétences Laurier-Lachute 885403
- Centre de développement des compétences Laurier-Pont-Viau 885401
- Centre de développement des compétences Laurier-Repentigny 885404

Western Québec School Board

- Maniwaki Vocational Training Centre 886451
- Shawville Vocational Training Centre 886431
- Western Quebec Career Centre 886421

Private educational institutions

- Académie des pompiers 513501
- Académie des pompiers, campus Targe 513502
- Aviron Québec (technical training) 032501
- Aviron Québec (technical training) 032502
- Aviron Technical Institute of Montréal, campus 5460 375501
- Aviron Technical Institute of Montréal, campus 5490 375502
- Campus Notre-Dame-de-Foy 485501
- CDI College (Laval Campus) 528502
- CDI College (Montréal Campus) 528501
- CDI College (Pointe Claire Campus) 691580
- Centre de formation professionnelle d'électrolyse et d'esthétique 518501
- Collège LaSalle 585501
- Collège Milestone 650501
- Collège Milestone, formation à distance 650502

- Collège St-Michel 652501
- Collège supérieur de Montréal 084501
- Collège de comptabilité et de secrétariat du Québec (campus de Longueuil) 205501
- Collège de comptabilité et de secrétariat du Québec, campus de Longueuil inc. formation à distance 205502
- Collège de comptabilité et de secrétariat du Québec (campus de Sherbrooke) 215501
- École du routier G.C. 497501
- École du Routier R.C. 651501
- Extra Centre de Formation 609501
- Herzing College 534501
- Inter-Dec College 105501

College

This list contains the names of all recognized college-level educational institutions. The status of certain institutions may change and new institutions may be added once this Guide is published. If in doubt, please contact the financial assistance office of your educational institution or Aide financière aux études.

Public colleges, music conservatories and institutes

Cégep André-Laurendeau	929000	Cégep de Maisonneuve	916000	Cégep régional de Lanaudière (L'Assomption)	940001
Cégep Beauce-Appalaches	937000	Cégep de Matane	927000	Cégep régional de Lanaudière (Terrebonne)	940002
• Centre d'études collégiales de Lac-Mégantic	937001	Cégep de Rimouski	901000	Cégep Saint-Jean-sur-Richelieu	908000
• Centre d'études collégiales de Sainte-Marie	937002	• Centre matapédien d'études collégiales	901002	• Centre d'enseignement collégial de Brossard	90800B
Cégep d'Ahuntsic	913000	• Institut maritime du Québec	901001	Cégep Champlain-Saint-Lawrence	936002
Cégep d'Alma	932001	Cégep de Rivière-du-Loup	922000	Cégep Champlain à Lennoxville	936001
Cégep de Baie-Comeau	931001	• Centre d'études collégiales du Témiscouata	922001	Cégep Champlain à Saint-Lambert	936003
Cégep de Bois-de-Boulogne	914000	• Living Lab en innovation ouverte	922090	Cité collégiale	
Cégep de Chicoutimi	932002	Cégep de Rosemont	915000	• Campus d'Ottawa	H5204A
• Centre d'études collégiales de Forestville	932012	• Cégep à distance	915001	Collège Algonquin AAT (Nepean, Ottawa)	H5202A
• Centre québécois de formation aéronautique (Saint-Honoré)	932005	Cégep de Saint-Félicien	932004	Collège communautaire du Nouveau-Brunswick	
Cégep de Drummondville	907001	• Centre d'études collégiales à Chibougamau	932006	• Campus Campbellton	H7189B
• Centre collégial d'expertise en gérontologie	907192	• Écofaune boréale	932491	• Campus d'Edmundston	H7189C
Cégep de Granby-Haute-Yamaska	904001	Cégep de Saint-Hyacinthe	907003	Collège Dawson	933000
Cégep de Jonquière	932003	Cégep de Saint-Jérôme	928000	Collège Héritage	919001
• Centre d'études collégiales en Charlevoix	932007	• Centre collégial de Mont-Laurier	928001	Cégep de Shawinigan	906000
Cégep de l'Abitibi-Témiscamingue	920000	• Centre collégial de Mont-Tremblant	928002	• Centre d'études collégiales de La Tuque	906001
• Campus d'Amos	920001	Cégep de Saint-Laurent	912000	Conservatoire de musique de Gatineau	470502
• Campus de Val-d'Or	920002	Cégep de Sainte-Foy	903000	Conservatoire de musique de Montréal	749572
• Centre d'études collégiales des Premières Nations (francophone)	920004	Cégep de Sept-Îles	931002	Conservatoire de musique de Québec	669510
Cégep de la Gaspésie et des Îles	900000	Cégep de Sherbrooke	904000	Conservatoire de musique de Rimouski	020510
• Centre d'études collégiales de Carleton-sur-Mer	900004	Cégep de Sorel-Tracy	907002	Conservatoire de musique de Saguenay	100501
• Centre d'études collégiales des Îles-de-la-Madeleine	900006	• Centre d'études collégiales de Varennes	90702B	Conservatoire de musique de Trois-Rivières	260504
• École des pêches et de l'aquaculture du Québec	900005	Cégep de Thetford	924000	Conservatoire de musique de Val-d'Or	520500
Cégep de La Pocatière	923000	• Centre d'études collégiales de Lotbinière	924003	École nationale de police du Québec	770000
• Centre d'études collégiales de Montmagny	923001	Cégep de Trois-Rivières	905000	Institut de technologie agroalimentaire	
• Centre d'études collégiales du Témiscouata	923002	Cégep de Valleyfield	918000	• Campus de La Pocatière	190504
Cégep de Lévis-Lauzon	921000	Cégep de Victoriaville	925000	• Campus de St-Hyacinthe	440512
Cégep de Limoilou	902000	• École nationale du meuble et de l'ébénisterie, pavillon de Montréal	925002	Institut de tourisme et d'hôtellerie du Québec	749655
• Campus de Charlesbourg	902002	Cégep du Vieux-Montréal	917000	MacDonald College—Université McGill	699600
Cégep de l'Outaouais	919000	Cégep Édouard-Montpetit	909000	Vanier College	934000
• Campus Félix-Leclerc	919002	• École nationale d'aérotechnique	909001		
• Centre d'études collégiales de Maniwaki	919003	Cégep François-Xavier-Garneau	926000		
		Cégep Gerald-Godin	939000		
		Cégep John Abbott	935000		
		Cégep Lionel-Groulx	911000		
		Cégep Marie-Victorin	938000		
		• Campus Namur	93800E		
		Cégep Montmorency	930000		
		Cégep régional de Lanaudière (Joliette)	910000		

College (cont.)

Private colleges

Académie de l'Entrepreneurship	294901	Collège Eid Air Aviation	693693	Collège TAV	693510
Air Richelieu	693590	Collège Eid Air Aviation (secteur anglophone)	693694	École de danse contemporaine	749751
Cargair	693651	Collège Ellis	250506	École de danse de Québec	669542
Campus d'effets visuels	693755	Collège Ellis, Montréal	693520	École de management INSA	693730
Campus Notre-Dame-de-Foy	210508	Collège Ellis, Saint-Agathe-des-Monts	693521	École de musique Vincent-d'Indy	719503
Centre de formation collégial en techniques équine du Québec	692570	Collège Ellis, Campus Longueuil	693522	École de sténographie judiciaire	692580
Collège Canada	693550	Collège Ellis, Campus de Trois-Rivières	693523	École nationale de cirque	749937
CDI College (Laval Campus)	389551	Collège Greystone	693710	École nationale de l'humour	749995
CDI College (Montréal Campus)	749747	Collège Ifly inc.	693800	École Pivaut Montréal Inc.	693570
CDI College (Pointe Claire Campus)	691580	Collège International des Marcellines	749730	Herzing College (Montréal)	749758
CDI College (Saint-Léonard Campus)	691581	Collège international Marie-de-France	749557	Institut d'enregistrement du Canada enr.	359505
Centennial College	749701	Collège international Sainte-Anne	693530	Institut supérieur d'informatique I.S.I. (Montréal)	303531
Collège André-Grasset		Collège Jean-de-Brébeuf	749556	Institut Teccart (2003)	692550
• Collège André-Grasset (Montréal)	749547	Collège Lafèche	260501	Institut technique Aviron de Montréal inc.	375501
• Institut Grasset	692.34	Collège LaSalle	749548	Institut Trébas Québec inc.	749738
Collège April-Fortier	749720	Collège l'Avenir de Rosemont	693735	Isart	693600
Collège Bart	669537	Collège Marianopolis	749712	Lachute aviation	693640
Collège Cestar	693630	Collège Mérici	6695	LADMMI-L'École de danse contemporaine	749751
Collège d'aéronautique	693699	Collège Milestone Inc.	693805	LaSalle College	749548
Collège de l'Estrie inc.	277500	Collège Milestone inc. (secteur anglophone)	693806	Marianopolis College	749712
Collège de gestion, technologie et santé Matrix inc.	693610	Collège Multihexa/ Saguenay-Lac-Saint-Jean	691510	Musitechnic Formation	749841
Collège de l'immobilier du Québec	692590	Collège O'Sullivan de Montréal	749561	École nationale de théâtre du Canada	749672
Collège d'enseignement en immobilier inc.	692540	Collège O'Sullivan de Québec	669546	Orizon Aviation	669511
Collège de photographie Marsan	749553	Collège Universel - Campus Gatineau	690555	Passport Helico	693697
Collège de pilotage Saint-Hubert	693691	Collège Salette / ESMA - École supérieure des métiers artistiques	749795	Rubika, école supérieure de création numérique appliquée à l'animation, au design et au jeu vidéo inc.	693603
Collège des Technologies de l'Information de Montréal	693570	Collège Select Aviation	693695	Séminaire de Sherbrooke	270543
		Collège Stanislas inc.	719517		
		Collège St-Michel	693560		

University

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Acadia University		Institut Marie-Guyart	991070	Université du Québec à Chicoutimi	978003
• Montréal Campus	H1028B	Institut national de la recherche scientifique	978008	• Université du Québec à Chicoutimi-Sept-Îles	97803D
Bishop's University	981000	McGill University	979000	• Université du Québec à Chicoutimi-Montréal	97803E
Collège militaire royal de Saint-Jean	989000	McGill University		Université du Québec à Montréal	978001
Concordia University	980000	• MacDonald College	97900B	Université du Québec à Rimouski	
Conservatoires d'art dramatique		• Collège Presbytérien	97900C	• Campus de Rimouski	978004
• Montréal	991050	• Séminaire Uni	97900D	• Campus de Lévis	97804B
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