

4 Student's Situation (See Guide, pages 6 to 8)

a Please check Single Married Civil union spouse Divorced Legally separated De facto separated Widowed ▶ For any status other than single, give the effective date: Y M D

b Check all the statements that apply to you.

I am a single parent: I have at least one dependent child who has been living with me since: Y M D

I have been living with a de facto spouse and a child (my spouse's or mine) has lived with us since: Y M D

I have been at least 20 weeks pregnant since: Y M D

I am a permanent resident, a naturalized Canadian citizen or a refugee (within the meaning of the *Immigration and Refugee Protection Act*) and my parents or my spouse have been living outside Canada since: Y M D

2 I have been in one of the situations outlined in the Guide since: Y M D

See pages 7-8

- ▶ If you are single and did not check any of the statements in part *b*, have your parents or sponsor complete Schedule 2. Indicate with whom you reside or last resided: Both parents Father Mother Sponsor
- ▶ If you are married, living in a civil union or living with a de facto spouse and a child, have your spouse complete Schedule 1.

5 Student's or Spouse's Dependent Children (See Guide, page 8)

Give the required information for each of your dependent children.

Child's first name	Child's last name	Date of birth		
		Y	M	D
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Check the appropriate box for each term for which your childcare expenses will be paid by another ministry or organization, if applicable. Fall 2010 Winter 2011 Summer 2011

6 Student's Income (See Guide, pages 8 and 9)

If you have no income to report, write 0 (zero).

a **Income reported to Revenu Québec** Round off to the nearest dollar

Total income from line 199 of your 2009 Québec income tax return \$ _____ .00

If you have not filed a 2009 Québec income tax return, enter the total amount of income you earned in Québec during this period \$ _____ .00

If you have reported income in another province or country (i.e. income that you have not reported to Revenu Québec), enter the total amount of this income in Canadian dollars \$ _____ .00

See pages 8-9

b **Total income for the 2010 tax year**

Enter the total amount that you have received or expect to receive and will report to Revenu Québec for the period from January 1 to December 31, 2010 (line 199 of your Québec income tax return) \$ _____ .00

7 Student's Signature (See Guide, page 9)

I hereby certify that the information I have provided is accurate and complete.

Student's signature: _____ Date: Y M D

IN BRIEF

- ▶ 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 11 to 14)

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 2009 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 pages 2 and 3.
- ▶ You are not required to provide supporting documents with your application, unless you do not have a permanent code.

YOUR STUDIES ARE DEEMED FULL-TIME STUDIES IF

You are a single parent and living with your child who is under age 12

You have a spouse and are living with your child who is under age 6

You are at least 20 weeks pregnant

You have a major functional disability

You are participating in the Réussir Program of the Ministère de l'Emploi et de la Solidarité sociale

In that case, you may qualify for the Loans and Bursaries Program for full-time studies rather than the Loans Program for Part-Time Studies, even though you are studying part-time. The Loans and Bursaries Program covers living expenses, among other types of expenses.

If you qualify for the Loans and Bursaries Program and choose to file an application, you must complete the *Application for Financial Assistance* form. This form is available at the financial assistance office of your educational institution or on our Web site at www.afe.gouv.qc.ca. For details on that program's eligibility requirements, contact the financial assistance office of your educational institution.

NOTE

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

If another government body such as Emploi-Québec or the Ministère de l'Emploi et de la Solidarité sociale 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 2009 Québec income tax return) and the income of your spouse, parents or sponsor, if applicable (see page 6 for the definition of *spouse*).

The maximum number of eligible periods of study is

14 and the debt limit is \$8 000.

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 (\$35 000 or \$50 000, depending on your situation) in order to take into account your family responsibilities. Add \$2 740 for each dependent child. If you are a single parent, add another \$2 060.

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

\$50 000	(student considered to be receiving support from his spouse)
+ \$ 5 480	(2 children)
\$55 480	

If his and his spouse's combined incomes amount to less than \$55 480, 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 *2010-2011 Loans for Part-Time Studies* application 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 \$35 000	_____	\$35 000
•Number of dependent children _____ X \$2 740. If none, enter 0.	+	_____
•Enter \$2 060 if you are a single parent. If not, enter 0.	+	_____
•This is your eligibility threshold.....	=	_____
•Subtract your total income for 2009 (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 Support From His or Her Parents or Sponsor

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

•Base amount \$50 000	_____	\$50 000
•Enter your total income for 2009 _____ + 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.....	=	_____

ELIGIBILITY (cont.)

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 \$50 000	\$50 000
• Number of dependent children _____ X \$2 740. If none, enter 0.	+
• This is your eligibility ceiling.	=
• Enter your total income for 2009 _____ + 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.

HOW MUCH OF A LOAN WILL I GET?

To find out, complete the *Loan Assessment* work chart below.

Education expenses are determined on the basis of the level of education. The number of credits or course hours is multiplied by a fixed amount that covers all education expenses (tuition fees, the cost of school supplies and miscellaneous fees such as registration and admission fees).

You are allowed an amount for childcare expenses for each child under 12 years of age or each child who is 12 years or older and has a major functional disability or mental disorder. A major functional disability is a handicap that significantly and persistently limits the child's ability to carry out daily activities. In either case, you will be allowed an additional \$490 per term per dependent child for childcare expenses.

LOAN ASSESSMENT

	Fall 2010	Winter 2011	Summer 2011	Total
Education expenses				
University: \$99.97 per credit	_____ x \$99.97 = _____ Credits	_____ x \$99.97 = _____ Credits	_____ x \$99.97 = _____ Credits	_____
Public college: \$3.05 per course hour	_____ x \$3.05 = _____ Course hours	_____ x \$3.05 = _____ Course hours	_____ x \$3.05 = _____ Course hours	_____
Private college: \$10.18 per course hour	_____ x \$10.18 = _____ Course hours	_____ x \$10.18 = _____ Course hours	_____ x \$10.18 = _____ Course hours	_____
Secondary school vocational studies: \$2.04 per course hour	_____ x \$2.04 = _____ Course hours	_____ x \$2.04 = _____ Course hours	_____ x \$2.04 = _____ Course hours	_____
Childcare expenses				
Child 11 years of age or under: \$490 per child	_____ x \$490 = _____ Child(ren)	_____ x \$490 = _____ Child(ren)	_____ x \$490 = _____ Child(ren)	_____
Child 12 years of age or over with a major functional disability or mental disorder: \$490 per child	_____ x \$490 = _____ Child(ren)	_____ x \$490 = _____ Child(ren)	_____ x \$490 = _____ Child(ren)	_____

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

Grand total:

► WILL I GET AN ANSWER SOON?

Your application will be processed as quickly as possible. Aide financière aux études will then send you a decision notice by mail. 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 *On-Line Access to Your File!*

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 *Loans for Part-Time Studies* application form and schedules 1 or 2, if applicable, must be received by Aide financière aux études no later than 60 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 application 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 *Part-Time Studies Loan Application Update* 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 www.afe.gouv.qc.ca.

► HOW WILL I GET MY *GUARANTEE CERTIFICATE*?

Your educational institution will give you an envelope containing your *Guarantee Certificate*, among other things. 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 *2010-2011 Loans for Part-Time Studies* application 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

Do not fax the application form or the schedules.

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 under the tab *Your information* of your on-line student file. You can access your file via the Web site of Aide financière aux études (www.afe.gouv.qc.ca), under the section *On-Line Access to Your File!*

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 de l'Éducation, du Loisir et du Sport, refer to the table to the right to find out which documents you must submit along with your application. You must also 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 before a commissioner of oaths.

• 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>Commemoration 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 copies of both sides of your Permanent Resident Card issued by Citizenship and Immigration Canada
• Refugee or protected person ⇔	Notice of decision issued by the Immigration and Refugee Board of Canada or results of pre-removal risk assessment issued by Citizenship and Immigration Canada or Protected person status document issued by Citizenship and Immigration Canada

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**

- You were adopted by a person who resided in Québec at the time of your adoption.
- You still have your residence in Québec, although your parents (or sponsor) now live elsewhere.
- Québec is the last place where you resided for 12 consecutive months without pursuing full-time studies.
- You hold a selection certificate issued under the *Immigration and Refugee Protection Act*.
- Your parents (or sponsor) are deceased, but one of them resided in Québec at the time of his or her death.
- You have been residing in Québec for at least three months and have not resided in another Canadian province for more than three months.
- You have resided in Québec in accordance with one of the above statements for three consecutive years within the last five years.
- Your spouse was born in Québec or meets one of the previous criteria.

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

taking is recognized by the Ministère de l'Éducation, du Loisir et du Sport 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 11 to 14.

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.

* University of Ottawa, Acadia University/Theology, Cité collégiale/Ottawa, Université de Moncton/Moncton, Université de Moncton/Shippagan, Université de Moncton/Edmundston, Ottawa training centre of the École du Barreau du Québec.

What educational institutions and courses are recognized?

Educational institutions must be recognized by the Ministère de l'Éducation, du Loisir et du Sport 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

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.

SECTION 4: STUDENT'S SITUATION (CONT.)

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.

Single parent: You do not have a spouse and have custody of at least one dependent child (your own), who is living with you. You cannot be a single parent if you are not a biological or adoptive parent.

Spouse: Your spouse is the person to whom you are married or with whom you are in a civil union.

De facto spouse: You are a de facto spouse 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 dependent child (either your own or your partner's).

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 program at a Québec university (three years of study).
- You have earned 90 credits in a single program at a university outside Québec (four years of study; however, if you hold a Diploma of College Studies, three years of study).
- 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 training 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, 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, income replacement benefits from the CSST 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 (CSST) 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 years of age or over 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 2009 Québec income tax return. The income reported in this section is systematically checked against the information on file at Revenu Québec.

What if I didn't file an income tax return for 2009?

Enter the total amount that you have earned and would have entered on line 199 had you filed a Québec income tax return for 2009 (January 1 to December 31).

What income is taken into account?

Aide financière aux études takes into account your family income (2009 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 pages 2 and 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 2: SPOUSE'S INCOME

Your spouse must report his or her total income as given on line 199 of his or her 2009 Québec income tax return. 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 2009?

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 2009 (January 1 to December 31).

You are not required to have your spouse complete Schedule 1 if you are a naturalized Canadian citizen or permanent resident and your spouse lives outside Canada.

What income is taken into account?

Aide financière aux études takes into account your family income (for the 2009 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, they must check *Both parents*.

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.

You are a naturalized Canadian citizen or permanent resident and your parents live 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 Schedule 2.

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

SECTION 3: PARENTS’ OR SPONSOR’S INCOME

Your parents or sponsor must report their total income as given on line 199 of their Québec income tax return for 2009. 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 2009?

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 2009 (January 1 to December 31).

What income is taken into account?

Aide financière aux études takes into account the family income (for the 2009 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 (mother or father) 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 in Section 3b of Schedule 2 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 4: 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.

CS stands for *Commission scolaire* (school board) and CFP for *Centre de formation professionnelle* (vocational training centre).

Educational institutions under the authority of a school board

Central Québec School Board

- Eastern Quebec Learning Center	881428	- CFP de Baie-Comeau/ - Pavillon des Rives	79100B 791446	- CFP de l'Ouest-de-Montréal, Pavillon Saint-Laurent	76300J
CS des Affluents		- CFP de Forestville		- CFP de Verdun	763410
- CFP des Moulins	841400	CS du Fer		- CFP Émile-Legault, Pavillon Émile-Legault	763405
- CFP des Riverains	841401	- CFP A.-W.-Gagné/	792440	- CFP Émile-Legault, Pavillon Saint-Louis	76300I
CS de L'Amiante		- CFP A.-W.-Gagné/ Pavillon Jean-du-Nord	79200B	- Collège d'informatique et d'administration Verdun-LaSalle, Pavillon LaSalle	763403
- CFP de Black Lake	822442	- CFP A.-W.-Gagné/ Pavillon Mgr Labrie	79200C	- Collège d'informatique et d'administration Verdun-LaSalle, Pavillon Verdun	76300G
- CFP Le Tremplin	822451	CS du Fleuve-et-des-Lacs		CS Marie-Victorin	
CS de la Baie-James		- CFP du Fleuve-et-des-Lacs	713401	- CFP Gérard-Filion	864478
- CFP de la Jamésie	801450	CS des Grandes-Seigneuries		- CFP Jacques-Rousseau	864480
CS de la Beauce-Etchemin		- CFP Compétence-de-la-Rive-Sud	867420	- CFP Pierre-Dupuy	864490
- Centre de formation des Bâtisseurs	823429	- École de formation professionnelle de Châteauguay	867430	CS de Montréal	
- CFP Pozer	823482	CS Harricana		- École des métiers de la construction de Montréal	762477
- CIMIC	823423	- Centre de formation Harricana	783450	- École des métiers de l'aérospatiale de Montréal	762494
CS des Bois-Francis		CS des Hautes-Rivières		- École des métiers de l'équipement motorisé de Montréal	762435
- Centre de formation Vision 20-20	872467	- Centre Chanoine-Armand-Racicot	863467	- École des métiers de l'horticulture de Montréal	762457
- CFP André-Morissette	872468	- École Paul-Germain-Ostiguy	863405	- École des métiers de l'informatique, du commerce et de l'administration de Montréal	762478
CS de la Capitale		- École professionnelle de métiers	863460	- École des métiers des Faubourgs- de-Montréal	762474
- CFP de Limoilou	732473	CS des Hauts-Bois-de-l'Outaouais		- École des métiers du meuble de Montréal	762486
- CFP Neufchâtel	732471	- CFP de la Vallée-de-la-Gatineau	774410	- École des métiers du Sud-Ouest de Montréal	762414
- CFP de Québec	732474	- CFP Pontiac	774408	CS des Monts-et-Marées	
- CFP Wilbrod-Bherer	732475	CS des Hauts-Cantons		- Centre de formation et d'extension en foresterie de l'Est-du-Québec	711402
- École de foresterie et de technologie du bois de Duchesnay	732400	- CFP de Coaticook (CRIFA)	751423	- CFP d'Amqui	711401
- École des métiers et occupations de l'industrie de la construction de Québec	732472	- CFP de Coaticook/École secondaire La Frontalière	75100C	- CFP de Matane	711400
- École hôtelière de la Capitale	732476	- CFP du Granit	751422	CS des Navigateurs	
CS de Charlevoix		- Maison familiale rurale de la région de Mégantic	751425	- Centre de formation en mécanique de véhicules lourds	824430
- CFP de Charlevoix	731400	- Maison familiale rurale du Granit	751424	- Centre de formation en montage de lignes	824420
CS du Chemin-du-Roy		CS des Îles		- Centre national de conduite d'engins de chantier (CNCEC)	824434
- CFP Bel-Avenir	741404	- Centre de formation professionnelle	811401	- CFP de Lévis	824414
- CFP Qualitech	741403	CS de Kamouraska-Rivière-du-Loup		- CFP Gabriel-Rousseau	824440
- CFP Qualitech – Pavillon de l'ébénisterie	74100D	- CFP Pavillon-de-l'Avenir	714402	CS de l'Or-et-des-Bois	
CS des Chênes		CS du Lac-Abitibi		- CFP Val-d'Or	784440
- Centre André-Morissette	873408	- CFP du Lac-Abitibi	785400	CS des Patriotes	
- Centre Marie-Rivier	873403	CS du Lac-Saint-Jean		- CFP des Patriotes	865435
- Centre Paul-Rousseau	873402	- CFP d'Alma	722461	CS du Pays-des-Bleuets	
CS des Chic-Chocs		CS du Lac-Témiscamingue		- CFP de Dolbeau-Mistassini	721401
- CFP C.-E.-Pouliot	812440	- Centre Frère-Moffette F.P.	781457	- CFP Roberval	721402
- CFP de la Haute-Gaspésie	812407	- Centre l'Envol	781463	CS des Phares	
CS au Cœur-des-Vallées		CS des Laurentides		- Centre de formation Rimouski-Neigette	712442
- CFP Relais de la Lièvre-Seigneurie	773440	- CFP des Sommets	853428	- CFP Mont-Joli-Mitis	712405
CS de la Côte-du-Sud		- CFP L'Horizon	853401	CS Pierre-Neveu	
- Centre de formation agricole	821416	- École hôtelière des Laurentides	853430	- Centre de formation professionnelle	854401
- Centre sectoriel des plastiques	821437	CS de Laval		CS de la Pointe-de-l'Île	
- CFP L'Envolée de Montmagny	821447	- Centre de formation Compétences 2000	831410	- Centre Anjou	761478
CS des Découvreurs		- Centre de formation en métallurgie de Laval	831420	- Centre Antoine-de-Saint-Exupéry	761475
- CFP Marie-Rollet	733494	- Centre de formation horticole de Laval	831460	- Centre Calixa-Lavallée	761490
- CFP Maurice-Barbeau	733496	- Centre de formation Le Chantier	831470	- Centre Daniel-Johnson	761470
CS De La Jonquière		- Centre de formation P.-Émile-Dufresne	831450	- Centre régional de formation à distance du Grand-Montréal	761496
- CFP Jonquière	724416	- École hôtelière de Laval	831430		
- CFP Jonquière Édifice St-Germain	72400B	- École Polymécanique de Laval	831440		
- CFP Jonquière Édifice Mellon	72400C	- Institut de protection contre les incendies du Québec (IPIQ)	831480		
CS des Draveurs		CS Marguerite-Bourgeoys			
- CFP Compétences-Outaouais	771440	- Centre intégré de mécanique, de métallurgie et d'électricité (CIMME)	763413		
- Centre Administration, commerce et secrétariat	771490	- CFP de Lachine, Pavillon Dalbé-Viau	76300B		
CS de l'Énergie		- CFP de Lachine, Pavillon Les Rives	763418		
- Carrefour Formation Mauricie	742451	- CFP de l'Ouest-de-Montréal, Pavillon Kirkland	763402		
- École forestière La Tuque	742461				
CS de l'Estuaire					
- CFP de Baie-Comeau					
- Édifice André-Jacob	791481				

SECONDARY SCHOOL VOCATIONAL STUDIES (cont.)

- Centre de formation des Métiers de l'acier	761477	CS de Saint-Hyacinthe	- École professionnelle de Saint-Hyacinthe	862423	- Vocational Education Centre (Lennoxville Campus)	883402
CS des Portages-de-l'Outaouais		CS des Samares	- Centre Multiservices des Samares	842401	English-Montréal School Board	
- Centre Vision-Avenir	772402		- École hôtelière Barthélémy-Joliette	84200B	- John F. Kennedy Career Centre	887407
- CFP de l'Outaouais	772442		- Pavillon Montcalm	84200E	- Laurier MacDonald Vocational Centre	887406
CS de Portneuf		CS de la Seigneurie-des-Mille-Îles			- Rosemount Technology Centre	887405
- Centre La Croisée (Donnacona)	735401		- Centre de formation agricole de Mirabel	851407	- Shadd Business Centre	887403
- Centre La Croisée (Saint-Raymond)	73500C		- Centre de formation des Nouvelles-Technologies	851404	- St. Pius X Vocational Centre	887404
CS des Premières-Seigneuries			- CFP de l'automobile	851403	Lester-B.-Pearson School Board	
- Centre de formation en transport de Charlesbourg	734479		- CFP L'Émergence	851402	- Centre d'électrotechnologie Pearson	888404
- CFP Fierbourg	734406	CS des Sommets			- Gordon Robertson Career Centre	888400
- CFP Samuel-De Champlain	734451		- CFP de l'Asbesterie	753401	- Pearson Adult & Career Centre	888401
CS de la Région-de-Sherbrooke			- CFP de Memphrémagog	753402	- Riverdale Business Centre	888402
- CFP 24-Juin	752470		- CFP Morilac/Centre d'excellence en formation industrielle Windsor	753403	- West Island Career Centre	888403
- CFP 24-Juin – Pavillon des techniques industrielles	75200B	CS de Sorel-Tracy			New Frontiers School Board	
- CFP 24-Juin – Pavillon du Vieux-Sherbrooke	75200D		- Centre Bernard-Gariépy	861430	- Châteauquay Valley Career Centre	889417
CS René-Lévesque			- Centre de formation professionnelle	861400	- NOVA Career Centre	889499
- Centre L'Envol	813404	CS des Trois-Lacs			Riverside School Board	
- Centre spécialisé des pêches	001600		- Atelier-école Les Cèdres	869402	- ACCESS	884450
- CFP La Relance	813402		- CFP Paul-Gérin-Lajoie	869401	Sir-Wilfrid-Laurier School Board	
- CFP Paspébiac	813403	CS du Val-des-Cerfs			- Chomedey Centre	885401
CS de la Riveraine			- Centre de formation professionnelle	866471	- Lachute Training Centre	885404
- Centre de formation professionnelle	871401	CS de la Vallée-des-Tisserands	- Centre régional intégré de formation	866470	Western Québec School Board	
CS des Rives-du-Saguenay			- CFP de la Pointe-du-Lac	868400	- Maniwaki Vocational Training Centre	886451
- Centre métallurgie et multiservices	723402		- CFP des Moissons	868401	- Shawville Vocational Training Centre	886431
- CFP d'équipement motorisé	723404	Eastern Shores School Board			- Western Quebec Career Centre	886421
- CFP La Baie	723403		- Flemming Adult Education Center	882490		
- CFP L'Oasis	723405		- Grosse Isle Adult Education Center	882415		
CS de la Rivière-du-Nord			- Hopetown Adult Education Center	882406		
- Centre d'études professionnelles (Saint-Jérôme)	852400		- Listuguj Adult Education Center	882402		
- Centre de formation du transport routier de Saint-Jérôme	852401		- New Richmond Adult Education Center	882404		
- Centre Performance Plus	852402		- Wakeham Adult Education Center	882413		
CS de Rouyn-Noranda		Eastern Townships School Board				
- Centre Polymétier	782438		- Vocational Education Centre (Cowansville Campus)	883401		

Private educational institutions

Académie des pompiers	513501	Collège de l'Estrie	078501	École nationale de camionnage et équipement lourd (Terrebonne)	514502
Académie internationale des hautes études en soins esthétiques		Collège de l'Estrie (Campus Drummondville)	078502	École du routier G. C. inc.	497501
compétence beauté Itée	008501	Collège d'informatique Marsan	068501	École du routier professionnel du Québec (1996) inc.	218501
Académie Umano esthétique	516501	Collège Lasalle	585501	École québécoise du meuble et du bois ouvré (Montréal)	00660B
Aviron Québec (technical training)	032501	Collège O'Sullivan de Québec inc.	494501	École québécoise du meuble et du bois ouvré (Victoriaville)	006600
Aviron Technical Institute of Montréal	375501	Collège supérieur de Montréal	084501	Institut de formation Santérégie	529501
Campus Notre-Dame-de-Foy	485501	École commerciale du Cap inc.	496501	Institut de tourisme et d'hôtellerie du Québec	034600
CDI College (Laval Campus)	528502	École d'administration, de secrétariat et d'informatique de Sherbrooke	215501	Inter-Dec College	105501
CDI College (Montréal Campus)	528501	École d'administration et de secrétariat de la Rive-Sud	205501		
CDI College (Québec City Campus)	528503	École nationale de camionnage et équipement lourd (Québec)	514501		
Centre de formation Routier Express	487501				
Centre de formation professionnelle d'électrolyse et d'esthétique	518501				

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	- Campus de Charlesbourg	902001	Cégep Lionel-Groulx	911000
Cégep Beauce-Appalaches	937000	Cégep de l'Outaouais	919000	Cégep Marie-Victorin	938000
- Centre d'études collégiales de Lac-Mégantic	937001	- Campus Félix-Leclerc	919002	- Campus Beth Jacob	93800B
Cégep d'Ahuntsic	913000	- Centre d'études collégiales de Maniwaki	919003	- Campus Chaya Mushka	93800C
Cégep d'Alma	932001	Cégep de Maisonneuve	916000	- Campus TAV	93800D
- Campus Abitibi-Témiscamingue	93201C	Cégep de Matane	927000	- Campus Namur	93800E
- Campus de Montréal	93201D	Cégep de Rimouski	901000	Cégep Montmorency	930000
- Campus de Trois-Rivières	93201E	- Centre matapédien d'études collégiales	901002	Cégep régional de Lanaudière (Joliette)	910000
Cégep de Baie-Comeau	931001	- Institut maritime du Québec	901001	Cégep régional de Lanaudière (L'Assomption)	940001
Cégep de Bois-de-Boulogne	914000	Cégep de Rivière-du-Loup	922000	Cégep régional de Lanaudière (Terrebonne)	940002
Cégep de Chicoutimi	932002	Cégep de Rosemont	915000	Cégep Saint-Jean-sur-Richelieu	908000
- Campus d'Alma	93202D	- Cégep@distance	915001	- Centre d'enseignement collégial de Brossard	90800B
- Centre d'études collégiales de Forestville	932012	Cégep de Saint-Félicien	932004	Champlain Regional College	
- Centre québécois de formation aéronautique (Saint-Honoré)	932005	- Centre d'études collégiales à Chibougamau	932006	- Lennoxville Campus	936001
Cégep de Drummondville	907001	Cégep de Saint-Hyacinthe	907003	- Saint-Lambert—Longueuil Campus	936003
Cégep de Granby-Haute-Yamaska	904001	Cégep de Saint-Jérôme	928000	- St. Lawrence Campus	936002
Cégep de Jonquière	932003	- Centre collégial de Mont-Laurier	928001	Collège Shawinigan	906000
- Centre d'études collégiales en Charlevoix	932007	Cégep de Saint-Laurent	912000	Conservatoire de musique de Gatineau	470502
Cégep de l'Abitibi-Témiscamingue	920000	Cégep de Sainte-Foy	903000	Conservatoire de musique de Montréal	749572
- Campus d'Amos	920001	Cégep de Sept-Îles	931002	Conservatoire de musique de Québec	669510
- Campus de Val-d'Or	920002	- Campus de Chicoutimi	93102B	Conservatoire de musique de Rimouski	020510
Cégep de la Gaspésie et des Îles	900000	Cégep de Sherbrooke	904000	Conservatoire de musique de Saguenay	100501
- Centre d'études collégiales de Baie-des-Chaleurs	900004	Cégep de Sorel-Tracy	907002	Conservatoire de musique de Trois-Rivières	260504
- Centre d'études collégiales des Îles-de-la-Madeleine	900003	- Centre d'études collégiales de Varennes	90702B	Conservatoire de musique de Val-d'Or	520500
- École des pêches et de l'aquaculture du Québec	900002	Cégep de Thetford	924000	Dawson College	933000
- CFC Sainte-Anne-des-Monts	90000E	Cégep de Trois-Rivières	905000	Heritage College	919001
Cégep de La Pocatière	923000	Cégep de Valleyfield	918000	Institut de technologie agroalimentaire	
- Centre d'études collégiales de Montmagny	923001	Cégep de Victoriaville	925000	- Campus de La Pocatière	190504
Cégep de Lévis-Lauzon	921000	- École québécoise du meuble et du bois ouvré (section Montréal)	925002	- Campus de St-Hyacinthe	440512
Cégep de Limoilou	902000	Cégep du Vieux-Montréal	917000	Institut de tourisme et d'hôtellerie du Québec	749655
		Cégep Édouard-Montpetit	909000	John Abbott College	935000
		- École nationale d'aérotechnique	909001	MacDonald College—McGill University	699600
		Cégep François-Xavier-Garneau	926000	Vanier College	934000
		Cégep Gérald-Godin	939000		

Private colleges

Académie de l'entrepreneurship québécois	294901	- Campus St-Jean-sur-Richelieu	690564	École nationale de l'humour	749995
Académie internationale du design et de technologie	749839	- Campus Vaudreuil-Dorion	690561	École nationale de police du Québec	770000
Campus Notre-Dame-de-Foy	210508	Collège international des Marcellines	749730	Herzing College (Laval)	691530
CDI College (Laval Campus)	389551	Collège international Marie-de-France	749557	Herzing College (Montréal)	749758
CDI College (Montréal Campus)	749747	Collège Jean-de-Brébeuf	749556	Institut de création artistique et de recherche en infographie (ICARI)	749996
CDI College (Québec City Campus)	669639	Collège la Cabriole	692570	Institut d'enregistrement du Canada enr.	359505
Centennial College	749701	Collège Lafèche	260501	Institut supérieur d'informatique I.S.I. (Montréal)	303531
Collège André-Grasset		Collège Mérici	669506	Institut Teccart (2003)	692550
- Collège André-Grasset (Montréal)	749547	Collège Multihexa/Québec	210578	Institut Trébas Québec inc.	749738
- Institut Grasset	692531	Collège Multihexa/Saguenay—Lac-Saint-Jean	691510	Inter-Dec College	749760
Collège April-Fortier	749720	Collège O'Sullivan de Montréal	749561	LaSalle College	749548
Collège Bart	669537	Collège O'Sullivan de Québec	669546	L'école de danse contemporaine	749751
Collège d'affaires Ellis inc.	250506	Collège préuniversitaire Nouvelles Frontières	690510	Marianopolis College	749712
Collège de l'Estrie inc.	277500	Collège radio télévision de Québec inc.	669635	Multicollège de l'Ouest du Québec (Hull)	
- Campus de Drummondville	692520	Collège Salette inc.	749795	- Campus Notre-Dame-de-Foy	690570
Collège de l'immobilier du Québec	692590	Collège Stanislas inc.	719517	- Collège Mérici	691500
Collège d'enseignement en immobilier inc.	692540	Collège technique de Montréal inc.	749761	- Le Petit Séminaire de Québec	691560
Collège de photographie Marsan	749553	Conservatoire Lassalle	749569	Musitechnic services éducatifs inc.	749841
Collège Ellis (Campus de Drummondville)		École de danse de Québec	669542	National Theatre School of Canada	749672
Collège Ellis (Campus de Trois-Rivières)	260507	École de musique Vincent-d'Indy	719503	Séminaire de Sherbrooke	270543
Collège info-technique (Dorval)	690560	École de sténographie judiciaire	692580		
- Campus Granby	690562	École du show-business	690530		
- Campus Longueuil	690563	École nationale de cirque	749937		

UNIVERSITY

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ACADIA UNIVERSITY Montréal Campus	(H1028B)	ÉCOLE NATIONALE D'ADMINISTRATION PUBLIQUE – ENAP	(978007)	UNIVERSITÉ DE MONTRÉAL Campus de la Faculté de médecine vétérinaire	(97600B)
BISHOP'S UNIVERSITY	(981000)	ÉCOLE POLYTECHNIQUE DE MONTRÉAL	(976002)	UNIVERSITÉ DE SHERBROOKE	(977000)
CONCORDIA UNIVERSITY	(980000)	INSTITUT DE FORMATION THÉOLOGIQUE DE MONTRÉAL	(991040)	Campus de Longueuil	(97700C)
CONSERVATOIRES D'ART DRAMATIQUE (Montréal 991050) (Québec 991060)		INSTITUT DE PASTORALE DES DOMINICAINS	H1049B	Campus de Saguenay	(97700D)
CONSERVATOIRES DE MUSIQUE (Montréal 749572) (Trois-Rivières 260504) (Saguenay 100501) (Québec 669510) (Gatineau 470502) (Rimouski 020510) (Val-d'Or 520500)		INSTITUT MARIE-GUYART	(991070)	UNIVERSITY OF OTTAWA/ UNIVERSITÉ D'OTTAWA	(H1021A)
ÉCOLE DE TECHNOLOGIE SUPÉRIEURE (978010)		INSTITUT NATIONAL DE LA RECHERCHE SCIENTIFIQUE	(978008)	UNIVERSITÉ DU QUÉBEC À CHICOUTIMI	(978003)
ÉCOLE DES HAUTES ÉTUDES COMMERCIALES – HEC	(976001)	McGILL UNIVERSITY	(97900)	UNIVERSITÉ DU QUÉBEC À MONTRÉAL	(978001)
ÉCOLES DU BARREAU DU QUÉBEC Centre de formation de Québec	(991010)	McGILL UNIVERSITY MacDonald College	(97900B)	UNIVERSITÉ DU QUÉBEC À RIMOUSKI	(978004)
Centre de formation de Montréal	(991000)	Collège Presbytérien	(97900C)	Campus de Lévis	(97804B)
Centre de formation de Sherbrooke	(991030)	Séminaire Uni	(97900D)	UNIVERSITÉ DU QUÉBEC À TROIS-RIVIÈRES	(978002)
Centre de formation d'Ottawa	(991020)	Séminaire diocésain de Montréal	(97900E)	UNIVERSITÉ DU QUÉBEC EN ABITIBI-TÉMISCAMINGUE (Rouyn 978006) (Val-d'Or 97806B)	
		TÉLÉ-UNIVERSITÉ	(978011)	UNIVERSITÉ DU QUÉBEC EN OUTAOUAIS	(978005)
		UNIVERSITÉ LAVAL	(975000)	Campus de St-Jérôme	(97805B)
		UNIVERSITÉ DE MONTRÉAL	(976000)		