

2 Dependent Children (cont.)

Other dependent children _____

Enter the information for all your other dependent children, whether or not they filed an application for financial assistance.

Last name _____	Group A B C <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Permanent code assigned by the Ministère _____
First name _____	Date of birth Y M D _____ _____ _____	Will this person be residing at your home on September 30, 2009? <input type="checkbox"/> Yes <input type="checkbox"/> No
I am the <input type="checkbox"/> mother OR <input type="checkbox"/> sponsor of this person.		

Last name _____	Group A B C <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Permanent code assigned by the Ministère _____
First name _____	Date of birth Y M D _____ _____ _____	Will this person be residing at your home on September 30, 2009? <input type="checkbox"/> Yes <input type="checkbox"/> No
I am the <input type="checkbox"/> mother OR <input type="checkbox"/> sponsor of this person.		

Last name _____	Group A B C <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Permanent code assigned by the Ministère _____
First name _____	Date of birth Y M D _____ _____ _____	Will this person be residing at your home on September 30, 2009? <input type="checkbox"/> Yes <input type="checkbox"/> No
I am the <input type="checkbox"/> mother OR <input type="checkbox"/> sponsor of this person.		

Last name _____	Group A B C <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Permanent code assigned by the Ministère _____
First name _____	Date of birth Y M D _____ _____ _____	Will this person be residing at your home on September 30, 2009? <input type="checkbox"/> Yes <input type="checkbox"/> No
I am the <input type="checkbox"/> mother OR <input type="checkbox"/> sponsor of this person.		

If you need more space, use a separate sheet of paper and attach it to this form.

3 Income (See Guide, page 22.)

Gross income reported to Revenu Québec

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

Total income from line 199 of your 2008 Québec income tax return. 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.\$ _____ .00

Gross income reported in another province or country for the period from January 1 to December 31, 2008 (not reported to Revenu Québec)

Total gross income reported in an income tax return filed in another province or country. Please give the amount in Canadian dollars and provide a supporting document. See page 22 of the Guide for further details.\$ _____ .00

4 Signature of Mother (or Sponsor) (See Guide, page 22.)

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

Signature of mother (or sponsor) X _____ Date Y M D _____

Under paragraph (o) of section 69.1 of the *Act respecting the Ministère du Revenu*, the Ministère de l'Éducation, du Loisir et du Sport will compare the income you reported in section 3 with the income you reported to Revenu Québec.

Group A, B or C

To determine which group a child (or student for whom you are the sponsor) falls into, find the statement that applies to his or her situation during the 2009-2010 school year. Please remember that you must enter only the children (or students) who are single and who have no children of their own or, in the case of daughters or female students, who are not at least 20 weeks pregnant. Do not include children 18 years of age or over who are not studying full-time.

Group A

- Child who is under 18 years of age on September 30, 2009, and who is studying full-time at the elementary or secondary level (general education)
- Child who is under 18 years of age on September 30, 2009, and who is not studying full-time
- Child who is 18 years of age or over on September 30, 2009, and who is studying full-time at the secondary level (general education). **You must send us the *Confirmation of Enrollment* form. (See Guide, page 22.)**

Group B

- Child who is studying full-time in a secondary school vocational training, college or university program, and to whom at least one of the following statements applies:
 - Child who has earned 90 credits toward a single university degree in Québec or the equivalent outside Québec
 - Child who holds a bachelor's degree from a Québec university
 - Child who is studying toward a master's or doctoral degree but does not hold a bachelor's degree
 - Child who holds a Diploma of Advanced Studies I in Music from a Québec music or drama conservatory or the equivalent
 - Child who holds a bachelor's degree or the equivalent from an institution outside Québec
 - Child who has not studied full-time for at least seven years since the date on which he or she was no longer required by law to go to school
 - Child who has been in one or both of the following situations for a total period of at least 24 months, without ever studying full-time during this period:
 - Child who has held a paid job or received employment insurance or income replacement benefits while living with his or her parents or elsewhere
 - Child who has supported himself or herself while living elsewhere than with his or her parents or sponsor

Group C

- Child who is studying full-time in a secondary school vocational training, college or university program, but who does not fall into Group B

Declaration of Parents » » » »

You can fill out your declaration form on-line! Just go to our Web site (www.afe.gouv.qc.ca) and click on *On-Line Access to Your File!*

What You Need to Know Before You Begin

Who must fill out a declaration?

You must fill out the *2009-2010 Declaration of Father* form or the *2009-2010 Declaration of Mother* form if you are the parent or sponsor of a student and must contribute to his or her education.

A parental or sponsor's contribution is required if the student has not selected any of the situations presented in subsections C to F of section 4 of the *2009-2010 Application for Financial Assistance* form. Subsection G of section 4 tells the student whether or not you must fill out a form. If, for example, you are no longer living with the student's other parent, only the parent with whom the student resides or last resided before beginning his or her studies must complete a declaration form.

Important!

Only one declaration form per parent is required, regardless of the number of dependent children applying for financial assistance.

Which declaration must you fill out?

To ensure that the student's application for financial assistance is processed, you must send us a *2009-2010 Declaration of Father* form if you are the father or sponsor, or a *2009-2010 Declaration of Mother* form if you are the mother or sponsor. You will find these forms in the middle of this Guide.

Who is the sponsor?

The sponsor is the person who agreed to provide for the basic needs of the student when he or she obtained permanent resident or refugee status. The sponsor is not a guardian, but the person held accountable for the student under the *Immigration and Refugee Protection Act*.

The sponsor who has a spouse must send us a duly-completed declaration of change form in order to inform us of his or her marital status. An additional exemption will therefore be subtracted from the sponsor's income during the assessment of his or her contribution.

What do you need to do before sending your declaration?

Before sending your declaration form, you must make sure that you have signed it and that you have attached the required supporting documents. You may send your declaration form along with your child's application for financial assistance in the same envelope. Make sure that the required documents are attached to the corresponding forms.

Copies of the declaration forms are available on AFE's Web site or from educational institutions.

Changes occurring during the year

The *2009-2010 Declaration of Father* and the *2009-2010 Declaration of Mother* forms must be completed on the basis of information that is accurate and up-to-date on the date of signature.

You must notify AFE of any changes that occur during the year with respect to the information you provided in your declaration form. These changes could affect the amount of assistance awarded to the student.

You can use the *Declaration of Change* form to inform AFE of these changes. Simply go to our Web site and click *On-Line Access to Your File*.

You can also notify us by sending a letter. Remember to specify the student's permanent code. The letter must be sent to the following address:

Aide financière aux études
1035, rue De La Chevrotière
Québec (Québec) G1R 5A5

What is your responsibility with regard to your child's student loan debt?

Parents are not liable for their child's student loans. The *Act respecting financial assistance for education expenses* states that the person applying for financial assistance under the Loans and Bursaries Program is considered to have reached majority, even if he or she is not 18 years of age.

Should the applicant die while he or she is a full-time student, the government will pay off the balance of the student loans. No amount will be claimed from the succession. However, if the applicant has completed his or her full-time studies at the time of death, his or her legal heirs will be responsible for the applicant's student debts, up to the value of the property of the succession, provided they accept the succession.

Section 1: Father's, Mother's or Sponsor's Personal Information

E-mail address

You may choose to receive your correspondence via e-mail exclusively. To do so, just enter your e-mail address in the space provided for that purpose on the declaration form. It's a fast and easy way to check the status of your file! If you choose this option, it is important that you notify AFE of any change in your e-mail address.

Section 2: Dependent Children

In this section, you must enter the names of all your dependent children, that is, all the children of whom you are the father or mother, whether or not they have submitted an application for financial assistance.

If you are the sponsor of one or more children who have submitted an application for financial assistance (see definition of sponsor on previous page), you must also enter their name.

Important!

Remember to enter the permanent code of all children who are old enough to go to school, because it enables us to link their application to your declaration.

Permanent code assigned by the Ministère de l'Éducation, du Loisir et du Sport

The permanent code appears on secondary school or college transcripts and on all correspondence that AFE sends to your children.

Dependent child aged 18 or over who is studying full-time

If you have at least one dependent child aged 18 or over who is **studying full-time at the elementary or secondary level (general education)**, you must provide one of the following documents:

- The *Confirmation of Enrollment* form, which is available on AFE's Web site.
- Proof of enrollment provided by the educational institution

Section 3: Income

The Ministère de l'Éducation, du Loisir et du Sport systematically checks the information you provide in this section against the information on file at Revenu Québec.

Gross income reported to Revenu Québec

This is the amount entered on line 199 of your 2008 income tax return. However, 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.

Gross income reported in another province or country for the period from January 1 to December 31, 2008 (not reported to Revenu Québec)

You must provide a copy of the income tax return filed in the province or country concerned for the period concerned. If your income was earned in a country where income tax returns are not filed, you must provide **one** of the following documents:

- A copy of a letter from the embassy of the country concerned confirming your total income in the currency of the country or in Canadian dollars for the period from January 1 to December 31, 2008
- A copy of a letter from your employer(s) confirming your total income in the currency of the country or in Canadian dollars for the period from January 1 to December 31, 2008

Section 4: Signature of Father, Mother or Sponsor

Your declaration will be processed only if it is signed.