



This schedule must be completed by the student’s parents or sponsor. The sponsor is the person who agreed to provide for the basic needs of the student when he or she obtained permanent resident, refugee or protected person status. The sponsor is not a guardian or tutor, but the person held accountable for the student under the *Immigration and Refugee Protection Act* (see “[Loan Application – Loans Program for Part-Time Studies](#)” Guide, page 12).

Save this form to your computer then use Adobe Reader version 8 or later to fill it out. Once you have finished, print it, sign it and mail it to us.

Réservé for l’Aide financière aux études	
<input type="checkbox"/> gr1	<input type="checkbox"/> ss2

**Student’s personal Information**

Last name \_\_\_\_\_

First name \_\_\_\_\_

Permanent code assigned by the Ministère \_\_\_\_\_

**Section 1 – Student Custody (See Guide, page 12)**

Indicate with whom the student resides or last resided.

Both parents (complete sections 2A and 2B)     Sponsor (complete section 2A)

Father (complete section 2A)     Mother (complete section 2A)

If you are the biological or adoptive parents of the student and you live together, you must check the box *Both parents*. If you are divorced, legally or de facto separated or if one of the parents is deceased, you must check the box corresponding to the parent with whom the student resides or last resided. In this situation, only section 2A must be completed.

**Section 2A – Parent’s or Sponsor’s Information**

**Capacity of parent**     Father     Mother     Sponsor

Last name \_\_\_\_\_

First name \_\_\_\_\_

Number \_\_\_\_\_ Street \_\_\_\_\_

Street (cont.) \_\_\_\_\_ Apartment \_\_\_\_\_

Municipality \_\_\_\_\_

Prov. \_\_\_\_\_ Country \_\_\_\_\_

Postal code \_\_\_\_\_ Telephone number (home) \_\_\_\_\_

Area code \_\_\_\_\_

E-mail (optional): \_\_\_\_\_

**Civil status**

Single     Divorced     Married or civil union spouse

Widowed     Legally separated     De facto separated

If your civil status has changed since May 1, 2022, please give the date on which it changed. .... Y \_\_\_\_\_ M \_\_\_\_\_ D \_\_\_\_\_

Social insurance number \_\_\_\_\_ Date of birth \_\_\_\_\_

Y \_\_\_\_\_ M \_\_\_\_\_ D \_\_\_\_\_

See guide, page 12

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

**Income reported to Revenu Québec**

Total income from line 199 of your 2021 Québec income tax return. However, if retirement income was transferred to you by your spouse (your income tax return line 123), you need to subtract it from the amount on line 199 and write in the resulting new amount. .... \$ \_\_\_\_\_ .00

If you have not filed a 2021 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

(Round off to the nearest dollar)

## Section 2A – Parent's or Sponsor's Information (cont.)

### Total income for the 2022 tax year

(Round off to the nearest dollar)

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, 2022 (line 199 of your Québec income tax return). However, if retirement income was transferred to you by your spouse (your income tax return line 123), you need to subtract it from the amount on line 199 and write in the resulting new amount. ....

\$ .....00

Enter the total income that you have received or expect to receive and will report in another province or country for 2022. Please give the amount in Canadian dollars. ....

\$ .....00

## Section 2B – Parent's Information

Capacity of parent  Father  Mother

Last name

First name

If your address is the same as Section 2A, check this box.

If not, write your address below.

Number

Street

Street (cont.)

Apartment

Municipality

Prov.

Country

Postal code

Telephone number (home)  
Area code.

### Civil status

Single  Divorced  Married or civil union spouse

Widowed  Legally separated  De facto separated

If your civil status has changed since May 1, 2022, please give the date on which it changed. ....

Y M D

Social insurance number

Date of birth

Y M D

E-mail (optional): \_\_\_\_\_

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

See guide,  
page 12

### Income reported to Revenu Québec

(Round off to the nearest dollar)

Total income from line 199 of your 2021 Québec income tax return. However, if retirement income was transferred to you by your spouse (your income tax return line 123), you need to subtract it from the amount on line 199 and write in the resulting new amount. ....

\$ .....00

If you have not filed a 2021 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

### Total income for the 2022 tax year

(Round off to the nearest dollar)

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, 2022 (line 199 of your Québec income tax return). However, if retirement income was transferred to you by your spouse (your income tax return line 123), you need to subtract it from the amount on line 199 and write in the resulting new amount. ....

\$ .....00

Enter the total income that you have received or expect to receive and will report in another province or country for 2022. Please give the amount in Canadian dollars. ....

\$ .....00

**Form submission**

1. Ensure that all required fields are filled in.
2. Save the form then print all pages.
3. Sign this page manually.
4. Place all required documents in a single envelope.
5. Mail the envelope to the address shown below.

**Section 3 – Parents’ or Sponsor’s Signature (See Guide, page 12)**

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

**Parent’s or Sponsor’s signature of Section 2A:**

\_\_\_\_\_ Date: 

Y	M	D

  
Electronic signatures are not accepted.

**Parent’s signature of Section 2B:**

\_\_\_\_\_ Date: 

Y	M	D

  
Electronic signatures are not accepted.

**Under paragraph (o) of section 69.1 of the *Tax Administration Act*, the Ministère de l’Enseignement supérieur will compare the income you reported in section 2 with the income you reported to Revenu Québec.**