

# Part Time Students

## Student Loan & Canada Student Grant: Application Checklist

Go online to Alberta Student Aid [www.studentaid.alberta.ca](http://www.studentaid.alberta.ca) (there is also a link to Alberta Student Aid from the Accessibility Services webpage: Quick Links section).

1. Prior to each part time semester go online to Alberta Student Aid and **print the Part Time application**
  - a. Complete the application and identify yourself as a student with a disability
  - b. If you want services or technology and your documentation supports this, you must complete a Schedule 4 form for each part time semester – see box below.
2. Take the Part Time application form to MRU Student Awards and Financial Aid (E102) office and they will complete section 5.
3. Bring the completed Part Time application and the Schedule 4 (if you completed one) to Accessibility Services (Y201) for processing

### Accessibility Services

**Schedule 4 - Students with Permanent Disabilities - must be printed from [www.studentaid.alberta.ca](http://www.studentaid.alberta.ca)**

**Print the Schedule 4 form and complete the following:**

- ✓ Complete up to and including your program's **start and end dates**.
- ✓ Write your **Alberta Student Aid Application ID number** in the area indicated on the form
- ✓ Sign and date the **Applicant Agreement (bottom of the page)**.
- ✓ **Accessibility Services staff must sign and complete the rest of the information on pages 2 and 3.**

### Notification of Application Status

- **APPROVED FOR STUDENT LOANS and/or CANADA STUDENT GRANTS:** You will receive Master Student Financial Assistance Agreement Forms (MSFAA); IMMEDIATELY review the terms and complete the forms online. **Funding of Canada Student Loans and Grants will NOT be processed until the MSFAA forms are submitted as per Alberta Student Aid instructions.**

### MRU Fee Payments

If you have not received your Student Loan money by the MRU fee payment deadline, see Student Awards (E102) to extend your fee deadline. **If fees are not paid on time, you are deregistered from classes.**

**For help with your student loan application contact:**

- MRU [Student Awards and Financial Aid Office](#), Main Street room E102
- Alberta Student Aid help line toll-free: 1-855-606-2096  
or for Deaf and Hard of Hearing 1-855-306-2240

### Approval Ineligibility Notice

**IF you receive notice of 'ineligibility' from Student Aid Alberta contact the Access Support Coordinator in Y201.**

**Debbie Mork [dmork@mtroyal.ca](mailto:dmork@mtroyal.ca) or 403-440-8893**