



July 5, 2017

RE: Confirmation of Enrolment (Unfunded) for the purposes of Canadian government student loans – any province or territory

To: All Master of Education Students

Masters of Education Program students may complete their degree as full or part time students. For the purposes of student loans, full time enrollment is evaluated by academic term. A student is considered full-time in the fall or winter terms when enrolled in 9 or more credits (12 or more credits for students from Newfoundland and Labrador) for a minimum of 12 consecutive weeks in each period of study. Students are considered full-time when registered in a minimum of 6 credits in the Spring/Summer term if they are completing at least 12 weeks of class time within a 15-week period and each class enrollment lasts for at least 6 consecutive weeks. A student's status may change from term to term depending upon the number of credits enrolled in each period of study: September-December, January-April and May-August.

If you would like the StFX Financial Aid Office to complete an unfunded Confirmation of Enrollment (COE) for you for the purposes of returning to or remaining in interest free status or to postpone the repayment period with your student loan provider, please follow these steps:

1. Register in a course(s) - the Financial Aid Office can only provide confirmation based on courses a student is registered in and showing on their academic summary, not on courses a student intends to register for in future terms. It is common for masters students to request COEs by term rather than by full academic year.
2. If you hold student loans through the government programs in any of the following provinces or territories:
  - **Newfoundland & Labrador**
  - **Prince Edward Island**
  - **Manitoba**
  - **Alberta**
  - **Yukon**
  - **Nunavut**
  - **Nova Scotia**
  - **New Brunswick**
  - **Saskatchewan**
  - **British Columbia**
  - **North West Territories**

Log in to your CanLearn account and request an electronic Schedule 2: Confirmation of Enrollment specifying St. Francis Xavier University as your educational institution. If you do not already have a CanLearn account, you can create one [here](#). The Financial Aid



Office will not accept requests for paper forms to be completed for any of these provinces/territories.

3. In addition to the electronic Schedule 2 available through CanLearn, the **Prince Edward Island** student loan program also requires a *Provincial Confirmation of Enrollment Form* available [here](#). Complete the two student sections (top and bottom of form) and email a completed copy to [financialaid@stfx.ca](mailto:financialaid@stfx.ca) for processing.  
Likewise, the **Manitoba** student loan program also requires a second form, the *Confirmation of Return to School Form*, available at [here](#). Complete the student section of the form and email a completed copy to [financialaid@stfx.ca](mailto:financialaid@stfx.ca) for processing.
4. If you are a student from **Alberta** and have only had provincial student funding and not federal, the CanLearn COE will not suffice. Instead, complete section 1 of the *Form B: Confirmation of Registration-Reinstatement of Interest Free Status for Alberta Student Loans*, available [here](#), and email a completed copy to [financialaid@stfx.ca](mailto:financialaid@stfx.ca) for processing.
5. If you are a student from **Quebec**, complete section 1 of *Form 2006: Confirmation of Student Status – Full Time*, available [here](#), and email a completed copy to [financialaid@stfx.ca](mailto:financialaid@stfx.ca) for processing.
6. If you are a student from **Ontario**, log in to your online OSAP account and complete the electronic application for *Continuation of Interest-Free Status (CIFS)*. Once submitted, contact the Financial Aid Office at [financialaid@stfx.ca](mailto:financialaid@stfx.ca) to request that this be processed for you.  
**Note:** if you choose to complete the paper form for this application instead of the online form, this will result in processing delays. The Financial Aid Office strongly recommends students complete the online application only.

If you have any questions about this process or require further assistance, please contact the Financial Aid Office at 902-867-2301 or 902-867-2374.

Thank you,

Mary Fisher-MacDonnell  
Financial Aid Officer  
Office of the Registrar  
St. Francis Xavier University