



## Step by Step: The Application Cycle

	Notes
<ul style="list-style-type: none"> <li><input type="checkbox"/> Visit <a href="http://novascotia.ca/studentassistance">novascotia.ca/studentassistance</a> and find the yellow MyPATH button upper left. Create a MyPATH student self-service account.</li> <li><input type="checkbox"/> Find the link at left for “Full-Time Application.” NOTE: You can stop and save your application any time and return to it later. Contact us if you need help.</li> <li><input type="checkbox"/> Enter your Social Insurance Number (SIN) and your own email address, mailing address, and other personal information.</li> <li><input type="checkbox"/> Enter information about your school program, including how many class hours/credits you'll be taking, expected start and end date.</li> <li><input type="checkbox"/> Give us an estimate of your expected pre-study period (8 weeks prior to school Start date) and study-period earnings.</li> <li><input type="checkbox"/> Input information about any investments/RESPs in your name, or any scholarships, bursaries or tuition waivers.</li> <li><input type="checkbox"/> Enter your and your parents'/step-parents'*/spouse's income tax return information, from last year's Revenue Canada tax returns. A stepparent's income information is required if the custodial parent married or began a common-law relationship with them before the student's thirteenth birthday. Please note that the Notice of Assessment document from Revenue Canada does not contain all the information you'll need for this application. <u>You will need information from the income tax return that you submitted to Revenue Canada.</u></li> <li><input type="checkbox"/> Parent(s) complete Declaration and Consent, if applicable.</li> <li><input type="checkbox"/> Give details of other family income or sources of funding (pensions, support payments, etc.).</li> <li><input type="checkbox"/> Complete and press SUBMIT.</li> <li><input type="checkbox"/> Download and print (PDF) <i>Tax Consent Form</i>. Submit signed <i>Tax Consent Form</i> (upload to MyPATH, mail, or fax. See reverse side of this page for contact info.) Download and print (PDF) <i>Disability Verification Form</i>, if applicable.</li> <li><input type="checkbox"/> Check email (including the spam folder!) after three days for Canada Student Loans Program's (CSLP) “Welcome” email. Follow instructions in the email to complete your Master Student Financial Assistance Agreement (MSFAA). You will need your bank account info.</li> <li><input type="checkbox"/> Check MyPATH each week for any updates / information requests. Watch your email (including the spam folder!). Submit any additional information we request ASAP to keep your application moving forward.</li> </ul>	

<ul style="list-style-type: none"> <li><input type="checkbox"/> If there are changes to your financial situation, school program, course load, new scholarships, job loss (yours or a supporting parent/stepparent), or any of the other information you have submitted on the application, let us know. Use the Ask Us feature inside MyPATH, or write a letter to upload to MyPATH. Depending on what has changed, we may need a document from you that confirms your statement(s).</li> <li><input type="checkbox"/> If your school is asking for a tuition or other payment that is due before school starts, contact the Financial/Bursar's office to let them know you are expecting a student loan. You may need to give them your File Number from MyPATH or print a page to show the school.</li> <li><input type="checkbox"/> Keep any receipts for unavoidable things you paid for during the summer, such as medical, dental, prescriptions, emergency travel, a funeral, etc. (Not car or insurance payments.)</li> <li><input type="checkbox"/> Once school starts: Find your last summer pay stub or calculate your total summer earnings. Log in to MyPATH to complete your Pre-Study Report. You will need your bank account info.</li> <li><input type="checkbox"/> Receive Government of Canada funding 2-10 days after your classes start.</li> <li><input type="checkbox"/> Check MyPATH near the end of November, to ensure that your Pre-Study Report has been reviewed and your Nova Scotia Loans and Grants have been finalized.</li> <li><input type="checkbox"/> Receive Government of Nova Scotia funding, if any, in mid to late January (or halfway through your study period).</li> </ul>	
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**If you have questions about any of these steps, please contact us! We're happy to help.**

Visit us in person, drop off documents, or complete your application right in our office with helpful people nearby.  
 Nova Scotia Student Assistance, Department of Labour and Advanced Education  
 The Thompson Building, 4<sup>th</sup> Floor, 1256 Barrington Street.  
 PO Box 2290, Halifax, NS B3J 3C8

Call Us to get personalized help:  
 Mon-Fri, 8:30-4:30 (except holidays)  
 In Metro: 902-424-8420 (Press Option 6)  
 Toll Free: 1-800-565-8420 (Press Option 6)

Fax us documents or forms any time:  
 (902) 424-0540

Ask Us a general information or application question at any time of day, including weekends (questions are answered on the next business day):  
 Submit an inquiry using the Ask Us feature of MyPATH.  
 Contact us via Facebook or Twitter

Ask Us a question about your Assessed loan and grant amounts:  
 Submit an inquiry using the Ask Us feature of MyPATH, or call us during business hours.

Ask Us about supports and grants for students with permanent disabilities.  
 Post-Secondary Accessibility Services  
 Email: psas@novascotia.ca  
 In Metro: 902-424-6737  
 Toll-free within Nova Scotia 1-800-565-8420 (Press Option 6)