# CITYU CANADA FINANCIAL AID

## HOW TO APPLY FOR ALBERTA STUDENT AID

This handout is intended for those students wishing to apply for Student Aid in the coming academic term. Please contact our team at FinAidCanada@cityu.edu for further details and to arrange for an appointment with our Financial Advisor.

### 1. CREATE YOUR STUDENT AID ACCOUNT

Please familiarize yourself with the Financial Aid process instructed by Alberta Student Aid here.

- ☐ Account Alberta Sign-up.
- ☐ **Verify your identity through MyAlberta Digital ID**
  - ✓ Using an Alberta driver's license, or an identification card, Or
  - ✓ MADI – the Personal Directives Registry

### 2. DOCUMENTS YOU WILL NEED

- ☐ Review the Financial Aid calendar for your program, year and cohort under the Program Academic Calendars
  * if you are still unsure of your start and end dates or cohort Reach out to our Financial Aid Advisor.
- ☐ Last year's Total Income- Line 15000 from your CRA Tax Return or all of your T4's for the year.
  Example: for 2024/2025 Academic year you will need your 2023 tax info.
- ☐ SIN card or Document
- ☐ Alberta Student Number (ASN). This can be found on your high school transcript or looked up at Learner Registry Alberta. You must apply for an ASN if you do not have an ASN
- ☐ Additional information is needed if you are married or in a common-law relationship, your spouse will need to complete the Spousal Section.
  - ✓ They will need to provide their signature on a separate page of the application
  - ✓ Their previous year's total income- Line 15000 on the CRA Tax Return or all T4's for the year will be filled
  - ✓ Their personal information; Full legal name, Birthdate, SIN #

### 3. HOW TO APPLY?

**Please note that should you drop or change the number of credits after your loan is submitted, it will result in a change to your loan eligibility and Financial Aid will need to be advised via our email.**

- ☐ Review How to Apply
  - ✓ Log into your account
  - ✓ Search for City University of Seattle, **Washington US** campus (12298)
  - ✓ Select the relevant academic year
  - ✓ Select your program (Master of Counselling – 2 years for the weekday cohorts and Master of Counselling - 3 years for weekend/ mixed mode cohorts)
  - ✓ Apply for every 6 months from the first year (26 weeks of study) and 12 months from the second and third year of the program (52 weeks of study)
  - ✓ Apply **2-3 months prior to** the start date
- ☐ Monitor your Inbox in the StudentAid Account to complete your Student Aid Agreements, and receive a Letter of Award

(*): Please closely follow up on your Student Aid Account to make sure all required documents are provided. A delay in providing documents may delay your funding disbursement process.

- ☐ **We are not able to confirm your registration for funding disbursement if you:**
  - ✓ have made an error in your application (i.e.: wrong start and end dates, program length, campus code…)
  - ✓ haven't signed your Student Aid Agreements, or
  - ✓ haven't been officially enrolled in the term by the Academic Advisor.

Please correct your application by Request an account review OR cancel and resubmit it before we confirm your registration

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## 4. TUITION PAYMENT DEFERRAL REQUEST

Deferral of tuition payments are allowed until funding is released for students on approved Financial Aid by emailing your Letter of Award (LOA) to the Billing Office and copying the Canada Financial Aid Office. Once the funding is released to you, please ensure to pay for school costs as soon as possible.

* Exceptions will be reviewed with the Billing office.

## 5. HOW TO CALCULATE TUITION & BOOK COSTS

| How do I calculate my Tuition and Book costs? | |
|---|---|
| Tuition | # credits during application period x $635/ credit |
| Mandatory fees | # courses during application period x $200/ course & An extended Health Insurance of $360 per Year |
| Books, Supplies, and Instruments | fixed at $500 for every application |
| Computer costs | fixed at $500 for every application |

Note:

The credit rate and book rate are valid till Jun 30, 2025, and are subject to change.