



Manitoba Student Aid
 401 – 1181 Portage Avenue, Winnipeg, Manitoba R3G 0T3
 T: 204 945-6321 F: 948-3421
 www.manitobastudentaid.ca

Date _____
 Name _____

Social Insurance Number /_/_/_/_/_/_/_/_/_/_

INCOME FORM

Important Note: Manitoba Student Aid can't release any funds other than your first Canada Student Loan until all of your employers and benefit providers confirm your income for the time period shown below. As well, you will not be eligible for a Manitoba Bursary or Canada Millennium Scholarship Bursary if you do not provide this information.

Deadline: two months before your study period end date (for all required copies and information).

INSTRUCTIONS FOR THE STUDENT: have this form completed after your study period start date. Otherwise, you will be asked to complete the form again for the correct time period.

You and your employer(s) and benefit provider(s) must complete the bottom part of this form (**however you will need to enter your pre-study and study period dates below**). Examples of benefit providers are Employment Insurance, Employment and Income Assistance, Employment Manitoba, Manitoba Public Insurance, Workers Compensation, etc.

To Be Completed By The Student:

Pre-study Period: (see your Notice of Assistance letter) from _____ to _____ (yyyy/mm/dd)

Check this box **only** if it applies to you:

I did **not** work and I did not receive benefits during my pre-study period.

If you had no income and weren't living with your parents, **attach a detailed explanation** of how you covered your costs for rent and food, etc. This statement must be signed and dated. (**Sign and return this form.**)

- How many different employers/benefit providers did you have during your pre-study period? **___If more than one employer / benefit provider, photocopy this form for each one. Collect information from all employers before returning it to Student Aid.**
- Did you receive any tips/gratuities as a result of your employment? Yes No
If **Yes**, estimate the amount received during your pre-study period \$ _____
- If you were unable to work during your pre-study period because of illness or injury, please provide proof such as a medical certificate or letter from your doctor, indicating the dates when you were unable to work.
- If you were self-employed, provide an income and expense statement, dated and signed.

Study Period (see your Notice of Assistance letter) from _____ to _____ (yyyy/mm/dd)

1. Will you have benefits or income, including tips/gratuities during your study period? Yes No

If **yes**, estimate the amount received or to be received during your study period.

Amount \$ _____ Source _____ Amount \$ _____ Source _____

 Student's signature

 Date

To Be Completed By The Employer Or Benefit Provider

This information is required to confirm income or benefits you provided to the above student in order to verify the student's eligibility for Manitoba Student Aid. Complete this form **after** his or her **Study Period start date** (above).

- Report the total income and benefits paid, including vacation pay, for the pre-study period.
Gross income/benefits (the amount before deductions and taxes are taken off). \$ _____
- Did the student receive tips/gratuities during the pre-study period as a result of his or her employment?
 Yes No
- Enter the last day of employment, if applicable. _____ (yyyy/mm/dd)

 Name of employer or benefit provider (please print)

 Telephone number

 Authorized signature

 Date completed

Return this form to Manitoba Student Aid at the address listed above. Toll-free inCanada and the USA, 1 800 204-1685.