



Advanced Education and Literacy

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

Date _____

Student's Name _____ Social Insurance Number /_/_/_/_/_/_/_/_/_/_/

ADDITIONAL ASSISTANCE

Manitoba Student Aid has received your request for additional assistance. In order to consider your request, we require the following information:

Please complete the attached "Applicant's Cash Flow" form and return it with all required information. Once you have provided our office with the completed form and all required information, we will review it and make a decision regarding additional assistance.

Manitoba Student Aid must receive all information and required documentation no later than two months before your study period ends; otherwise your application cannot be processed.

Once the required information is received, processing of your application will continue. Processing may take up to five weeks. Funds cannot be released after your program end date.

Student Advisors are available to work with applicants who have student aid concerns due to family breakdown, budgeting, debt repayment and related issues. If you have any questions or require clarification, please contact Manitoba Student Aid:

In Winnipeg: 204 945-6321
In Brandon: 204 726-6592
Toll-free (Canada and the USA) 1 800 204-1685.

A TTY Number is available for the hearing impaired at 204 945-8483 (in Manitoba) or 1 866 209-0696 (Canada and the USA).

Return all required information to:

Manitoba Student Aid
Room 401 – 1181 Portage Avenue
Winnipeg, Manitoba R3G 0T3

Please provide photocopies of all personal documents, as originals will not be returned.

Manitoba Student Aid
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Exceptional Review Checklist

All requests for Exceptional Review must be submitted to Manitoba Student Aid ***no later than two months before the end of study period*** and ***must*** include the following:

- A letter of request for Exceptional Review that details the nature of the exceptional circumstances and that explains why Student Aid should consider the review ***AND***
- A complete academic history ***AND***
- All requested documentation still outstanding such as Income Verification Form, Sponsoring Agency Form/Verification of Funding, High Needs Form, Spouse's pay stub, if applicable ***AND***
- Other supporting information/documentation as detailed below:

Type of Exception	Information/Documentation Required
Exhausted # of years of eligibility	<ul style="list-style-type: none"> • Reason for additional time required to complete studies • Other documentation such as medical notes, etc. to support review • Confirmation of expected graduation date from school
Exhausted # of certificates/diplomas/degrees	<ul style="list-style-type: none"> • Reason for the # of certificates/diplomas/degrees • Information regarding prerequisite programs, etc. necessary for the current program • Other documentation such as supporting letter from school
Unsatisfactory academic progress	<ul style="list-style-type: none"> • Supporting documentation, such as letter from counselor, academic advisor or medical professional explaining that the cause of the poor academic progress was beyond the applicant's control • Letter from applicant indicating steps taken to remedy this situation
Assessed Need due to: <ul style="list-style-type: none"> • Assets (RRSP/RESP/savings/stocks, etc.) • Vehicles • Reduced or no spousal/parental contribution • Reduced or no pre-study/study period contribution • Overawards 	<ul style="list-style-type: none"> • A monthly budget/cash flow (Applicant and/or Parental, if applicable) with supporting documentation (pay stubs, bank or credit card statements, utility bills, etc.) • A copy of most-recent Income Tax Return (Applicant and Spouse or Parents, if applicable) • Vehicle information, such as lease agreement or proof of sale, if applicable • Verification of exceptional living costs, if applicable • Verification of Rural/Northern/Out-of-Province travel costs, if applicable • Verification of unforeseen costs such as funeral expenses, essential home repairs, etc., if applicable • In the case of job loss or reduced income, documentation to substantiate claim such as Record of Employment, pay stub, etc., if applicable

Remember: Failure to include clear and complete information with supporting documentation will result in processing delays. ***No requests will be accepted past the deadline.***

Questions? Phone: 204 945-6321
Toll-free (Canada and the USA): 1 800 204-1685

