



**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

**COURSE EXTENSION REQUEST**

**STUDENT INFORMATION – TO BE COMPLETED BY STUDENT (PLEASE PRINT)**

NAME: \_\_\_\_\_ Social Insurance Number: \_/\_/\_/\_/\_/\_/\_/\_/\_/\_

ADDRESS: \_\_\_\_\_

**WARNING:** *It is an offence under federal and provincial acts and regulations to knowingly make any false statement or misrepresentation in an application or other document, or to willfully furnish any false or misleading information or documentation. Students who do so may be subject to a fine or liable for immediate repayment of student loans. Educational institutions may lose their designation for student loan purposes.*

Students requesting an extension of their Canada Student Loan/Manitoba Student Loan assistance are required to complete Section 1 of this form and have their educational institution complete Section 2. The completed form must be forwarded to Manitoba Student Aid.

Extensions for assistance of 12 weeks or more must also have a new application form completed and forwarded to Manitoba Student Aid. To be eligible for an extension, the student must:

- be applying for an extension to the course for which loan assistance was originally authorized and not for additional classes or other courses. If these classes are not part of the original course, the student must complete a new loan application
- be achieving a rate which is at least average (student's academic standing must be at least 60%) in the course of studies for which he or she is obtaining financial assistance. Exceptions may be made if the extension is due to physical or learning disabilities which are documented by a qualified professional or authorized educational institution personnel
- be a full-time student attending classes regularly at the educational institution throughout the length of the course (see regular attendance requirements outlined on this page)
- not have discontinued study at any time during the approved study period, and
- submit a completed Course Extension Request form to Manitoba Student Aid at least 2 months prior to the original course end date.

**Attendance requirements for private institutions:** Full attendance is expected (100%). Absences in excess of 10% of the total length of the program may result in withdrawal of further assistance from Manitoba Student Aid.

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**SECTION 1– TO BE COMPLETED BY STUDENT**

COURSE: \_\_\_\_\_

START DATE: \_\_\_\_\_ ORIGINAL END DATE: \_\_\_\_\_  
Month/Day/Year Month/Day/Year

This course extension is necessary because: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If due to health reasons, a doctor’s certificate stating reasons and dates you were unable to attend school must be submitted along with this form to Manitoba Student Aid).

Have your income or assets changed from the amounts declared on your original application for financial assistance? (This includes changes during the extension period requested).

YES       NO

If yes, complete the following:

Date change occurred: \_\_\_\_\_  
Month/Day/Year

Specify the type of income/asset and indicate the correct amount: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I declare** that I have maintained regular attendance in my classes throughout the period of my program.

**I understand** that if I do not meet the requirements for regular attendance and academic standing as outlined, I may be ineligible to receive further assistance.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## SECTION 2 – TO BE COMPLETED BY EDUCATIONAL INSTITUTION

In applying the regular attendance criteria to individual students, educational institutions are expected to exercise a reasonable degree of professional judgement based on their assessment of a student's likelihood of success and individual circumstances.

In addition, if a student is unable to attend for health reasons for more than four consecutive weeks, he/she must be considered discontinued for student financial assistance purposes.

Should the educational institution discontinue the student, Copy 3 of either Schedule 1 or 2 must be forwarded immediately to the National Student Loans Service Centre with a photocopy sent to Manitoba Student Aid.

1. Is this extension part of the original course applied for by the student?

YES             NO

2. Does the student meet the full-time regular attendance requirements outlined on the first page of this form?

YES             NO

3. Number of days attended \_\_\_\_\_ out of \_\_\_\_\_.

4. Student's Academic Standing:

(a) Is the student maintaining an academic standing of 60% or better in this program?

YES             NO

(b) In your opinion, is the student likely to be successful in his/her studies if the extra time requested by this extension is granted to the student?

YES             NO

(c) Will the school be providing any remedial assistance or other special assistance to help the student complete all the course requirements with this extension?

YES             NO

5. Reason why additional time is required: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(If due to health reasons, a doctor's certificate stating reasons and dates the student was unable to attend school **must be submitted** along with this form to Manitoba Student Aid).

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