



**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

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

Date: \_\_\_\_\_

**SEPARATION NOTICE**

You have advised Manitoba Student Aid that you are now separated from your spouse. As a result, we will review your application for student financial assistance. Please provide the following information:

1. Date of separation: \_\_\_\_\_
2. Verification of separation (i.e. separation agreement, written statement from one or more independent third-party professionals, such as counselor, minister, etc.)
3. If there are children, who has custody? \_\_\_\_\_  
Provide a copy of the custody agreement, if available.
  - a) Will you be receiving spousal/child support/maintenance/settlements? \_\_\_\_\_  
If so, how much? \_\_\_\_\_ Effective Date: \_\_\_\_\_
  - b) Will you be paying spousal/child support/maintenance/settlements? \_\_\_\_\_  
If so, how much? \_\_\_\_\_ Effective Date: \_\_\_\_\_
4. As at the date of separation, how much did you owe for:
  - a) Tuition \$ \_\_\_\_\_
  - b) Books & Supplies \$ \_\_\_\_\_
5. Provide statements for all bank/credit union accounts showing balances as at the date of separation. If any of these accounts were joint accounts to which you no longer have access, provide verification (example, letter from bank).

- Note:
- Please return this letter with the necessary information and/or documentation.
  - Ensure your social insurance number appears on all information submitted.
  - Provide photocopies. Do not send original documents. They will not be returned.

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

You must submit all information no later than two months before your study period end date; otherwise, Manitoba Student Aid cannot process your application.

Once you provide the required information, Manitoba Student Aid can continue to process your application. Processing may take up to five weeks. Funds cannot be released after your study period end date.

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).

**Mail all required information to:**

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

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