



Prince Edward Island Student Loan Number:

Your Interest/Payment Relief application is enclosed

We have enclosed the **Interest/Payment Relief** application that you requested. Please read this letter and both sides of the application carefully to understand the terms and conditions of the Interest/Payment Relief Program. Then complete, sign and return the application **within 10 days** of the date that appears at the top of this letter. Make sure you include **photocopies** of all required supporting documents and keep the original documents for your files.


Please give yourself enough time to go through the application thoroughly as incomplete applications cause delays and may result in you having to start or continue making student loan payments. To help you avoid this, we have included an easy-to-use **Interest/Payment Relief Application Checklist**.

Once you have completed the application, gathered all the required supporting documents, made photocopies and completed the steps in the enclosed checklist, you are ready to submit your application and income documents. You can send them by mail to the address below or by fax to **1-877-560-1390**.

How to contact us

If you have any questions, we would be happy to help you Monday to Friday, between 8:00 a.m. and 8:00 p.m. your local time. Please ensure we have your current address and telephone number at all times so we can continue to provide you with important information about your loan.

Visit pei.edulinx.ca and register for EDULINX On-Line Services. Once registered, you can check your balance, view or print your statement, and change your address.

 Toll free:	1-877-560-1389	(within North America)
	905-306-2467	(outside North America, you may call collect)
	1-877-560-1390	(fax within North America)



Your Interest/Payment Relief Application Checklist

To ensure that your application is processed as quickly as possible, it is important that you fill it out correctly. Use the checklist below to ensure that you have completed all the steps.

Item	Steps to Completing Your Interest/Payment Relief Application	Done
1. Your personal information.	<p>Review the pre-printed personal information on the enclosed application. You can add or correct the information directly on the application or write it on a separate sheet of paper.</p> <p>Family size and marital status: Enter the number of persons in your family, including you, your spouse/common law partner, and any dependants. If you are single, with no dependants, enter "1" for your family size, even if you live with your parents.</p> <p>Canadian residency: Members of the Canadian Armed Forces who are stationed abroad, and applicants who are participating in an international internship program are considered to be Canadian residents. Provide a letter from the employer/internship program that outlines the start and end dates of the term.</p>	<input type="checkbox"/>
2. Calculate your gross monthly income.	<p>Gross income should be calculated by pay dates, not pay periods. Gross income is income before taxes or deductions. See the back of the application for a list of what is and what is not considered income for Interest/Payment Relief.</p> <p>In Column 1 enter the estimate of gross income to be received in the month of "Application Date." In Columns 2 and 3 enter your actual gross income, if applicable.</p> <p>If you have a spouse or common-law partner (both referred to as "spouse" for the purposes of this letter), you must also calculate his or her gross income.</p> <p>Application Date and Income: If you are currently approved for Interest/Payment Relief, OR if your loan repayment will start next month, please date your application for the first day of next month. (For example, if today is October but in October you are still approved for Interest/Payment Relief, or not yet in repayment, you should date your application for November 1st.) If this is the case, you also only have to complete income for Column 1.</p>	<input type="checkbox"/>
3. Supply proof of gross monthly income (if applicable)	<p>Proof of gross monthly income must be submitted for each type of income you and, if applicable, your spouse received and reported in column 2 of the application. Proof is not required for column 1 or 3.</p> <p>Examples of proof of income documents include:</p> <ul style="list-style-type: none"> • Copies of pay stubs showing your gross income (before taxes and other deductions); • A letter from an employer confirming actual gross monthly income for the month; if you do not have all your required pay stubs, please provide this letter; • Copies of employment insurance and social assistance stubs (or a letter from a case worker stating gross income); • If you are self-employed, a Business Income and Expenses Statement on your business letterhead, or a monthly business bank statement, or third-party letter signed by your financial institution or letter showing revenue and expenses signed by an accountant will be accepted; <p>Send photocopies only. Original documents received by EDULINX will not be returned.</p>	<input type="checkbox"/>
4. Zero income declaration.	<p>If your total gross family income for any month on the application was \$0, then complete the space provided on the application with how you are meeting your living expenses.</p>	<input type="checkbox"/>
5. Government Student Loan Payments	<p>If you and/or your spouse are repaying full-time or part-time Canada Student Loans and/or other Provincial Student Loans, check "Yes" and enter the total regular monthly payment amount in the space provided. Do not include payments to student lines of credit from a bank.</p>	<input type="checkbox"/>
6. Return your completed application.	<p>Once you have completed the application, and gathered and made photocopies of all the required supporting documents, you are ready to submit your application. Remember to sign and date the application. You can mail your application to EDULINX in the envelope provided, or fax it.</p>	<input type="checkbox"/>



Conditions of Interest/Payment Relief

- **Your loan must be in repayment status.** (If you are back in full-time studies, do not apply for Interest/Payment Relief. Instead, submit a Confirmation of Enrolment form to our office so that we may update your loan status to non-repayment.)
- **Your loan must not be in arrears.** If your loan is in arrears it must be brought into good standing before Interest/Payment Relief can be applied.
- **You must reside in Canada,** or be on an approved international internship, or serving in the Canadian Armed Forces stationed abroad.
- **Your gross family income** (for you and your spouse, if applicable) is equal to or less than the amount set out in the table on the back of the application, taking into consideration your family size and the total amount of all payments you (and your spouse, if applicable) are required to make on your student loan(s).
- You have not received the maximum Interest/Payment Relief benefits (30 months) to date or your right to a special Interest/Payment period has not been revoked previously.
- Your right to a special Interest/Payment period may be revoked if, by reason of your conduct in obtaining or repaying a student loan, you are found guilty of an offence under any federal statute.

For Your Information

Here are some other details about the Interest/Payment Relief Program that you may find helpful:

- You will be advised of the result of your application in writing. If your application is incomplete, we will telephone you to let you know what information is missing. If we can't contact you, your application will be cancelled.
- Upon approval of your application, you are not required to make student loan payments and your loan is in interest/payment free status and your agreed repayment term is extended for the length of your approved period.
- Interest/Payment Relief approvals are granted in six-month increments for a maximum lifetime benefit of up 30 months. However, you must reapply for each additional six-month period. It is not an automatic process.
- If you don't qualify for Interest/Payment Relief, you will be required to bring your loan up to date, by either making all missed student loan payments or through revising your repayment terms.
- If you do not meet the conditions of Interest/Payment Relief but feel your situation warrants further consideration, you may request a review. Submit your request to:

Prince Edward Island Student Financial Services
P.O. Box 2000
Charlottetown, PE C1A 7N8



Application for Interest/Payment Relief (PEI Student Loan)



P.O. Box 1008 – Station "B"
Mississauga, Ontario – L4Y 3W3

SECTION 1 – APPLICANT INFORMATION

Last Name		First Name		Birth Date MM / DD / YYYY		S.I.N.	
Mailing Address:				Primary Telephone Number			
				Alternate Telephone Number			
No. of persons in family: (include applicant, spouse & their dependants only) ▶ <input style="width: 50px; height: 20px;" type="text"/>		Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married/Common Law		Does the applicant reside in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No			

SECTION 2 – GROSS MONTHLY FAMILY INCOME PRIOR TO DEDUCTIONS

	Column 1	Column 2	Column 3
	Estimated gross income to be received during the month the application is dated	Actual gross income received in month prior to month in Column 1 (proof required)	Actual gross income received in month prior to month in Column 2 (proof not required)
Applicant's Gross Income	\$	\$	\$
Spouse's Gross Income (if applicable)	\$	\$	\$
Income from all other sources	\$	\$	\$
TOTAL Gross Family Income by Month	\$	\$	\$

If you indicated \$0 as your total gross family income for any month, indicate below how you are meeting your living expenses.

Supported by a parent(s)
 Supported by other family member
 Supported by a friend
 Using personal savings
 Other (please describe) _____

SECTION 3 – GOVERNMENT STUDENT LOAN INFORMATION

Does the applicant have government student loans at other institutions? If Yes, please provide amount of regular monthly payment. (Do not include payments to student lines of credit from a bank.)

Yes No Total Monthly Payment for all other applicant student loans: _____

Is spouse/partner repaying student loans? If Yes, please provide amount of regular monthly payment. (Do not include payments to student lines of credit from a bank.)

Yes No Total Monthly Payment for all other spouse/partner student loans: _____

SECTION 4 – CERTIFICATION AND CONSENT

I consent to and authorize the disclosure and release by any person, individual, corporation, credit reporting agency, or by any government or government agency (including but not restricted to any foreign, federal or provincial government, department or crown corporation), of any information or documents (including any personal information as defined in the Freedom of Information and Protection of Privacy Act and any personal health information as defined by the Health Information Protection Act) requested by the Province of Prince Edward Island for any purpose respecting the administration of financial assistance for my benefit by Student Financial Services of Prince Edward Island, or its successors.

I further consent to the Minister Innovation and Advanced Learning for Prince Edward Island or his/her designate to refuse to any person, individual, corporation, organization or in any government or government agency (including but not restricted to any foreign, federal or provincial government, department or crown corporation), any information or documents (including any personal information as defined in the Freedom of Information and Protection of Privacy Act and any personal health information as defined by the Health Information Protection Act) requested by the Province of Prince Edward Island for any purpose respecting the administration of financial assistance.

I declare that the above information is correct to the best of my knowledge.

APPLICATION DATE (mm/dd/yyyy) ▶ _____ **APPLICANT'S SIGNATURE ▶** _____

INSTRUCTIONS AND INFORMATION

Your total **gross** family income, before deductions (including your spouse or partner's gross income, if applicable) is required. The month that you date your application determines the income details we need.

For Example:	Income for this month...	...goes in this column
If you date your application in November	November	Column 1
We also need the month before the application date	October	Column 2*
And the month before that	September	Column 3

***Proof of income is required only for the month reported in Column 2 on the application.**

What is considered income for Interest Relief

Employment: Earnings, including commissions and bonuses, Self employment earnings (e.g. business, farming, fishing), Severance packages.

Investment Earnings: e.g. Interest dividends, taxable gains, rental income, Registered Retirement Savings Plans (if cashed).

Social Programs: Spousal or Child Support payments received*, Pension, superannuation and insurance payments, Canada Pension Plan, Old Age Security, Orphan Survivor Benefits, Government funding, including Social Assistance Payments, Sponsorship/training allowances, Academic awards, including scholarships, teaching or research assistantships.

Monetary gifts: Inheritance, Lottery winnings.

**Note: Spousal or Child support payments made to another person should be deducted from the income reported on the application; however you must provide a letter showing the amount.*

What is NOT considered income

Income tax refunds, GST/HST credits

Federal and Provincial Child Tax benefits

Universal Child Care Benefit

Supplements for Working Families

Federal and Provincial Refundable tax credits (Property Tax Credits, Energy rebate programs, etc.)

Student loan disbursements

See the Interest/Payment Relief Application Checklist in the letter that came with your application for details about what documentation is acceptable as proof of income.

If your monthly, gross family income is equal to or less than the amount set out in the table below, taking into consideration your family size, you may be eligible for Interest/Payment Relief.

MONTHLY GROSS FAMILY INCOME THRESHOLDS BY FAMILY SIZE

<u>Family Size</u>	<u>Income Threshold</u>
1	\$3,334
2	\$3,911
3	\$4,790
4	\$5,530
5	\$6,183
6	\$6,773
7	\$7,316