



STUDENT LOAN INFORMATION FOR CO-OPERATIVE EDUCATION STUDENTS

APPLYING FOR STUDENT LOANS?

We recommend that students who intend to be on a co-op work term during their period of studies apply for student loans one term at a time in order to prevent delays in receiving their loan funding.

AM I A FULL-TIME STUDENT CHECKLIST?

While I am IN CLASSES I will need to meet the following requirements:

- I am registered in a minimum of 4.5 units of study per term. Students who have registered as having a permanent disability with their student loan provider are considered full-time at 3.0 units per term
- My course of study is 12 consecutive weeks
- My period of study does not have breaks greater than ten working days
- None of my duplicate, mutually exclusive or waitlisted will count towards my full-time enrollment

While I am on a COOP WORK TERM I will need to meet the following requirements:

- I am registered in a full-time co-op work term
- My work term is 12 consecutive weeks

IMPORTANT-Co-operative work terms do not show up in a student's registration until the co-op department has actually registered the student. Our office, Student Awards and Financial Aid, can not certify student loans for your co-op study period until we can view your registration in the UVIC registration system. Also, the dates on your student loan document must match your co-op registration dates.

THIRD PARTY PICK-UP-If you need to authorize someone to act on your behalf at our office you can submit a Third Party Pick-up Form to us. This form is available from our website. www.uvic.ca/safa. If your co-op term is outside of Canada, you may need to appoint a Power of Attorney, please check with our office for more information.

NOTE-Graduate students are full-time if they meet the requirement outlined on:
registrar.uvic.ca/grad/continuing/fees/RegsConcFeesGraduate.html. Please visit this link for details.

PLEASE CONTACT OUR OFFICE IF YOU ARE NOT SURE WHAT TO DO?

Student Awards & Financial Aid, PO Box 3025, Victoria, BC V8W 3P2

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www.uvic.ca/safa