

REQUEST FOR LOANS AND BURSARIES

All our programs are eligible for the government loan and grant program. To check your eligibility, perform a simulation calculation, and fill out an application, visit:

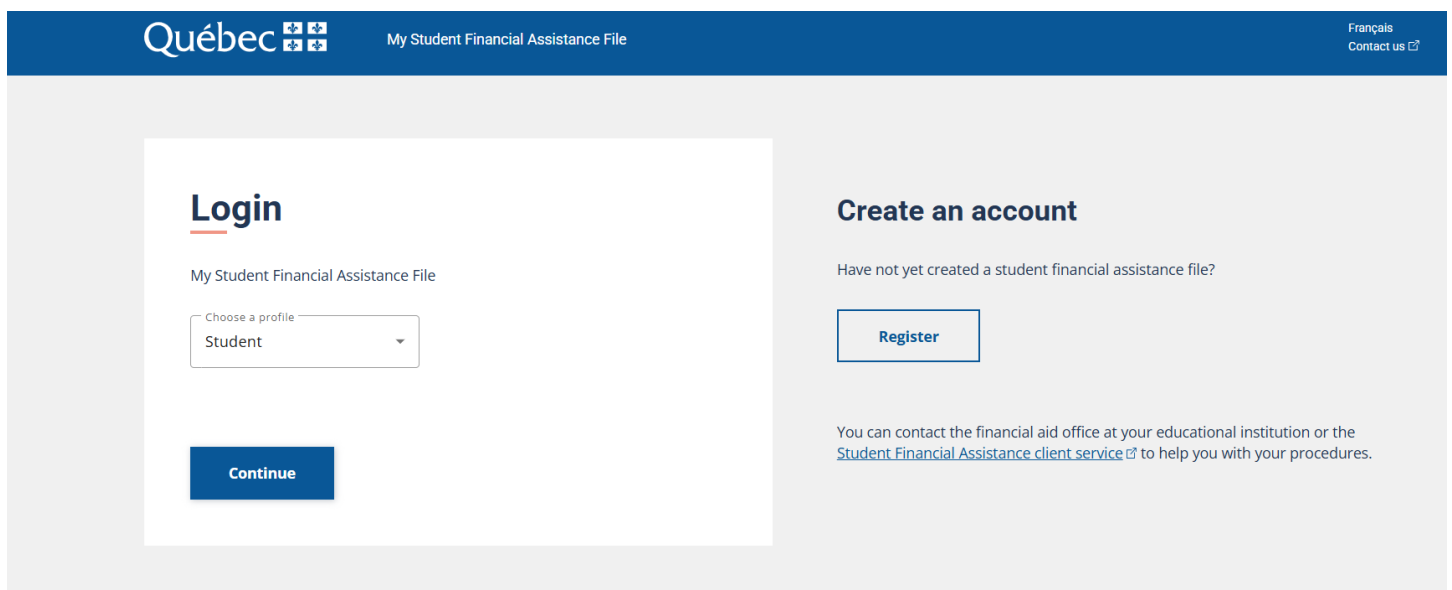
[Loans and bursaries for full-time studies](#) | Gouvernement of Québec

Important to know

A loan and bursary application **covers only one year at a time, from August to June**. It must therefore be renewed each year. You can usually complete your application starting in June in anticipation of the next school year. Be sure to do so in advance to receive your assistance at the start of the school year!

IMPORTANT : you must be enrolled in a program for at least three (3) consecutive months to be eligible and considered a full-time student (minimum of 15 hours of attendance per week).

If you do not already have a student financial aid account, you must first create your online file on [the login page](#).



The screenshot shows the 'My Student Financial Assistance File' website. The header includes the Québec logo and the text 'My Student Financial Assistance File'. On the right, there are links for 'Français' and 'Contact us'. The main content area is split into two columns. The left column is titled 'Login' and contains a dropdown menu labeled 'Choose a profile' with 'Student' selected, and a blue 'Continue' button. The right column is titled 'Create an account' and contains the text 'Have not yet created a student financial assistance file?' and a blue 'Register' button. At the bottom of the right column, there is a link to contact the financial aid office or the 'Student Financial Assistance client service'.

STEP 1

Information and data necessary to make the request

To complete an application, you will need the following information:

- Your permanent code (found on a diploma or transcript).
- Your social insurance number.
- The educational institution code: **883402** - CFP Lennoxville :
- The program codes:

DIPLOMAS	PROGRAM	CODE
DVS/DEP	Accounting	05731
DVS/DEP	Carpentry	05819
DVS/DEP	Health, Assistance and Nursing	05825
DVS/DEP	Plumbing and Heating	05833
DVS/DEP	Professional Sales	05821
DVS/DEP	Secretarial Studies	05857
DVS/DEP	Welding and Assembly	05882
AVS/ASP	Sales Representation	05823
DVS/DEP	Support for Assistive Services in Health and Social Services Institutions	05905

- Your income or an estimate of your income for the current year (**January 1 to December 31**).
- Your parents or spouse may have to file an online return depending on your status (see the section on status in **PITFALLS TO AVOID** at the end of the document).
- Any other additional information, such as a marriage date or child's date of birth (see examples in the section **PITFALLS TO AVOID** at the end of the document).

You will need to scan and attach documents to your application. **Do not send anything by mail to avoid delays.**

STEP 2

Fill out your application

- [On the Student financial Assistance File](#)| Government of Québec, click on *Access my student financial assistance file*.
- Choose the profile: **Student**, then click **Continue**.
- Enter your permanent code and the password associated with your student financial assistance file.

PITFALLS TO AVOID

On page 3, in the section **Studies pursued**, vocational training is found in **section “C,”** at the very bottom of the page. You must write **YES** for **“études en cheminement continu” (continuing education)**.

PLEASE NOTE: not living with your parents does **NOT** constitute a criterion for financial independence.

IN THE STATUTES SECTION

Take the time to read everything that concerns you carefully and choose the situation that has an impact on your financial situation, because you will have to submit documents in proof.

- If you have children: a copy of their birth certificate act.
- If you are married or in a civil union: a copy of your marriage certificate.
- If you are in a common-law relationship, you are considered single. A person in a civil union is someone who is married in a courthouse.
- If you are de facto separated or divorced: send the court’s judgment as evidence. If you have an amicable agreement or are waiting for a judgment, you can fill out [the form 1040 – Declaration of family status](#) (PDF 82 KB) and have it sworn in by the office of financial assistance for studies located at the general secretariat.
- If you must prove that you are no longer in the charge of your parents, so that you are working full time and that you have been independent for at least two years, you must

upload letters from employers or termination of employment, because T4 are not accepted. [The form 1026- list of periods of autonomy](#) must be completed for this situation.

STEP 3

Submit the warranty certificate to your bank or at Desjardins

Once you have received your assessment calculation, a guaranteed certificate will be issued in the **NOTICES section** of your “Online File.” You will need to print it out and submit it to your financial institution (bank or credit union) in order to receive your payments by direct deposit.

No specimen of check will be asked from you.

The confirmation of full-time student status by the person responsible for loans and bursaries at LVTC triggers the issuance of a guaranteed certificate. The first payment of financial aid will be made in the first week of your start of training.

To find out the processing time for your financial aid application, consult this page: [Processing Dates](#).

For any other information or support with your application, you must first have an online file open at the AFE and have started to fill out your online form.

You can contact the head of the Office of Financial Assistance for Studies by email at CarriereA@etsb.qc.ca.

Don't forget to provide your permanent code to speed up the processing of your request.