



## Medical and Parental Leave Application

### Medical and Parental Leave description

The Government of Canada and the Provinces of New Brunswick, Newfoundland and Labrador, Saskatchewan, Manitoba and British Columbia offer Medical and Parental Leave to borrowers who leave school for medical or parental reasons. Medical and Parental Leave removes the financial burden of making payments and the accrual of interest on Canada Student Loans and provincial student loans from the mentioned provinces when a borrower takes a temporary leave from post-secondary studies for valid medical reasons, including mental health reasons, or following the birth, finalization of an adoption, or commencement of a guardianship or tutorship of a child.

Medical and Parental Leave only applies to Canada Student Loans and the provincial portion of student loans issued by New Brunswick, Newfoundland and Labrador, Saskatchewan, Manitoba and British Columbia. If you have student loans from those provinces, this single application will cover both your Federal and Provincial loans under the applicable Federal and Provincial Medical and Parental Leave. Medical and Parental Leave does not apply to the provincial or territorial portion of student loans issued by other provinces or territories. Please communicate with your [province or territory](#) to inquire about any options they might have available.

### Eligibility

#### Medical Leave

Medical Leave is a temporary interest-free and payment-free leave for Canada Student Loans and provincial student loans from the provinces mentioned above following a leave from studies for medical reasons, including mental health reasons.

To be eligible for Medical Leave, you must:

- be a full-time or part-time student, or be in your 6-month non-repayment period, and your last day of school must be on or after October 1, 2020;
- have withdrawn from studies and informed your school of your withdrawal, or taken a leave from studies if you are in a non-repayment period;
- have a medical professional attest that your medical situation interferes with your studies; and
- if you have previously been on Medical or Parental Leave and have returned to studies, you must have returned to studies for at least 30 calendar days.

**Note:** For the purposes of the Medical Leave, a medical professional is a member in good standing of a medical or health care profession, including mental health care professions, that is recognized by the province or territory in which the professional is practising.

#### Parental Leave

Parental Leave is a temporary interest-free and payment-free leave for Canada Student Loans and provincial student loans from the provinces mentioned above following a leave from studies after welcoming a child, either through:

- birth;
- finalization of an adoption; or
- commencement of a legal guardianship or tutorship of a child.

To be eligible for Parental Leave, you must:

- be a full-time or part-time student, or be in your 6-month non-repayment period, and your last day of school must be on or after October 1, 2020;;
- have withdrawn from studies and informed your school of your withdrawal, or taken a leave from studies if you are in a non-repayment period;
- attest that you are the parent of a child by birth, finalization of an adoption or commencement of a legal guardianship; and
- if you have previously been on Medical or Parental Leave and have returned to studies, you must have returned to studies for at least 30 calendar days.

#### Application window

To be eligible to apply, you must fill out your application after experiencing a medical problem or becoming the parent of a child and at the latest:

- 6 months after the end of your most recent period of studies; **and**
- 12 months after experiencing a medical problem or becoming the parent of a child.

**Note:** If you are a full-time student before withdrawing from school, Medical and Parental Leave will be applied to full-time and part-time student loans.

**If you are a part-time student** before withdrawing from school, Medical and Parental Leave will only be applied to your part-time student loans. Any full-time loans you might have would enter repayment after a 6-month non-repayment period, which would begin on the same date as the Medical or Parental Leave.

## How long you can be on leave

If you are approved for Medical or Parental Leave, interest will not accrue on your student loans, and you will not have to make payments for 6 months. This 6-month Medical or Parental Leave starts on the first day of the month following the month you withdrew from studies or, if you are in the 6-month non-repayment period following your studies, on the first day of the month following the month in which you ended your studies.

Interest may be charged during Medical or Parental Leave on the provincial or territorial portion of student loans from provinces or territories who do not offer Medical and Parental Leave. Please contact your [province or territory](#) for more information.

If needed, you can extend your leave for another 6 months. To extend your leave, you need to apply, at the earliest, 30 days before the end of your leave and, at the latest, 30 days after the end of your leave.

Whether you take a Medical Leave, a Parental Leave, or change from one to the other, the total duration of your leave cannot exceed 18 consecutive months.

# How to Complete the Application Form

## Section A - Applicant Information

Make sure you provide all the information requested in this section, including your email address.

## Section B - New Leave

Complete this section only if you are applying for a new leave. If you want to apply to extend your leave, go to Section C.

- Provide the date you last attended school.
- Choose the type of leave you are applying for:
  - If you apply for Medical Leave, have a medical professional **complete, sign, and date** the *Medical Professional Attestation for a Medical Leave*.
  - If you apply for Parental Leave, provide the date when you have welcomed a child, by birth, adoption or commencement of guardianship or tutorship.

## Section C - Extension of a Current Leave

Complete this section only if you are applying to extend your current leave or are changing from one type of leave to the other. If you want to apply for a new leave, go to Section B.

- Choose the extension that applies to you:
  - If you extend your leave to the same type of leave, you do not need to provide additional information on your leave.
  - If you go from Medical Leave to Parental Leave, provide the date when you have welcomed a child, by birth, adoption or commencement of guardianship or tutorship.
  - If you go from Parental Leave to Medical Leave, have a medical professional **complete, sign, and date** the *Medical Professional Attestation for a Medical Leave*.

## Section D - Applicant Consent and Declarations

Read, sign and date this section to attest that the information you have provided in your application for this benefit is valid.

## Section E - Privacy Notice Statement

Read this section to know how your personal information is handled.

## Apply by mail

1. Before your application can be processed, you must inform your school that you are withdrawing from studies in order to keep your records up to date. This will also help to avoid processing delays with your application.
2. You must complete, sign, and date the *Medical and Parental Leave Application*.
3. If you are applying for a new Medical Leave, or changing from Parental Leave to Medical Leave, you must download and complete section A of the *Medical Professional Attestation for a Medical Leave*. Have a medical professional complete and sign section B of the *Medical Professional Attestation for a Medical Leave*.
4. Mail the completed, signed, and dated *Medical or Parental Leave Application* along with the *Medical Professional Attestation for a Medical Leave* (if applicable) to the National Student Loans Service Centre (NSLSC) to:

**National Student Loans Service Centre**  
**P.O. Box 4030**  
**Mississauga (ON) L5A 4M4**

## After you apply

- If you apply during the same month you withdrew or took a leave from studies, your application will be processed in the first week of the following month (e.g., if you withdraw from studies in October, your application will be processed in the first week of November).
- Once your application has been processed, you will receive a letter by mail informing you of the status of your application.
- If you are approved, your 6-month leave will begin on the first day of the month following the month you withdrew from studies or, if you are in the 6-month non-repayment period following your studies, on the first day of the month following the month in which you ended your studies.
- If you need to extend your leave, you can apply to extend your leave within the following time periods:
  - **30 days before** the end of your leave; and
  - **30 days after** the end of your leave.



## Medical and Parental Leave Application

**Important - See the instructions on Page 1 to complete this form. Please type or print in block letters. Complete all applicable fields or your application will be returned.**

### Section A - Applicant Information

Family Name		Given Name	
Address			Social Insurance Number (SIN)
City		Province or Territory	Postal Code
Telephone Number		Email Address	

### Section B - New Leave

**Note:** If you are applying to extend your existing leave, go to Section C.

When was the last time you attended school?

\_\_\_\_\_  
Date (YYYY-MM-DD)

Choose which leave you are applying for:

- I am applying for Medical Leave. (Your medical professional must complete, sign, and date the *Medical Professional Attestation for a Medical Leave.*)
- I am applying for Parental Leave.

I **attest** that I have welcomed a child, by birth, adoption or commencement of guardianship or tutorship as of  
as indicated on the child's birth certificate, adoption documents or guardianship or tutorship documents.

\_\_\_\_\_  
Date (YYYY-MM-DD)

### Section C - Extension of a Current Leave

**Note:** If you are not applying to extend your existing leave, go to **Section B**.

Please choose the extension that applies to you. (Note: You can only pick one.)

- I am applying to extend my current Medical or Parental Leave to the same type of leave (E.g. going from Medical Leave to Medical Leave, or from Parental Leave to Parental Leave).
- I am applying to extend my current leave but changing from Parental Leave to Medical Leave. (Your medical professional **must complete, sign, and date** the *Medical Professional Attestation for a Medical Leave.*)
- I am applying to extend my current leave but changing from Medical Leave to Parental Leave.

I **attest** that I have welcomed a child, by birth, adoption or commencement of guardianship or tutorship as of  
as indicated on the child's birth certificate, adoption documents or guardianship or tutorship documents.

\_\_\_\_\_  
Date (YYYY-MM-DD)

## Section D - Applicant Consent and Declarations

- You understand that by signing and submitting this form, you are making an application for the Medical and Parental Leave.
- You certify that the information you provide in this application is accurate and complete, to the best of your knowledge. You understand that it is an offence to make a false or misleading statement and, furthermore, that administrative measures may be taken if such a statement is made.
- You acknowledge that you may be required to provide supporting documentation to determine your current or past eligibility for Parental Leave. You acknowledge that the attestation provided by your medical professional on the *Medical Professional Attestation for a Medical Leave* will be used to determine whether you are eligible for Medical Leave.
- You acknowledge that you are responsible for any fees incurred to complete the *Medical Professional Attestation for a Medical Leave*.
- You acknowledge that the information collected on this application may be shared with applicable provincial or territorial government(s) for the purpose of assessing your application for a provincial or territorial Medical or Parental Leave, if applicable.

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date (YYYY-MM-DD)

## Section E - Privacy Notice Statement

The information you provide is collected under the authority of the *Canada Student Financial Administration Act* (CSFAA) and *Regulations and the Canada Student Loans Act* (CSLA) and *Regulations*, for the administration of the Canada Student Financial Assistance Program (CSFA Program). The Social Insurance Number (SIN) is collected under the authority of the *Canada Student Financial Assistance Regulations* (CSFAR), and the *Canada Student Loans Regulations* (CSLR), and in accordance with the Treasury Board Secretariat *Directive on the Social Insurance Number*, which lists the CSFAR and CSLR as authorized users of the SIN. The SIN will be used as a file identifier, and, along with the other information you provide, will also be used to validate your application, and to administer and enforce the CSFA Program.

Participation in the Medical and Parental Leave is voluntary. Refusal to provide your personal information will result in you not being considered for the Medical and Parental Leave.

The information you provide may be shared with provincial or territorial governments, financial institutions, and the National Student Loans Service Centre. The information you provide may be disclosed to Statistics Canada for statistical and research purposes. It could also be shared with other federal government organizations and any previous lender for the purposes of the administration and enforcement of the CSFAA or CSLA.

It may also be shared with consumer credit grantor(s), credit bureau(s), credit reporting agency(ies), any person or business with whom you have or may have had financial dealings, and your financial institution(s) to directly or indirectly collect, retain, use, and exchange among themselves any personal information related to this application for the purposes of carrying out their duties under the federal act(s) and regulation(s) and/or the applicable provincial act(s) and regulation(s) relating to student financial assistance including for administration, enforcement, debt collection, audit, verification, research, and evaluation purposes.

Your personal information is administered in accordance with the CSFAA and CSFAR, CSLA and CSLR, the *Department of Employment and Social Development Act*, the *Privacy Act*, and other applicable laws. You have the right to the protection of, access to, and correction of your personal information, which is described in Personal Information Bank(s) ESDC PPU 030 and/or ESDC PPU 709.

Instructions for obtaining this information are outlined in the government publication entitled [Info Source](#), which is available at the following web site address: [www.canada.ca/infosource-ESDC](http://www.canada.ca/infosource-ESDC). Info Source may also be accessed on-line at any Service Canada Centre. You have the right to file a complaint with the [Office of the Privacy Commissioner of Canada](#) regarding the institution's handling of your personal information at: [www.priv.gc.ca/en/](http://www.priv.gc.ca/en/).

### Notice of collection of personal information (relevant to borrowers with New Brunswick student loans)

Under the authority of the *Post-Secondary Student Financial Assistance Act* (PSFAA), 2007, c.P-9.315, the Department of Post-Secondary Education, Training and Labour (the Department) collects, accesses, uses, discloses and protects information provided by you in accordance with section 46(1) of the *Right to Information and Protection of Privacy Act* (RTIPPA), SNB 2009, c. R-10.6; section 37(1) of the *Personal Health Information Protection and Access Act* (PHIPAA), SNB 2009, c. P-7.05; and the Department's Document and Record Management Policy for the purposes of administering programs and services. If you have any questions regarding how your personal information is collected or used, you may contact the Program Liaison and Quality Assurance Manager, Student Financial Services, Department of Post-Secondary Education, Training and Labour, PO Box 6000, Beaverbrook Building, Fredericton, NB, E3B 5H1 or call 506-453-2713.

### Notice of Collection of Personal Information (relevant to borrowers with British Columbia student loans)

The personal information in relation to this application, or subsequently collected from you relevant to this application, is collected by or on behalf of British Columbia under the authority of section 26(c) of the British Columbia *Freedom of Information and Protection of Privacy Act* ("FOIPPA") for the purposes of assessing your eligibility for the Medical and Parental Leave including verifying and investigating information provided in connection with this application. Questions about the collection and use of your personal information can be directed to the Executive Director, StudentAid BC, Ministry of Advanced Education, PO Box 9173, Stn Prov Govt, Victoria, BC V8W 9H7 (call 778-309-4621 (Victoria), 604-660-2610 (BC Lower Mainland) or 1-800-561-1818 (toll-free in Canada/USA).

## Section E - Privacy Notice Statement

### Notice of Collection of Personal Information and Personal Health Information (relevant to borrowers with Manitoba student loans)

The personal information and personal health information provided in relation to this application, or subsequently collected from you relevant to this application, is collected by or on behalf of Manitoba under the authority of clauses 36(1)(a) and 36(1)(b) of The *Freedom of Information and Protection of Privacy Act*, CCSM c F175, and subsection 13(1) of The *Personal Health Information Act*, CCSM c P33.5, for the purposes of assessing your ongoing eligibility for financial assistance under the Manitoba Student Aid Program ("MSAP"), administering financial assistance under the MSAP, enforcing your obligations under the MSFAA-MB (including the direct deposit of funds and obtaining repayment of money owed by you to Manitoba under the MSFAA-MB) or the Provincial Loan Agreement, administering the MSAP, and for statistical, research, and evaluation purposes.

Questions about the collection and use of this personal information and personal health information can be directed to the Director, Manitoba Student Aid, 401-1181 Portage Avenue, Winnipeg MB, R3G 0T3, phone: 1-800-204-1685 (toll-free in Canada/US) or 204-945-6321.