

# Program Information

## For Part-Time Post-Secondary Programs Only

**Student Service Centre**  
1120 - 2010 12th Avenue  
Regina, Canada S4P 0M3  
306-787-5620  
1-800-597-8278

File No.	For Office Use Only
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### Student Information

(Please print)

Social Insurance Number: \_\_\_\_\_

Student No. (if applicable): \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

**TO BE COMPLETED BY SCHOOL OFFICIAL - See reverse for instructions**

### School Information

School Name: \_\_\_\_\_

Educational  
Institution Code: \_\_\_\_\_

Address: \_\_\_\_\_

### Program Information

Program Name: \_\_\_\_\_

Program Start and End Dates: **THIS PERIOD CANNOT EXCEED 52 WEEKS**

Start Date (dd/mmm/yyyy): \_\_\_\_\_

End Date (dd/mmm/yyyy): \_\_\_\_\_

Program Level of Study. Check (✓) the appropriate box.

Certificate    Diploma    Bachelor's Degree    Master's Degree    PhD

Percentage of a course load this student will be taking: \_\_\_\_ %

Number of courses per week this student will be taking: \_\_\_\_

### Tuition, Fees, Books, and Supplies

Give the following amount in **Canadian** currency

Cost of Tuition and Compulsory Fees \$ \_\_\_\_\_

Cost of Books and Supplies \$ \_\_\_\_\_

**Please notify the Ministry of Advanced Education, Student Service Centre promptly if any of this program information changes.**

### Signing Official

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Signature X \_\_\_\_\_

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

# Instructions for School Officials

The purpose of this form is to provide information on costs and the study period dates of the student's program. This form **does not** confirm enrolment.

Refer to the *Educational Institution Manual* at [saskatchewan.ca/informationforinstitutions](https://www.saskatchewan.ca/informationforinstitutions)

## Student Information

Student information to be completed by student or educational institution.

## School Information

Enter the school name, Educational Institution Code, address, and program name. The Educational Institutional Code is a four-character alpha code that has been assigned by the Government of Canada as an identifier. View the **Master Designation List** at <https://www.canada.ca/en/employment-social-development/programs/designated-schools.html>

## Program Information

If the academic period is more than one semester, indicate the start of the first semester/term as the start date and the end of the last semester/term as the end date.

Indicate the **Level of Study** by checking the appropriate box.

When entering the year of program indicate the year the student is enrolled in. For example, if the student is entering the second year of a four-year program enter: 2 of a 4.

When entering the course load percentage indicate the percentage of full-time course load the student will be enrolled in for the dates specified. For example, 100% of all courses available, 60% of all courses available, etc.

## Tuition, Fees, Books, and Supplies

### Tuition and Compulsory Fees

Tuition is the fee payable for the teaching and instruction received in a post-secondary educational institution. Compulsory fees include annual admission fees required when submitting applications, student council fees, student services fees, field trip costs, examination fees, graduate thesis costs, and other amounts payable by students to the school. These fees are obligatory in connection with their program of study and may include fees payable for membership in professional or other societies.

The amount to be stated is the total of tuition costs plus all costs of compulsory fees as outlined above which the student is required to pay. Do not include costs of residency/dormitory fees.

### Books and Supplies

Books and supplies consist of textbooks and expendable supplies, such as computer and related costs, note books, paper, pens, pencils, typing and photocopying services, and other similar supplies required to complete the program of study.