



TRINITY WESTERN  
UNIVERSITY

## Course Completion Contract Part-time Studies

**Purpose:** The Financial Aid office will use this form to determine if your course schedule is in accordance with your provincial or territorial policy for part-time studies.

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

Loan Application #: \_\_\_\_\_ Home Province: \_\_\_\_\_

TWU Student #: \_\_\_\_\_ Program of Study: \_\_\_\_\_

Telephone #: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please note that students must average part-time enrollment (minimum of 3-8 semester hours for undergraduate students or 2-4 for graduate students) over a minimum of 6\* weeks with no breaks\*\*.**

I, \_\_\_\_\_ agree to complete all course requirements in the following courses.

Course Code/#	Sem Hrs	Start Date	End Date	Tuition
1.				
2.				
3.				

Between the study period of \_\_\_\_\_ TO \_\_\_\_\_  
MM DD YYYY MM DD YYYY

Total number of **Semester** hours: \_\_\_\_\_ Number of in-study **Weeks**: \_\_\_\_\_

In addition, I agree to and understand the following terms and conditions (READ CAREFULLY):

1. I agree to **immediately** notify Financial Aid and Awards office of any changes to my courses including changes to dates and semester hours.
2. I am aware that failure to meet the requirements of this contract will be considered as a withdrawal which could result in: cancellation of a portion or all of the approved student assistance award, and assessment of overaward which will have to be repaid before further funding; early termination of interest-free status; and/or possible loss of eligibility for further funding if acceptable academic standing is not maintained.
3. I am aware that my student assistance will be directed to my personal bank account and so I may need to make alternative payment arrangements until the funds arrive.
4. I am aware that if my courses are not complete or my grades are not submitted/available within 6 weeks of my study end date, I will be reported to student aid as not have successfully completed the course(s) and that this could have an impact on future funding eligibility.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

**THIS CONTRACT MUST BE RECEIVED BY THE FINANCIAL AID OFFICE BEFORE YOUR PROGRAM INFORMATION CAN BE COMPLETED. SEND TO [AWARDS@TWU.CA](mailto:AWARDS@TWU.CA) OR SUBMIT A HELPDESK TICKET.**



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## **Government student loan eligibility requirements for programs with condensed courses**

**Start date:** Defined as the first day of class. Pre-course work or reading cannot be used to determine start date. The start date must match the start date in the course registration system.

**End date:** Defined as the last day of class or date of final exam/post work assignments, whichever comes later.

Students must be consistently enrolled in 3-8 semester hours in a semester for Undergraduate levels (or 2-5 semester hours in a semester for Graduate levels), and consistently in a minimum of 3 semester hours between the start date and end date of the semester (or consistently 2 semester hours for Graduate levels).

Students must be enrolled in a minimum of 6 weeks\*. Study periods must be within a semester.

### **Notes:**

\*

**ON** Courses must span a minimum of 4 weeks

\*\*

**BC** There can be no breaks in your study period

**AB** There cannot be a break of more than 30 days between classes.

**SK** There cannot be a break of more than three consecutive weeks (or 21 calendar days).

**ON** There cannot be a break of four or more consecutive weeks between courses.