



Course Completion Contract

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 full-time study in programs with condensed courses.

Last Name: _____ First Name: _____

Loan Application #: _____ Home Province: _____

TWU Student #: _____ Program of Study: _____

Telephone #: (_____) _____ E-mail: _____

Please note that students must average full-time enrollment (minimum of 9 semester hours for undergraduate students or 5 for graduate students) over a minimum of 12 weeks.

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

Course Code/#	Sem Hrs	Start Date	End Date	Tuition
1.				
2.				
3.				
4.				
5.				

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 OR SUBMIT A HELPDESK TICKET.



TRINITY WESTERN
UNIVERSITY

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 enrolled in a minimum total of 9 semester hours in a semester for Undergraduate study (or a total of 5 semester hours in a semester for Graduate study), 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 12 weeks of study.

BC Study breaks cannot exceed 3 weeks total within a semester, and cannot exceed 2 weeks between classes.

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

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