



Lump sum payment of \$100 per term for students

Date: August 17, 2021

Ministère or organization responsible : Ministère de l'Enseignement supérieur

QUESTIONS AND ANSWERS FOR THE SERVICES DES RENSEIGNEMENTS OF THE MINISTÈRE DE L'ENSEIGNEMENT SUPÉRIEUR

1. What exactly is the lump sum of \$100 per term for students?

When the Québec Budget Plan was presented on March 25, 2021, a lump sum payment of \$100 per term for full-time college and university students was announced. The measure is intended to recognize the difficulties college and university students have encountered during the COVID-19 health crisis by awarding them with a lump sum for the personal hardships experienced due to distance education.

In short, the measure aims to award a lump sum payment of \$100 for each term students were enrolled full-time in fall 2020 and winter 2021. As a result, a maximum amount of \$200 is offered to students who were enrolled in both terms.

2. Who is it intended for?

The measure is intended for college and university students enrolled full-time in fall 2020 and winter 2021.

The measure applies to all Québec, Canadian, permanent resident and international students who meet the criteria approved by the Conseil du trésor.

3. What are the eligibility criteria?

All full-time college and university students are eligible provided that they meet all of the following criteria for the Fall 2020 or Winter 2021 terms:

- a. Have a permanent code from the Ministère.
- b. Be enrolled in credited training activities (courses or internships) in an educational institution recognized by the Ministère.
- c. Be enrolled in credited training activities that would have required them to attend an educational institution in Québec in a context other than the pandemic (regardless of the teaching method).
- d. Have the right to study in Québec, including “implied status cases” or be eligible for one of the relaxed measures provided for in Appendix C101 of the *Régime budgétaire et financier des cégeps 2020-2021*, in Appendix A102 of the *Régime budgétaire et financier des établissements privés d'ordre collégial* and in Rule 3.5 of the *Règles budgétaires et calcul des subventions de fonctionnement aux universités du Québec*.

- e. Have completed full-time studies in accordance with one of the following criteria:
- Be enrolled in college-level courses with a total of at least 180 periods of instruction in one or more educational institution recognized by the Ministère, regardless of failures or notations.
 - Be enrolled in four college-level courses, one of which is in Discipline 109 (Physical Education) and have a total of at least 165 periods of instruction in one or more educational institutions recognized by the Ministère, regardless of failures or notations.
 - Be enrolled in recognition of acquired competencies (RAC) activities equivalent to 180 classroom periods offered in the regular teaching method at a college.
 - Be enrolled in 12 or more credits in undergraduate studies at one or more educational institutions recognized by the Ministère, regardless of failures or notations.
 - Be enrolled in training or research activities in graduate studies and be recognized as a full-time student by their institution.
 - Be deemed to be pursuing full-time studies by virtue of sections 46 (Student deemed to be full-time) and 47 (Major functional deficiencies) of the *Regulation respecting financial assistance for education expenses*.
 - Be enrolled in the same term in college and university courses with a total of at least 180 periods of instruction in educational institutions recognized by the Ministère, regardless of failures or notations. For the purposes of the measure, one university credit is equivalent to 15 hours of classes.

Example:

In the same term, a student enrolled in three 45-hour courses in a college (3 X 45 = 135h) and in one three-credit course in a university (3 X 15 = 45h).

135 + 45 = 180 hours (Full-time)

- f. Have a bank account at a Canadian financial institution.
- g. Agree to having their banking information passed on to the Ministère and to the Agence du revenu du Québec (ARQ).

Withdrawals from courses, before the withdrawal deadline with refund, which is determined by the institutions, are not counted for the recognition of full-time studies.

The Ministère de l'Enseignement supérieur will analyze and determine the eligibility of applications that do not meet the general eligibility criteria.

4. Can a student enrolled at two institutions in the same term claim the lump sum?

An individual enrolled part-time at two institutions can apply if their courses total the 180 periods of instruction per term covered by the measure. Please note that the Ministère considers one university credit to be 15 hours of lectures. The individual is entitled to a single lump sum payment of \$100 per term.

For example: During the Fall 2020 term, a student enrolled in two 45-hour college courses and two 3-credit university courses is entitled to a lump sum payment of \$100.

5. Can a student who was enrolled at a different institution for each term covered by the measure make a separate application for each of these periods?

The Ministère will handle multiple applications so that students can make separate applications for each term and obtain the maximum amount of \$200.

6. How do students apply for the lump sum payment?

Students are invited to fill out an application form for the lump sum payment. They must initiate and authorize this process themselves. The required information will be determined by the Ministère. Information about the process will be made available on the institutions' websites, along with access to the form. Most students will be able to access the form through their educational institution's portal, which will facilitate the identification and authentication of each individual.

In order to apply, students will authorize the exchange of their personal identification information between the educational institutions and the Ministère. Students will then authorize the Ministère to send their banking information to the ARQ and to the Ministère des Finances du Québec in order to make the requested payment.

If they do not have access to an institution's portal, students will be asked to contact their Registrar's Office to apply. With complete understanding of the process, they will have to enter their personal identification information in a form provided by the educational institution.

This document must be signed by the student and sent to the Registrar's Office. With the student's authorization, the Registrar's Office will confirm the student's identity and enter the information in the Ministère's systems.

Banking details will be requested from the student if the Ministère's analysis results in a positive decision. This second step will require the student to enter the required information, which will be sent to the ARQ for processing the payment electronically.

Only eligible students who meet the criteria of the Program administered by the Ministère will be able to benefit from the measure.

A process for managing rejected, specific or disputed applications will be administered by the Ministère.

7. When will students be able to apply for the lump sum payment?

Student will be able to apply for the lump sum payment starting July 2, 2021. The request period will end on February 28, 2022.

8. When and how will the lump sum payment be paid?

- The lump sum will be paid starting September 15, 2021 and will extend until March 15, 2022.
- The lump sum will be paid electronically only.
- Students must have a bank account with a Canadian financial institution.

9. Will the lump sum payment affect the calculation of student financial assistance?

The lump sum payment will not affect student financial assistance.

10. Will the lump sum be taxable?

The student will not receive a tax statement and will not have to declare this amount in his Quebec income tax return. The lump sum will have no influence on the Quebec tax payable.

The Ministère is awaiting a similar decision from the Federal Government.

11. Who will validate student eligibility?

The Ministère is currently working with institutions of higher education to implement the measure. The Ministère will validate the full-time status of students (in accordance with the criteria described in the Program—see question 3).

12. Who will pay the lump sum?

The ARQ will pay the lump sum for and in the name of the Ministère.

13. How do I enter the transit number in my banking information?

A bank transit number always has five digits. If the number is preceded by zeros, they must be entered.

The diagram shows a check form with the following fields and highlighted banking information:

- YOUR NAME:** 123 ANY STREET, YOUR TOWN, PROVINCE M4P 1V5
- DATE:** Y Y Y Y M M D D (with boxes for each digit)
- PAY TO THE ORDER OF:** _____
- \$:** _____
- YOUR FINANCIAL INSTITUTION:** 456 MAIN STREET, YOUR TOWN, PROVINCE J1L 1L1
- MEMO:** _____
- Banking Information (bottom):**
 - Transit number:** 001 (highlighted in a purple box)
 - Financial institution:** 12345 (highlighted in a red box)
 - Account number:** 678 (highlighted in a yellow box)

The check also features a "100 DOLLARS" label and a "001" label in the top right corner.

14. Where can I find my banking information?

If you do not have a void cheque that has the information required, you can find the banking information for most financial institutions by logging into your online banking account. Your banking information should be available when viewing your account summary. Many financial institutions also provide digital void cheques.

15. How do I make changes to a request that has already been submitted?

You can always make changes to your banking information, email address and telephone number entered in the request as long as the Agence du Revenu du Québec is not processing it. To make changes to your request, you must access it as you did the first time, through your school portal.

16. Is this a permanent measure?

No, this is a temporary measure for the last two affected terms only, i.e., Fall 2020 and Winter 2021.

17. Where can we find more information?

Details regarding the measure, the general eligibility criteria, and the procedure for claiming the lump sum payment will be sent to students in the next few weeks. The Ministère's website and the institutions' websites will be the main sources of information.

For specific questions related to the identification process and access to the form, students may contact their educational institution.

For questions regarding specific eligibility cases and the payment process, students can contact the Ministère's general information service (<https://joindre.education.gouv.qc.ca/?minst=0067>).