



This schedule must be completed by the student's parents or sponsor. The sponsor is the person who agreed to provide for the basic needs of the student when he or she obtained permanent resident, refugee or protected person status. The sponsor is not a guardian or tutor, but the person held accountable for the student under the *Immigration and Refugee Protection Act* (see "[Loan Application – Loans Program for Part-Time Studies](#)" Guide, page 12).

Save this form to your computer then use Adobe Reader version 8 or later to fill it out. Once you have finished, print it, sign it and mail it to us.

Réservé pour l'Aide financière aux études

☐ gr1

☐ ss2

Section 1 – Student's personal Information

Last name

First name

Permanent code assigned by the Ministère

Section 2 – Student Custody (See Guide, page 12)

Indicate with whom the student resides or last resided.

- ☐ Both parents (complete sections 3A and 3B) ☐ Sponsor (complete section 3A)
☐ Only one parent (complete section 3A)

If you are the biological or adoptive parents of the student and you live together, you must check the box *Both parents*. If you are divorced, legally or de facto separated or if one of the parents is deceased, you must check the box *Only one parent*. In this situation, only section 3A must be completed.

Section 3A – Parent's or Sponsor's Information

Capacity of parent ☐ Father ☐ Mother ☐ Sponsor

Last name

First name

Number

Street

Street (cont.)

Apartment

Municipality

Prov.

Country

Postal code

Telephone number (home)

Area code

Civil status

- ☐ Single ☐ Divorced ☐ Married or civil union spouse
☐ Widowed ☐ Legally separated ☐ De facto separated

If your civil status has changed since May 1, 2024, please give the date on which it changed.

Y M D

Social insurance number

Date of birth

Y M D

E-mail (optional): _____

If you have no income to report, write 0 (zero).

Income reported to Revenu Québec

Total income from line 199 of your 2023 Québec income tax return. However, if retirement income was transferred to you by your spouse (your income tax return line 123), you need to subtract it from the amount on line 199 and write in the resulting new amount.

(Round off to the nearest dollar)

\$ _____ .00

If you have not filed a 2023 Québec income tax return, enter the total amount of income you earned in Québec during this period.

\$ _____ .00

If you have reported income in another province or country (i.e. income that you have not reported to Revenu Québec), enter the total amount of this income in Canadian dollars.

\$ _____ .00

See guide,
page 12

Section 3A – Parent’s or Sponsor’s Information (cont.)

Total income for the 2024 tax year

(Round off to the nearest dollar)

Enter the total amount that you have received or expect to receive and will report to Revenu Québec for the period from January 1 to December 31, 2024 (line 199 of your Québec income tax return). However, if retirement income was transferred to you by your spouse (your income tax return line 123), you need to subtract it from the amount on line 199 and write in the resulting new amount.

\$

Enter the total income that you have received or expect to receive and will report in another province or country for 2024. Please give the amount in Canadian dollars.

\$

Section 3B – Parent’s Information

Capacity of parent

☐ Father

☐ Mother

Last name

First name

If your address is the same as Section 3A, check this box.

If not, write your address below.

Number

Street

Street (cont.)

Municipality

Prov.

Country

Postal code

Telephone number (home)

Area code

Apartment

Civil status

☐ Single

☐ Divorced

☐ Married or civil union spouse

☐ Widowed

☐ Legally separated

☐ De facto separated

If your civil status has changed since May 1, 2024, please give the date on which it changed.

Y

M

D

Social insurance number

Date of birth

Y

M

D

E-mail (optional):

If you have no income to report, write 0 (zero).

See guide, page 12

Income reported to Revenu Québec

(Round off to the nearest dollar)

Total income from line 199 of your 2023 Québec income tax return. However, if retirement income was transferred to you by your spouse (your income tax return line 123), you need to subtract it from the amount on line 199 and write in the resulting new amount.

\$

If you have not filed a 2023 Québec income tax return, enter the total amount of income you earned in Québec during this period.

\$

If you have reported income in another province or country (i.e. income that you have not reported to Revenu Québec), enter the total amount of this income in Canadian dollars.

\$

Total income for the 2024 tax year

(Round off to the nearest dollar)

Enter the total amount that you have received or expect to receive and will report to Revenu Québec for the period from January 1 to December 31, 2024 (line 199 of your Québec income tax return). However, if retirement income was transferred to you by your spouse (your income tax return line 123), you need to subtract it from the amount on line 199 and write in the resulting new amount.

\$

Enter the total income that you have received or expect to receive and will report in another province or country for 2024. Please give the amount in Canadian dollars.

\$

Section 4 – Parents' or Sponsor's Signature (See Guide, page 12)

I hereby certify that the information I have provided is accurate and complete.

Parent's or Sponsor's signature of Section 3A:

Date: _____

Date: _____

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Electronic signatures are not accepted.

Parent's signature of Section 3B:

Date: _____

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Electronic signatures are not accepted.

Under paragraph (o) of section 69.1 of the *Tax Administration Act*, the Ministère de l'Enseignement supérieur will compare the income you reported in section 2 with the income you reported to Revenu Québec.

Form submission

1. Ensure that all required fields are filled in.
2. Save the form then print all pages.
3. Sign section 4 manually.
4. Place all required documents in a single envelope.
5. Mail the envelope to the following address:
Ministère de l'Enseignement supérieur
Aide financière aux études
1035, rue De La Chevrotière
Québec (Québec) G1R 5A5