



Labour and Advanced Education

Student Assistance Office (902) 424-8420
1256 Barrington Street (902) 424-0540
PO Box 2290 Central 1-800-565-8420 Toll free in Canada
Halifax, NS B3J 3C8

AGREEMENT TO ACCESS THE CONFIRMATION OF ENROLMENT PORTAL

Name of Educational Institution - Please Print

EI Code

I assign the following official(s) the authority and responsibility for electronically confirming full-time enrolment for the purpose of disbursing awards authorized by the Nova Scotia Student Assistance Office on behalf of the above-named Educational Institution.

I have read the Nova Scotia Designation Policy Manual, which explains the school's responsibilities and the procedures to be followed when handling Canada and Nova Scotia Student Loans. On behalf of the above named institution, I agree to adhere to these requirements.

Signature

Position/Title

Super User (Educational Institution official who has primary responsibility for confirming full-time enrolment):

1. Name - Please Print

Position/Title

E-mail Address

Phone Number

Users (Other Educational Institution officials who have responsibility for confirming full-time enrolment):

1. Name - Please Print

Position/Title

E-mail Address

Phone Number

2. Name - Please Print

Position/Title

E-mail Address

Phone Number

Please complete and return to the attention of Manager of Designation at the above address.