



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 am aware of the Pan Canadian Designation Policy Framework (available at: http://www.cmec.ca/Publications/Lists/Publications/Attachments/59/DesignationPolicyFramework.en.pdf), 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.