

Canadian Loans

In order for Canadian students to receive financial assistance from the Canadian government the student must attend a designated institute of which Leeds Beckett is one and be enrolled on an approved educational programme.

Students need to contact the US Loans office on the email below initially usloans@leedsbeckett.ac.uk

Following contact with the US loans office an information sheet will be sent out to the student to complete and return which will ask for details of the course to be studied and contact details.

Students from British Columbia

The student will need to provide the US loans office with an Appendix 3 form and fill in sections A and C only before sending it to the email address above. Once the form has been completed by the School it will be returned to the student. This form does not confirm enrolment or registration on the programme of study, only to determine the student's eligibility for financial assistance.

At the start of the programme of study the student should receive a Confirmation of Enrolment form from Student Aid BC. This form needs to be sent to the US Loans office (email address above). The School will check your enrolment and complete the form which will be emailed to StudentAid BC.

Sabc.AdminUnit@gov.bc.ca

The student needs to advise the School whether the payments need to come to the School or go to the student. Please note if the money is to be utilised for payment of Fees the student should indicate what amount needs to come to the School if this is not the full amount.

If there is any changes to your student status for example you withdraw or go from Full time to Part time you must contact the US Loans office immediately.

Students from Ontario

Students from Ontario need to download a Program Information Form (OSAP) for the year of study, complete the address fields and course information and send to the School to be completed. This will then be returned to the student following the School completion of the programme information for them to upload to their OSAP account.

The student doesn't need to be registered or attending the School for the form to be completed.

The student will receive a Confirmation of Enrolment form (OSAP) for the year of study and needs to send this to the US loans office to be completed. The Officer will check the student's enrolment and request that the School administrator confirm the Study Period Information before signing, dating and returning to the student for it to be uploaded on their OSAP account.

If there is any changes to your student status for example you withdraw or go from Full time to Part time you must contact the US Loans office immediately.

The Canadian Government sends any Financial Aid in the form of a Canadian dollar check directly to the School (unless the funds go directly to the student). The US loans office will request the Finance office to sell the check and convert to UK pounds which will be posted onto the students University account. The student will be advised of the exchange rate and funds received in and will then need to advise the US loans Officer as to where any money due to the student needs to be paid.

There are 2 drop in sessions a week, run by the US Loans Officer, one at City campus and the other at Headingley, should a student have any questions or queries.

City campus –room 152, Thursday's 11:00 – 12:30

Headingley campus –Priestley, room 110, Tuesday's 10:00 – 11:30

