



What is a Power of Attorney?

- A Power of Attorney gives another person the authority to act on your behalf regarding legal and/or financial matters. For the purpose of the Canada and Alberta Student Loans Programs there is a form you must fill out in order to designate someone as your Power of Attorney. Please note that your Power of Attorney will not automatically lose their designation after a certain amount of time. You will need to file for revocation (see below).
- ***Note:** If you would like to authorize another person only to access your information on your behalf, you can download the new “Consent to Disclose Personal Information Form” <http://studentaid.alberta.ca/applications-and-forms/>

When would you need a Power of Attorney?

- Students may need to assign Power of Attorney to another person if they are studying out of the country, they are studying out of the province, have a medical condition, or for any reason wish to have another person tend to his/her affairs.

How can I revoke a Power of Attorney?

- Students who wish to revoke a Power of Attorney must complete a Revocation of Power of Attorney form. This form can be requested from Student Aid Alberta (see below for details) or obtain them online.

Where can you request Power of Attorney Forms?

- The Canada Student Loan Power of Attorney forms can be downloaded from the website: www.canlearn.ca, and click the link, “Forms and Publications” on the left-hand side and then “Student Loan Forms.” This form is also linked on the Alberta Student Loans Power of Attorney forms page.
- The Alberta Student Loan Power of Attorney forms can be downloaded from the website: <http://studentaid.alberta.ca/applications-and-forms/>

Key Definitions

- Attorney: “Attorney” is the person you designate and authorize to act on your behalf. It can be anyone you trust. For example, if you are the student and you designate and authorize your father to act on your behalf, then your father is the “attorney”.
- Donor: The “donor” is you, the student.
- Witness: The “witness” can be any adult, other than the donor, attorney, or the spouse/partner of the donor, who saw you sign the Power of Attorney form and can say that it is your name and signature on the Power of Attorney form.

How do I fill out the Power of Attorney Forms?

- Canada and Alberta Student Loan Programs have different processing steps for assigning Power of Attorney forms. **See back for full instructions and details.**



STEP #1 - Canada and Alberta Student Loans

- Obtain forms by printing them off from the Internet or by requesting them from the corresponding websites for the Loans Programs.
- Fill out your information (Name and Address, good idea to also include SIN and Alberta Student Number)
- Assign an “attorney” and fill out their information (Name and Address).
- Have the “attorney” sign the form and complete and applicable information.

STEP #2 – Canada Student Loans

- Sign the form in the presence of two witnesses.
- Make sure to fill out **two forms**.

STEP #2 - Alberta Student Loans

- Sign the form in the presence of a Witness.
- The Witness must then sign the Power of Attorney form.
- You should make at least **two copies** of the Power of Attorney form and more if you think you may need it.

STEP #3 – Canada Student Loans

- The original must be mailed directly to the National Student Loans Service Centre at:
National Student Loans Service Centre
PO Box 4030
Mississauga ON L5A 4M4
Fax: 1-888-815-4514
- The second certified copy should be given to your “attorney” to be kept in a safe place. This copy should be taken with them whenever they need to conduct any of your business as your authorized power of attorney.
Your “attorney” must have a photocopy of your Photo ID, and SIN card when they go to process your loans.

STEP #3 – Alberta Student Loans

- A copy may be mailed directly to Student Aid Alberta Service Centre at:
Student Aid Alberta Service Centre
PO Box 4050
Mississauga STN A
Mississauga, ON L54 4M9
Phone: 1-866-827-0310
OR fax a copy may to Student Aid Alberta Service Centre at:
Fax: 1-866-827-0311
- One copy must be mailed to Student Aid Alberta
Student Aid Alberta
PO Box 28000 Stn. Main
Edmonton AB T5J 4R4
Fax: 1-780-422-4516
- The form can be couriered to Student Aid Alberta for free from the Financial Aid Office in 1-80 Students’ Union Building.
- Second copy should be given to your “attorney” to be kept in a safe place. This copy should be taken with them whenever they need to conduct any of your business as your authorized power of attorney.
Your “attorney” must have a photocopy of your Photo ID, and SIN card when they go to process your loans.