

Power of Attorney

What is a Power of Attorney (PoA)?

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 PoA. Please note that your PoA 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 <u>only</u> to access your information on your behalf, you can download the new "Consent to Disclose Personal Information Form" from www.alis.gov.ab.ca.

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 the Student Funding Contact Centre (see below for details) or obtain them online.

Where can you request Power of Attorney Forms?

The Canada Student Loan PoA 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 PoA forms page.

The Alberta Student Loan PoA forms can be downloaded from the website: http://alis.alberta.ca/ec/fo/studentsfinance/attorney.html

OR

To request an Alberta PoA form, contact the Student Funding Contact Centre: in Edmonton, call 780-427-3722 or toll free in Canada at 1-800-222-6485; or e-mail by using the secure e-Contact service available from www.alis.gov.ab.ca. You can also contact EDULINX toll free at 1-866-827-0310.

Key Definitions

* Attorney- The "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 (PoA) forms.

STEP #1 - Canada and Alberta Loans

- Nobtain the forms from 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 #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

 F: 1-888-815-4514
- * We provide prepaid envelopes for National Student Loans Service Centre.
- 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 #2 - Alberta Student Loans

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

STEP #3 - Alberta Student Loans

A copy may be mailed directly to Edulinx at:

Edulinx Canada Corporation
PO Box 4050

Mississauga STN A

Missasauga, ON L54 4M9
F: 1-866-827-0310

or a copy may be faxed to Edulinx at: 1-866-827-0311

- ★ One copy must be mailed to Students Finance

 Student Funding Contact Centre

 PO Box 28000 Stn. Main

 Edmonton AB T5J 4R4

 F: 1-780-422-4516
- We provide prepaid envelopes for Edulinx and can courier any documentation to the Student Funding Contact Centre for free from the Student Financial Aid Information Centre, SUB 1-80
- The 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