Service Canada

View or Print form in English and Spanish

PROTECTED B (when completed)

Declaration of Attendance at School or University

If you are 18 to 25 years old, you must be attending a recognized educational institution full-time to receive a children's benefit (disabled contributor's child's benefit or surviving child's benefit). You must complete the declaration form when you first apply for a benefit, at the beginning of every school year and/or semester, and when you return to school after having left for a time.

You can renew your benefits online (see details below). You can also choose to complete Sections A and B of this declaration and either: include a *proof of enrolment or have your school complete Section C after the start of the first day of class

Please indicate which option you have chosen to confirm your attendance at school or university to Service Canada:

◯ I am including a ***proof of enrolment** to support this declaration.

◯ I have had Section C signed by an authorized representative from my school or university after the start of the first day of class.

Please ensure that Sections A and B have been completed and that you have either included:

- **a *proof of enrolment after the start of the first day of class; or**
- **had Section C of the form validated and signed by school officials after the start of the first day of class.**

Completing this form before the start of classes may result in a processing delay.

Once you have completed this form, send it to the nearest Service Canada office using mailing instructions on the last page. Include any supporting documentation. If you renewed your benefits online, you do not need to mail this form. Please refer to the information at the bottom of this page.

***Proof of enrolment**

What is a proof of enrolment document?

A proof of enrolment is an official document provided by the registrar's office at your school or university. It includes the following information:

- Student name
- Degree Program
- Student ID Number
- Name and address of school or university (it may also include a logo or watermark)
- School official's original or electronic signature
- Semester(s), term(s) or school year enrolled in
- Enrolment status for each semester(s), term(s) or school year. (full-time, half-time, less than half-time)

How to obtain a proof of enrolment document?

Most schools and universities provide proof of enrolment documents to students electronically. You may be able to print out the document using your student portal. You can also get proof of enrolment statements from the registrar's office at your school or university.

Renew your benefits online through My Service Canada Account.

Go to My Service Canada Account (MSCA) to register for an account or to renew your benefit online.

To renew your benefits online:

- **you must have previously received, or currently be receiving the benefit; and**
- **your semester must have started. You can only request a benefit renewal after the start of the first day of your current semester, term or school year.**

In order to renew your benefit online, you need:

- **to set up direct deposit, with your current banking information on MSCA; and**
- **an electronic copy of your proof of enrolment or Section C of the Declaration of Attendance at School or University.**

If you are applying for the first time, please complete the paper form and mail it to Service Canada.

Service Canada delivers Employment and Social Development Canada programs and services for the Government of Canada

Declaration of Attendance at School or University

Section A - To be completed by student after the start of first day of class

1. Contributor's Canadian Social Insurance Number	Contributor's given name and initials	Family name	
2. Your Canadian Social Insurance Number	Preferred language ◯ English ◯ French	Your given name and initials	Family name
3. Your home address	Home address (No., Street, Apt. No., RR)	City, town or village	
	Province or territory	Country	Postal code
4. Mailing address (If different from home address)	Mailing address (No., Street, Apt. No., PO Box, RR)	City, town or village	
	Province or territory	Country	Postal code
5A. Student identification number	**5B.** Name of school, university, college, training centre, etc.		

6A. Type of enrolment (if "Evening" or "Other", please provide an explanation in question 8). ◯ Full Time ◯ Evening ◯ Other	**6B.** Number of courses per term	**6C.** Enrolled in (specify course, grade or program)
7A. Number of hours you are required to attend for course, grade or program. Hours per week:	**7B.** When did your current attendance begin? YYYY-MM-DD	**7C.** When will your current attendance end? YYYY-MM-DD

8. Give duration and reasons for any absence(s) during your current and past academic year plus any additional explanation with reference to question 6A if "Evening" or "Other" was selected.

9. Have you applied for or are you receiving a Canada Pension Plan benefit as a result of the disability or death of a contributor not identified in question 1? ◯ Yes ◯ No — Canadian Social Insurance Number of that Contributor

10. Payment Information

Direct deposit in Canada: Complete the boxes below with <u>your</u> banking information.

Branch number (5 digits) _____ Institution number (3 digits) _____ Account number (maximum of 12 digits) _____

Name(s) on the account _____ Telephone number of your financial institution _____

Sharing your direct deposit information with the Canada Revenue Agency

For Employment and Social Development Canada (ESDC) and the Canada Revenue Agency (CRA) to share your personal and direct deposit information, your consent is required.

By selecting "I agree", you agree with these two statements:

- I consent to ESDC sharing with the CRA my direct deposit information entered on this form for any payments I may receive from the CRA.
- I consent to ESDC sharing with the CRA my Social Insurance Number, last name, and date of birth so that the CRA can identify me correctly.

If you select "I do not agree", your information will not be shared.

◯ I agree ◯ I do not agree

Direct deposit outside Canada:

For direct deposit outside Canada, please contact us at 1-800-277-9914 from the United States and at 1-613-957-1954 from all other countries (collect calls accepted). The form and a list of countries where direct deposit service is available can be found at **www.directdeposit.gc.ca**.

Section B - Declaration and signature - To be completed by student after the start of first day of class

Your personal information is collected under the authority of the *Canada Pension Plan (CPP)* and will be used to determine your benefit eligibility and entitlement. The Social Insurance Number (SIN) is collected under the authority of section 52 of the *CPP Regulations*, and in accordance with the Treasury Board Secretariat Directive on the SIN, which lists the CPP as an authorized user of the SIN. The SIN will be used as a file identifier and to ensure your exact identification so that contributory earnings can be correctly applied to your record to allow benefits and entitlements to be accurately calculated.

Submitting this application is voluntary. However, if you refuse to provide your personal information, the Department of Employment and Social Development Canada (ESDC) will be unable to process your application. Your personal information may be shared within ESDC, with any federal institution, provincial authority or public body created under provincial law with which the Minister of ESDC may have entered into an agreement and/or with non-governmental third parties for the purpose of administering the CPP, other acts of Parliament and federal or provincial law as well as for policy analysis, research and/or evaluation purposes however, these additional uses and/or disclosures of your personal information will never result in an administrative decision being made about you. The information may be shared with the government of other countries in accordance with agreements for the reciprocal administration or operation of the foreign pension program and of the *CPP* and *Old Age Security Act*.

Your personal information is administered in accordance with the *CPP, the Privacy Act, the Department of Employment and Social Development Act* and other applicable laws. You have the right to the protection of, access to, and correction of your personal information, which is described in Personal Information Bank Canada Pension Plan Program (ESDC PPU 146). You can ask to see your file by contacting a Service Canada office. Instructions for requesting personal information are provided in the government publication entitled *Info Source*, which is available at the following web site address: **www.canada.ca/infosource-ESDC**. *Info Source* may also be accessed on-line at any Service Canada Centre.

You have the right to file a complaint with the Privacy Commissioner of Canada regarding the institution's handling of your personal information at: **www.priv.gc.ca/en/report-a-concern**.

Important note: If you make a false or misleading statement, you may be subject to an administrative monetary penalty and interest, if any, under the *Canada Pension Plan*, or may be charged with an offence. Any benefits you received or obtained to which there was no entitlement would have to be repaid.

I hereby declare that, to the best of my knowledge and belief, the information given above is true and complete. I understand I must notify Service Canada should I **interrupt, terminate** or **reduce** my attendance at school or university.

I hereby authorize the above school or university to provide the Canada Pension Plan Administration with information regarding my enrolment and attendance.

I hereby authorize the *Canada Pension Plan Administration* to provide information regarding my enrolment and attendance with the above school or university.

Signature of student	Date of application YYYY-MM-DD	Telephone number (including area code)

Section C - Only to be completed by the school or university if you are <u>not</u> submitting a proof of enrolment document completed <u>after</u> the start of the first day of class. This section can only be completed <u>after</u> the start of the first day of class.

To the best of our knowledge and belief, the answers to the questions in Section A above, are correct unless otherwise stated below:

Additional comments:

Does the above noted course load meet or exceed the minimum requirement to be considered a full-time student at your school or university? ◯ Yes ◯ No

Name and address of school or university	Name of authorized person
	Signature
	Title
	Date Telephone number

For office use only

Approved pursuant to Section 59 of the Canada Pension Plan for continuing payment until advised otherwise.

Authorized signature _____ **Date** _____