



Information and Instructions

Canada Pension Plan Child's Benefit Application and Declaration for a Student Over 18 Years of Age in Attendance at School or University

(You must complete this form after the start of the first day of classes.)

It is very important that you send this form to Service Canada when you:

- apply for or renew a child's benefit and confirm your attendance each school year or semester (full-time, part-time);
- return to school after taking a break from your studies.

If you are completing the form by hand, use a **pen** and **print** as clearly as possible. To avoid processing delays, complete this form after the start of the first day of classes and:

- include a **proof of enrolment** (refer to Proof of enrolment at the bottom of this page); **or**
- have an authorized representative from your school complete Section E.

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

- ☐ I have attached a **proof of enrolment** (refer to Proof of enrolment at the bottom of this page).
- ☐ I have had Section E completed by my school or university.

Submit this completed form to the nearest Service Canada office using the mailing instructions on the last page. Include copies of the required supporting documents. You can also drop-off the completed form at a Service Canada Centre near you.

Important Note:

Full-time students can renew their benefits online through My Service Canada Account (see details below).



Discover the Convenience of My Service Canada Account (MSCA)

To renew your benefits online:

- you must have previously received or currently be receiving the benefit;
- your current semester, term or school year must have started.

You will need to:

- set up direct deposit with your current banking information;
- provide a proof of enrolment document **or** a completed Section E of this application form.

Go to www.canada.ca/msca or scan:

For your safety, visit www.cyber.gc.ca/en for tips on protecting your devices and reporting suspected cyber incidents.



Proof of enrolment

What is a proof of enrolment?

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 | ✓ Name and address of school or university (could include a logo or watermark) |
| ✓ Degree program | ✓ Semester(s), term(s) or school year enrolled in |
| ✓ Student ID number | ✓ Enrolment status for each semester, term or school year (full-time, part-time) |

How to get a proof of enrolment?

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
- ✓ get proof of enrolment statements from the registrar's office at your school or university

Please retain for your information

Your application form must be submitted with all the required documents as soon as possible. Failure to do so could result in delays or loss of payments. Application forms may be mailed to your nearest Service Canada Office.

Privacy Act

The *Privacy Act* gives all Canadians a right of access to information, about themselves, held by the federal government. To help you exercise this right, the federal government has published an Index of Personal Information and a Personal Information Request form which can be found in public libraries, federal government libraries, most post offices and in other government offices open to the public. Should you wish to exercise your right of access, you may do so by completing a "Personal Information Request" form indicating which information bank you wish to consult.

Personal Information Bank ESDC PPU 146

The information requested on the application form will be used to determine your entitlement to receive a Child's Benefit under the *Canada Pension Plan*. Failure to provide the required information may result in the denial of these benefits. The information provided will be retained in the above-noted bank. Under the *Privacy Act*, you have a right to obtain a copy of this record.

Proof of Age Documentation

You do not need to provide proof of birth if you provided your Social Insurance Number in the application. However, the Canada Pension Plan has the right to request proof of birth at any time, when deemed necessary. If you did not provide your Social Insurance Number, then you must submit **a copy of your birth certificate**. If you have to send us documents, try to send us photocopies instead of the original documents. If you do decide to send your original documents, you may want to send them by registered mail. We will return all the original documents you send us.

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.

Keep in mind, that **we can only accept a photocopy if it is readable**.

- If the document has information on more than one page, photocopy all pages.
- Please write the Client Identification Number or Social Insurance Number on any document or photocopy that you send to Service Canada.

Note: If your photocopy is missing any of the above elements, it will not be accepted, and you will have to submit a new photocopy. This could result in delays in processing your application. Service Canada may request an original or certified copy at any time.

If you require any assistance or further information to complete your application, please contact the nearest Service Canada Office or visit www.servicecanada.gc.ca.



Canada Pension Plan Child's Benefit Application and Declaration for a Student Over 18 Years of Age in Attendance at School or University

(You must complete this form after the start of the first day of classes.)

Section A – Information about the contributor

1. Contributor's Social Insurance Number	Contributor's First Name and Initial	Contributor's Last Name	
2. Contributor's Address (No., Street, Apt., RR)		City	Postal Code
Province or Territory	Country other than Canada	Last Province of Residence in Canada	

Section B – Information about you (child of the contributor)

3A. Social Insurance Number	3B. Date of Birth (YYYY-MM-DD)	Optional ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss	
4A. First Name and Initial		4B. Last Name	
5A. Home Address (No., Street, Apt., RR)		City	
Province or Territory	Country Other Than Canada	Postal Code	
5B. Mailing Address if Different From 5A Above (No., Street, Apt., RR)		City	
Province or Territory	Country Other Than Canada	Postal Code	
6A. Telephone Number	6B. Service Canada may contact you by email to provide you with information or ask you to call us. Personal information will not be requested or shared. Email address (optional)		
7A. Written Communications (check one) ☐ English ☐ French	7B. Verbal Communications (check one) ☐ English ☐ French	7C. Are you disabled? ☐ Yes ☐ No	
8A. Are or were you ever a beneficiary or an applicant for a benefit under: Canada Pension Plan? ☐ Yes ☐ No Quebec Pension Plan? ☐ Yes ☐ No		8B. If yes, under what Social Insurance Number.	
9A. Are you a natural child of the contributor? ☐ Yes ☐ No	9B. Other (please specify): If you require more space, please attach a separate sheet.		

Section C – Declaration of Attendance - Complete this section after the start of your first day of classes

10A. Student Identification Number	10B. Name of Recognized School, University, College, Training Centre, etc.		
11. Enrolled in (specify course, grade or program)	12A. Type of Enrolment (if "Other," please provide an explanation in #13). ☐ Full-Time ☐ Part-Time ☐ Other		
12B. Are these courses a requirement for enrolment to obtain a degree, certificate or diploma? (If "yes", provide details in #13.) ☐ Yes ☐ No			
13. Were you absent for more than 10 days in a row during your current or past academic year? Provide reasons plus any additional explanation or detail with reference to #12A and 12B, if you selected "Part-Time" or "Other." If you require more space, please attach a separate sheet.			
14A. Full-time course load per term, semester or school year for course, grade or program	14B. Number of hours you must attend for course, grade or program. Hours per week:		

Section C – Declaration of Attendance - Complete this section after the start of your first day of classes (continued)

15A. Number of courses you are attending per term, semester or school year	15B. When did your current attendance begin? (YYYY-MM-DD)	15C. When will your current attendance end? (YYYY-MM-DD)
16. 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 #1?		☐ Yes ☐ No
17. Payment Information Direct deposit in Canada: Complete the boxes below with your 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	
_____	_____	

Section D - Attestation and signature - Sign and date this section after the start of your first day of classes

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 about the institution's handling of your personal information at: www.priv.gc.ca/en/report-a-concern.

I hereby declare that, to the best of my knowledge and belief, the information given above is true and complete. I realize that my personal information, or the personal information of the deceased, is governed by the *Privacy Act* and it can be disclosed where authorized under the *Canada Pension Plan*.

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.

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 apply for a Disabled Contributor's Child's Benefit. Signature of student _____	I hereby apply for a Surviving Child's Benefit. Date of application (YYYY-MM-DD) _____
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Section E – Your school’s authorized person must complete this section after the start of your first day of classes if you are unable to get a proof of enrolment from your student portal or registrar’s office.

To the best of our knowledge and belief, the answers in Sections B to D above are correct unless otherwise stated below:

Additional comments:

Type of enrolment: ☐ Full-time ☐ Part-time

Does the course load meet or exceed the minimum requirement for the type of enrolment at your school or university?

☐ Yes ☐ No

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



Service
Canada

Service Canada Offices

Canada Pension Plan

Mail your forms to:

The nearest Service Canada office listed below.

From outside of Canada: The Service Canada office in the **province where you last resided**.

Need help completing the forms?

Canada or the United States: **1-800-277-9914**

All other countries: **613-957-1954** (we accept collect calls)

TTY: **1-800-255-4786**

Important: Please have your social insurance number ready when you call.

NEWFOUNDLAND AND LABRADOR

Service Canada
PO Box 9430 Station A
St. John's NL A1A 2Y5
CANADA

PRINCE EDWARD ISLAND

Service Canada
PO Box 8000 Station Central
Charlottetown PE C1A 8K1
CANADA

NOVA SCOTIA

Service Canada
PO Box 1687 Station Central
Halifax NS B3J 3J4
CANADA

NEW BRUNSWICK AND QUEBEC

Service Canada
PO Box 250
Fredericton NB E3B 4Z6
CANADA

ONTARIO

For postal codes beginning with "L, M or N"

Service Canada
PO Box 5100 Station D
Scarborough ON M1R 5C8
CANADA

ONTARIO

For postal codes beginning with "K or P"

Service Canada
PO Box 2013 Station Main
Timmins ON P4N 8C8
CANADA

MANITOBA AND SASKATCHEWAN

Service Canada
PO Box 818 Station Main
Winnipeg MB R3C 2N4
CANADA

ALBERTA / NORTHWEST TERRITORIES AND NUNAVUT

Service Canada
PO Box 818 Station Main
Winnipeg MB R3C 2N4
CANADA

BRITISH COLUMBIA AND YUKON

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