



Centre de formation  
Vocational Centre



## FINANCIAL ASSISTANCE PROGRAM

### 2019-2020

Do you require financial assistance?  
You may be eligible for the Loans and Bursaries Program.

You can go to the Financial Assistance for Studies website ([www.afe.gouv.qc.ca/en](http://www.afe.gouv.qc.ca/en)) in order to get a simulation of the amount you would be awarded under the Loans and Bursaries Program.  
***(Please use Assessment Simulator)***

To file for financial assistance, **make sure to have in hand:**

- Social insurance number (SIN);
- Permanent code;
- Email address;
- Income from January 1<sup>st</sup> to December 31<sup>st</sup> 2019 (gross income)  
Note: please indicate your most realistic financial situation;
- Program number;
- Institutional code;
- Program's start date;
- Program's end date.

The **institutional code** for Construc-Plus Vocational Centre: **885460**;  
as well as your **program code**:

Carpentry	05819
Commercial and Residential Painting	05836
Plumbing and Heating	05833
Preparing and Finishing Concrete	05843
Welding and Fitting	05695
High Pressure Welding	05734

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## **FINANCIAL ASSISTANCE PROGRAM**

### **CONTINUED**

#### **WHEN APPLYING FOR FINANCIAL ASSISTANCE FOR THE FIRST TIME:**

- Click on "Online Services" located in the top right hand corner of the screen;
- Click on "New Registrant";
- Enter your social insurance number (SIN), date of birth and email address and click on "Next";
- Within five minutes, you will receive an email with your code to create your new password;
- Once you have received it, go back to the financial assistance window to create your password containing letters and numbers;
- Please remember your password in order to easily check and follow-up on your financial assistance request at your leisure.

#### **GENERAL INFORMATION to start or renew a request:**

- Enter your permanent code and password;
- Click on "Full-time form", then on "Financial assistance application";
- Make sure to use the application corresponding to your program's school year.  
For example: For a program taking place from August 2019 to June 2020 (choose 2019-2020).
- In the "Academic information" section, you must indicate "Continuing education" and answer **YES**.

It is important to be as accurate as possible when giving your financial information or assessments.

- Make sure your documents are correctly sent to Student Financial Assistance;
- After sending your application, it is important to check your emails regularly. An email will be sent informing you of any missing information and another will be sent once the decision is rendered about your application;
- You may check your application at any time by clicking on "Your file";
- It will take 4 to 6 weeks to process your application;
- If Student Financial Assistance requests one of your relatives to fill out a statement, the relative must create a file online with his or her SIN.

For more information and queries, please contact the Centre's Academic Training Counselor, Mrs. Isabelle Lacasse, at 450-491-8416 ext. 8342.

\*Be sure to have your permanent code and detailed request on hand. We will be happy to assist you.