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Department of Education
Ilinniaqtuliqiyikkut
Ministère de l'Éducation

IMPORTANT INFORMATION ABOUT PROOF OF ENROLLMENT

- For students to receive their FANS benefits, they must provide **proof of enrollment for each new semester within the academic year.**
- Students need to be registered in their program and enrolled in classes for the semester before they can access their proof of enrollment.
- The FANS office recommends that students submit their proof of enrollment to the FANS office one month before each new semester starts (or earlier). This helps ensure students receive their FANS benefits at the start of the semester.
- It takes up to 15 business days from the day a student submits their proof of enrollment to the FANS office to the day the funds are deposited into a student's bank account.
- All payments are provided directly to the student by direct deposit, and it is the responsibility of the student to pay the post-secondary education institution they are attending.
- **REMEMBER!** When a student continues to a new semester within the same academic year, their payments will not be processed for the new semester unless **a new proof of enrollment is provided to the FANS office for the new semester.**

HOW TO PROVIDE YOUR PROOF OF ENROLLMENT TO THE FANS OFFICE

- **NAC Students must submit the NAC EV to the FANS office - see page 2 of this document for instructions**
- **All other students must submit the FANS SEF to the FANS office – see page 3 of this document for instructions**

For more information, contact the FANS office:
Phone Toll Free - 1 877 860 0680
Email fans@gov.nu.ca (Nunavut Inuit enrolled under Nunavut Agreement)
Email fansloans@gov.nu.ca (Students not enrolled under Nunavut Agreement)

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NAC STUDENTS

NAC ENROLLMENT VERIFICATION FORM ("THE NAC EV")

IMPORTANT INFORMATION

- For NAC students only, proof of enrollment is the **NAC EV.**
- All NAC students are responsible for summitting their NAC EV to the FANS office.
- The NAC EV is available to students through NAC's Student Self-Serve Portal.
- When a student continues to a new semester within the same academic year, their payments will not be processed for the new semester unless a new NAC EV is provided to the FANS office for the new semester.
- It is recommended that students submit their NAC EV to the FANS office one month before each semester starts (or earlier). This helps ensure students receive their FANS benefits at the start of the semester.

HOW TO SUBMIT YOUR NAC EV TO THE FANS OFFICE

1. Go to the Homepage of the NAC Student Self-Serve Portal and click on Academic Records file
2. Then, click on Enrollment Verification
3. Select the program and term you want the NAC EV to be generated for
4. After the term is selected, the NAC EV will be generated as a PDF
   - Make sure to check that all the information on the NAC EV is correct and your tuition cost is noted
5. Save the PDF and email it to the FANS office at either:
   - FANS@gov.nu.ca (Nunavut Inuit enrolled under Nunavut Agreement)
   - FANSLoans@gov.nu.ca (Students not enrolled under Nunavut Agreement)
   - Faxed forms are also accepted, but please check that the fax was received by the FANS office (fax toll-free 1-877-860-0167)

If you need assistance accessing your student portal or generating your NAC EV, contact NAC. NAC staff are available to help!

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ALL OTHER STUDENTS

FANS STUDENT ENROLLMENT FORM ("THE FANS SEF")

IMPORTANT INFORMATION

- For all non-NAC students, proof of enrollment is the **FANS SEF.**
- Students are responsible for summitting their FANS SEF to the FANS office.
- The FANS SEF is available by clicking on this link or it can be found on the FANS website.
- All areas of the **FANS SEF** must be filled out for the **FANS SEF** to be processed. An incomplete form will be sent back to the student and may cause payment delays.
- When a student continues to a new semester within the same academic year, their payments will not be processed for the new semester unless a new FANS SEF is provided to the FANS office for the new semester.
- It is recommended that students submit their FANS SEF to the FANS office one month before each semester starts (or earlier). This helps ensure students receive their FANS benefits at the start of the semester.

HOW TO SUBMIT YOUR FANS SEF TO THE FANS OFFICE

1. Click on this link to access your FANS SEF. You can also access the FANS SEF through the FANS website.
2. Students must fully complete **Part A** of the FANS SEF.
3. Students must then request that their Post-Secondary Education Institution fully complete **Part B** of the FANS SEF.
4. Double check that your education institution included the following information:
   - The Canada Student Loan Institution Code
   - The tuition, books, and fee costs, and
   - The start and end dates of the semester, not the full academic year
5. When the form is completed, students should save a copy of the form and then email it to the FANS office at either:

- FANS@gov.nu.ca (Nunavut Inuit enrolled under Nunavut Agreement)
- FANSLoans@gov.nu.ca (Students not enrolled under Nunavut Agreement)
- Faxed forms are also accepted, but please check that the fax was received by the FANS office (fax toll-free 1-877-860-0167)

If you need assistance with your FANS SEF, contact the FANS office. FANS staff are available to help!