



Student Financial Aid  
Information Centre

# Power of Attorney

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## 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 only to access your information on your behalf, you can download the new "Consent to Disclose Personal Information Form" from [www.alis.gov.ab.ca](http://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](http://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](http://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.

