

AUTOMATED CONFIRMATION OF ENROLMENT MODULE FREQUENTLY ASKED QUESTIONS AND USER GUIDE

Version 5

Contents

Welcome to the Automated Confirmation of Enrolment (ACE) module’s Frequently Asked Questions (FAQ) and User Guide?.....	4
Frequently Asked Questions.....	4
Manitoba Student Aid Program	4
Designated Post-Secondary Educational Institutions and Programs	4
What is the Confirmation of Enrolment process?.....	4
When is a Confirmation of Enrolment request created?.....	4
What student information is exchanged between Manitoba Student Aid and the Educational Institution in the Confirmation of Enrolment process?.....	5
Why does Manitoba Student Aid need this information?	5
Student’s Social Insurance Number	5
What is Full-Time Studies.....	5
Manitoba Private Vocational Institution Course Load Requirement	6
What is Part-Time studies?	6
How often is the Automated Confirmation of Enrolment (ACE) web module queried by Manitoba Student Aid?	6
How long does it take Manitoba Student Aid to complete the confirmation process?	6
What is the Automated Confirmation of Enrolment (ACE) web module?.....	6
Why is Manitoba Student Aid implementing the Automated Confirmation of Enrolment (ACE) web module at this time?	6
Automated Confirmation of Enrolment (ACE) Web Module Login link	6
Location of the Automated Confirmation of Enrolment (ACE) Frequently Asked Questions and User Guide	8
What is Government of Manitoba’s Institution Authentication Module (IAM)?.....	9
Automated Confirmation of Enrolment (ACE) web module availability	9
How do I report a student’s Voluntarily Withdrawal when there is no Confirmation of Enrolment file in the Automated Confirmation of Enrolment (ACE) web module?	9
Changes to Student Information.....	10
Questions about student confirmation of enrolment files	10
Error or change in submitted student information.....	10
Canadian Institutions	11
Can a designated Canadian post-secondary educational institution request a student’s financial awards be paid directly to the institution for tuition and compulsory fees?	11

Automated Confirmation of Enrolment (ACE) Module User Guide	11
Automated Confirmation of Enrolment (ACE) User Account Management.....	11
Accessing the Automated Confirmation of Enrolment (ACE) web module	11
Automated Confirmation of Enrolment (ACE) Account Creation	11
Locked Automated Confirmation of Enrolment (ACE) Accounts and Password Reset	13
Role of the Automated Confirmation of Enrolment (ACE) Institution Administrator.....	15
Why should there be two Automated Confirmation of Enrolment (ACE) Institution Administrators?	17
What are Active and Inactive accounts?.....	17
Number of Automated Confirmation of Enrolment (ACE) Active accounts allowed.....	18
Creation of Automated Confirmation of Enrolment (ACE) Institution Administrator and Institution User accounts.....	18
Changing the status of an account (Active and Inactive).....	19
No Active Automated Confirmation of Enrolment (ACE) Institution Administrator accounts	20
Cannot login into the Automated Confirmation of Enrolment (ACE) web module	20
Cannot add an Automated Confirmation of Enrolment (ACE) Institution Administrator	20
Cannot add an Automated Confirmation of Enrolment (ACE) Institution Staff.....	20
Confirmation of Enrolment Student Information	21
Confirmation of Enrolment Screen	21
Student's Social Insurance Number	23
Student Number and Confirmation of Enrolment	23
Program Name	23
Actual Program Name.....	24
Note that the following are not eligible for student financial assistance	24
Full Time Course Load (%).....	24
Study Period.....	25
Study Period Start Date and Study Period End Date.....	25
Voluntary Withdrawal.....	25
Tuition and Compulsory Fees.....	26
What is the maximum that an institution can request for Tuition and Compulsory Fees?.....	27
What if I do not have all of the student's information?.....	27
How long does a confirmation of enrolment request stay in the web module?	28
Searching for Submitted and Archived student confirmation of enrolment files.....	28
Searching for student files in the Automated Confirmation of Enrolment (ACE) module.....	29
Automated Confirmation of Enrolment (ACE) Student Enrolment File Status Definitions.....	30

Canadian Institutions 31

- Can a designated Canadian post-secondary educational institution request a student’s financial awards be paid directly to the institution for tuition and compulsory fees? 31
- What does Amount Direct To Institution (CAD) mean? 31
- What is the maximum amount of funds an institution can request? 32
- Requested student funds for tuition and no payment received..... 32

Frequently Asked Questions and User Guide

Welcome to the Automated Confirmation of Enrolment (ACE) module's Frequently Asked Questions (FAQ) and User Guide?

- This document answers Frequently Asked Questions (FAQ) regarding Manitoba Student Aid's Confirmation of Enrolment process and is the Automated Confirmation of Enrolment (ACE) Module User Guide.
- Educational Institutions with questions regarding the ACE module that are not addressed in this document can contact Manitoba Student Aid at msa_ims@gov.mb.ca.

Frequently Asked Questions

Manitoba Student Aid Program

- Manitoba Student Aid funding exists to supplement, not replace, funds available to students through individual and family resources, savings and income. The program evaluates a student's income and other resources against the costs of post-secondary study, including educational costs and typical living costs associated with a Moderate Standard of Living.

Designated Post-Secondary Educational Institutions and Programs

- In order to receive student financial assistance, a student must be attending a designated school and enrolled in an educational program that meets Manitoba Student Aid's program eligibility criteria.
- On behalf of the Government of Canada and the Province of Manitoba, the Registration, Accountability, and Student Financial Support Branch of the Department of Education and Training designates post-secondary educational institutions and programs.

What is the Confirmation of Enrolment process?

- Before any funding is issued to a student, Manitoba Student Aid must confirm a student's enrolment in full-time studies in a designated program and for the applicable study period.

When is a Confirmation of Enrolment request created?

- Manitoba Student Aid generates a confirmation of enrolment request for a student when a scheduled student award disbursement date is approaching.
- A new confirmation of enrolment is sent for each disbursement. A student may have multiple disbursements in a program year.
- Typically, confirmation of enrolments are requested at the start and midpoint of a student's period of study.

- A confirmation of enrolment request may also be generated as a result of changes to student's information. These requests may occur anytime during the period of study.

What student information is exchanged between Manitoba Student Aid and the Educational Institution in the Confirmation of Enrolment process?

- Manitoba Student Aid only shares student information with educational institutions required for the administration of the student financial assistance program and the disbursement of student loans, grants and bursaries.
- Some of the information is sensitive in nature, such as a student's Social Insurance Number, and as a result Manitoba Student Aid and designated post-secondary educational institutions work together to ensure that student information is secure.

Why does Manitoba Student Aid need this information?

- Manitoba Student Aid assesses a student's eligibility for student financial assistance (student loans, grants and bursaries). If eligible for financial supports, Manitoba Student Aid, prior to the disbursement of funding, verifies the student's enrolment at the post-secondary educational institution. This confirmation of enrolment is the final step in the financial assistance assessment and disbursement process.
- The information requested from the institutions by Manitoba Student Aid is the minimum required to authorize the release of student loans, grants and bursaries.

Student's Social Insurance Number

- The Government of Canada is responsible for Social Insurance Numbers. The Social Insurance Number (SIN) is a nine-digit number that a Canadian citizen needs to work in Canada or to have access to government programs and benefits such as federal and provincial student financial assistance. A SIN is issued to one person only and it cannot legally be used by anyone else.
- The SIN is used by the Canada Student Loans Program and Manitoba Student Aid as the student's unique identifier for information exchanges between the federal and provincial programs. It is also used in the exchange of student information with other organizations such as post-secondary educational institutions.
- Manitoba Student Aid includes the final three numbers of the student's Social Insurance Number (SIN) to assist post-secondary educational institutions identify students for the Confirmation of Enrolment Process. The SIN is displayed as **XXX XXX 123** in the SIN data field.

What is Full-Time Studies

- For Manitoba Student Aid purposes, a student is in **Full-Time Studies** if they are taking 60% or more of a full course load. If the student has a permanent disability, they may choose to be considered a full-time student if they are taking at least 40%

of a full course load. The post-secondary educational institution defines a student's full course load percentage.

Manitoba Private Vocational Institution Course Load Requirement

- Students attending Private Vocational Institutions in Manitoba must be enrolled in a 100% course load in order to be eligible for student financial assistance.

What is Part-Time studies?

- For Manitoba Student Aid purposes, a student is considered to be in part-time studies if they are taking between 20 and 59% of a full course load. The post-secondary educational institution defines what a full course load is for their institution.

How often is the Automated Confirmation of Enrolment (ACE) web module queried by Manitoba Student Aid?

- Manitoba Student Aid queries the ACE module daily during the work week.

How long does it take Manitoba Student Aid to complete the confirmation process?

- Once submitted, Manitoba Student Aid processes confirmation of enrolment files within two to three business days.
- There are situations where the confirmation of enrolment triggers a manual review of the student's file. These situations may result in extended processing times in confirming the student's file.

What is the Automated Confirmation of Enrolment (ACE) web module?

- ACE is a secure web-based module that facilitates the confirmation of enrolment of students by post-secondary educational institution student financial assistance officers and is required for the release of Canada and Manitoba student loans, grants and bursaries.

Why is Manitoba Student Aid implementing the Automated Confirmation of Enrolment (ACE) web module at this time?

- Manitoba Student Aid is transitioning from a fax-based confirmation of enrolment process to a web-based module so that interactions with post-secondary educational institutions are done in a more secure and effective manner.

Automated Confirmation of Enrolment (ACE) Web Module Login link

- The ACE module can be found at <https://www.edu.gov.mb.ca/msa/institutions/index.html>

Manitoba Student Aid | Manitoba X +

dev.eduinter.internal/dev_msa/msa/institutions/index.html

Manitoba Shortcuts CDE Custom RoleProvider

Printer Friendly | Français | Site Map | Contact Government

Manitoba

Search Manitoba Student Aid **SEARCH**

RESIDENT AND ONLINE SERVICES BUSINESS GOVERNMENT VISITORS

Education and Training

manitoba.ca > Education and Training > Manitoba Student Aid

Get Started

MSA Home

Institution Officers

Manitoba Student Aid

Institution Officers

To help educational institutions deliver the Manitoba/Canada Student Loans programs, below we have provided applications, policies and guidelines for both full-time and part-time students.

More tools will be added as they become available.

Automated Confirmation of Enrolment (ACE)

[Automated Confirmation of Enrolment \(ACE\) Module](#)

[Automated Confirmation of Enrolment \(ACE\) FAQ and User Guide](#)

Designation Policy

[Manitoba Student Aid Designation Policy Manual](#) (113 KB)

[Policy Framework](#) (90 KB)

Designation Applications

[Educational Institution and Program Designation Application](#) (163 KB)

[Program Designation Application](#) (243 KB)

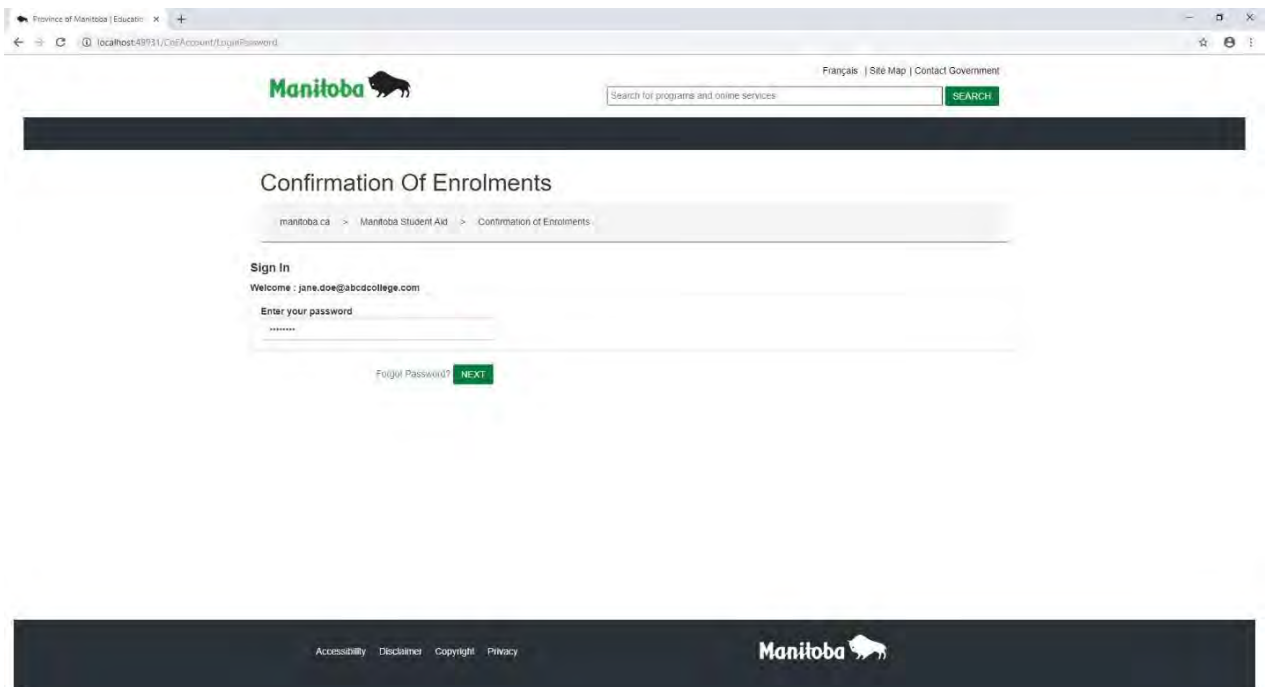
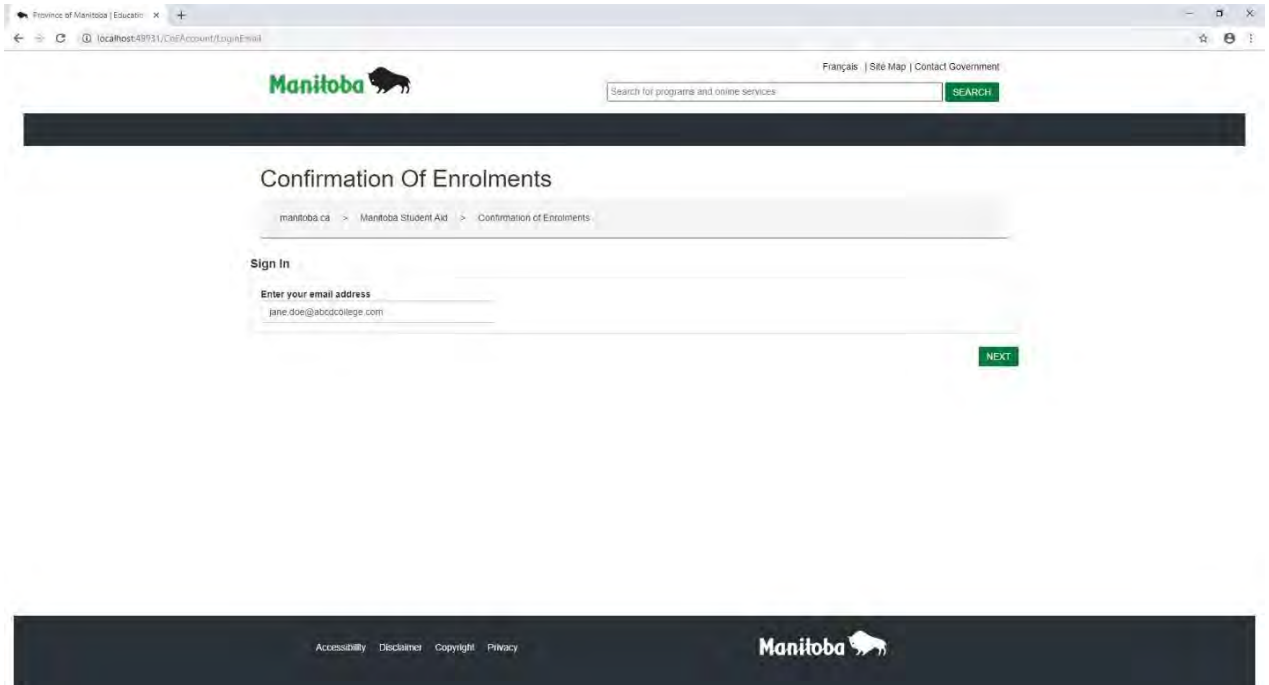
Administration

[Notification of Withdrawal Form](#) (31 KB)

[Student Withdrawal Calculator](#)

You are on the Manitoba Student Aid webpage intended for Institution Officers. Visit our public [Manitoba Student Aid](#) website for further information.

- Selecting the Automated Confirmation of Enrolment (ACE) Module link will direct you to the ACE Login page.



The ACE portal link is:

<https://web43.gov.mb.ca/ConfirmationOfEnrolment/CoESignIn/Signin>.

[Location of the Automated Confirmation of Enrolment \(ACE\) Frequently Asked Questions and User Guide](#)

The ACE Frequently Asked Questions (FAQ) document is accessible by clicking on the ACE FAQ icon at (<https://www.edu.gov.mb.ca/msa/institutions/index.html>).

What is Government of Manitoba's Institution Authentication Module (IAM)?

- The Institution Authentication Module (IAM) is a component of the Automated Confirmation of Enrolment (ACE) web module.
- IAM manages post-secondary educational institution user logins and ensures that only authorized users access the web module.
- IAM is a secure authentication application that resides within the Government of Manitoba's firewall and utilizes encryption to safeguard data.
- IAM allows authorized users at a designated educational institution self-manage their ACE accounts.
- Post-secondary educational institution users can:
 - Login to the ACE web module (with valid user-id and password)
 - Set their Password (new accounts)
 - Change their Password
 - Reset their Password
 - Manage student confirmation of enrolment files

Automated Confirmation of Enrolment (ACE) web module availability

- The ACE web module is available 24/7.
- ACE module updates or maintenance requirements may result in access being temporarily unavailable.
- Manitoba Student Aid will provide advance notice, when possible, of ACE downtimes.

How do I report a student's Voluntarily Withdrawal when there is no Confirmation of Enrolment file in the Automated Confirmation of Enrolment (ACE) web module?

- If a student voluntarily withdraws from their program of studies, and there is no current Confirmation of Enrolment file in the ACE, the educational institution should email Manitoba Student Aid at msa_ims@gov.mb.ca. The email should include the following information:
 - Educational Institution Name
 - Student Last Name
 - Student First Name
 - Student Number
 - Program Name
 - Study Period Start Date

- Study Period End Date
- Student Withdrawal Date

Student Withdrawal email template

Subject: Manitoba Student Aid Voluntary Withdrawal Notification: **<Institution Name>**

The following student is no longer a full-time student at our institution.

- Educational Institution Name:
- Student's Last Name:
- Student First Name:
- Student Number:
- Program Name:
- Study Period Start Date (DD/MM/YYYY):
- Study Period End Date (DD/MM/YYYY):
- Student Withdrawal Date (DD/MM/YYYY):

ACE User Name

Changes to Student Information

Questions about student confirmation of enrolment files

Email any questions regarding student confirmation of enrolment files to Manitoba Student Aid at msa_ims@gov.mb.ca.

Error or change in submitted student information

Institutions should inform Manitoba Student Aid as soon as possible of any changes to the student's information such as the student was not full-time but has added a course and is now full-time, data entry error, forgot to ask for **Amount Direct To Institution (CAD)**, etc.).

The student information should be emailed to msa_ims@gov.mb.ca and include the following:

Subject: Change to Student Information: <Institution Name>

This student's information has changed.

Required Information:

- Educational Institution Name:
- Student's Last Name:
- Student First Name:
- Student Number:
- Program Name:
- Course load %:

- Study Period Start Date (DD/MM/YYYY):
- Study Period End Date (DD/MM/YYYY):
- Student Withdrawal Date (DD/MM/YYYY):
- Other:

ACE User Name

Canadian Institutions

Can a designated Canadian post-secondary educational institution request a student's financial awards be paid directly to the institution for tuition and compulsory fees?

- Yes. A designated Canadian post-secondary educational institution can request that a student's funds be directed to the institution to pay outstanding tuition and compulsory fees.

Automated Confirmation of Enrolment (ACE) Module User Guide

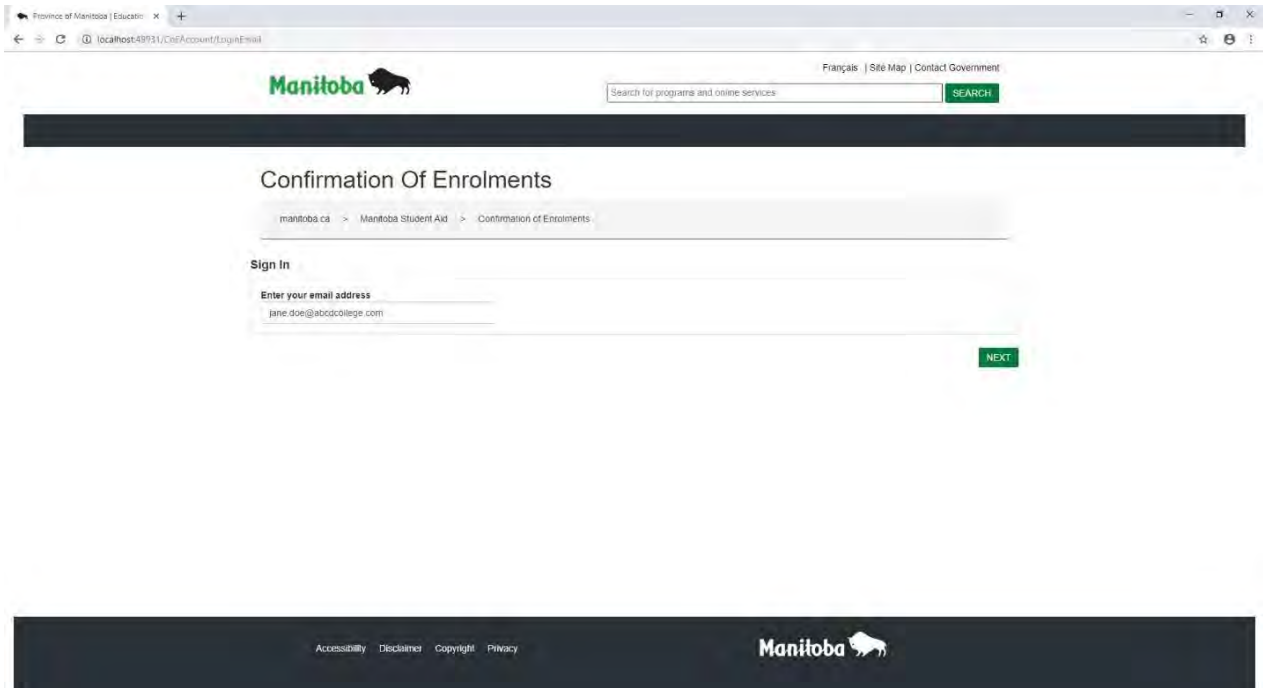
Automated Confirmation of Enrolment (ACE) User Account Management

Accessing the Automated Confirmation of Enrolment (ACE) web module

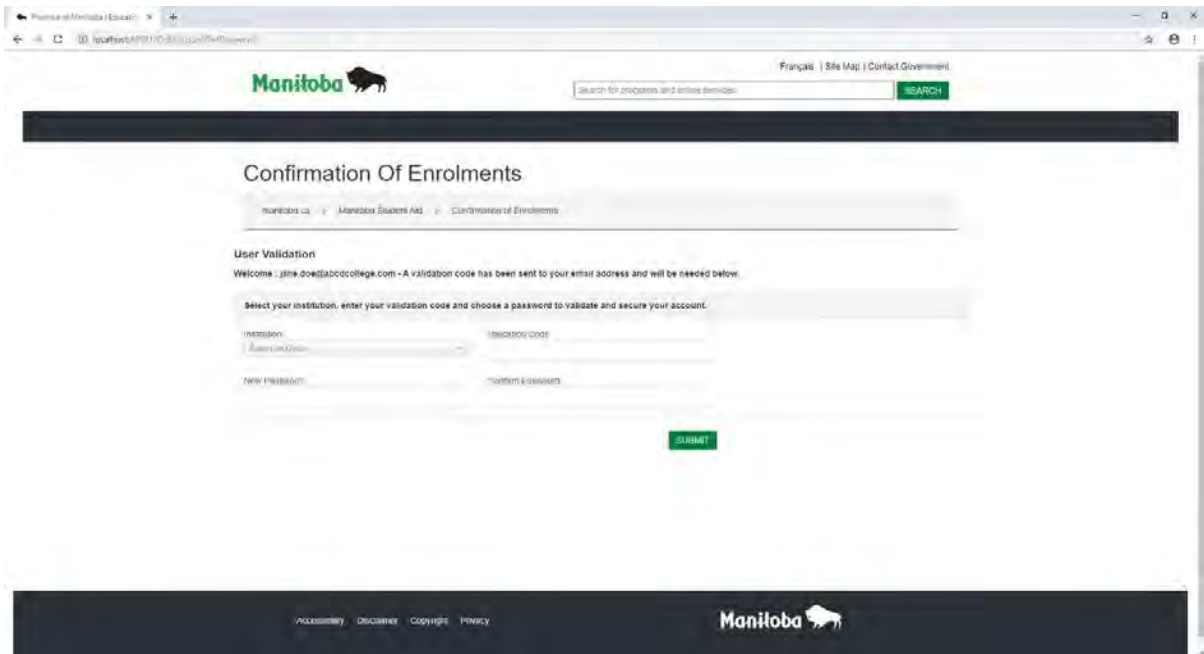
- Before an Institution User can create an ACE account, they must be authenticated by Manitoba Student Aid or their ACE Institution Administrator.
- Manitoba Student Aid works with designated post-secondary educational institutions to authenticate the post-secondary educational institution's student financial assistance primary contact, the Signing Officer.
- This contact is designated as the ACE Institution Administrator and is responsible for managing their institution's ACE Institution accounts. Institution Administrators can:
 - Create new Institution Administrator and Staff accounts; and
 - Manage Institution Administrator and Staff accounts statuses.
- ACE Institution Administrators and Institution Staff can:
 - Login to the ACE web module (with valid user-id and password);
 - Set their password (new accounts);
 - Change their password;
 - Reset their password; and
 - Process student confirmation of enrolment files

Automated Confirmation of Enrolment (ACE) Account Creation

- New ACE users click on the ACE module Icon
- They are redirected to the ACE Login page
- The Login page asks for the ACE user for their user-id (their educational institution email address)



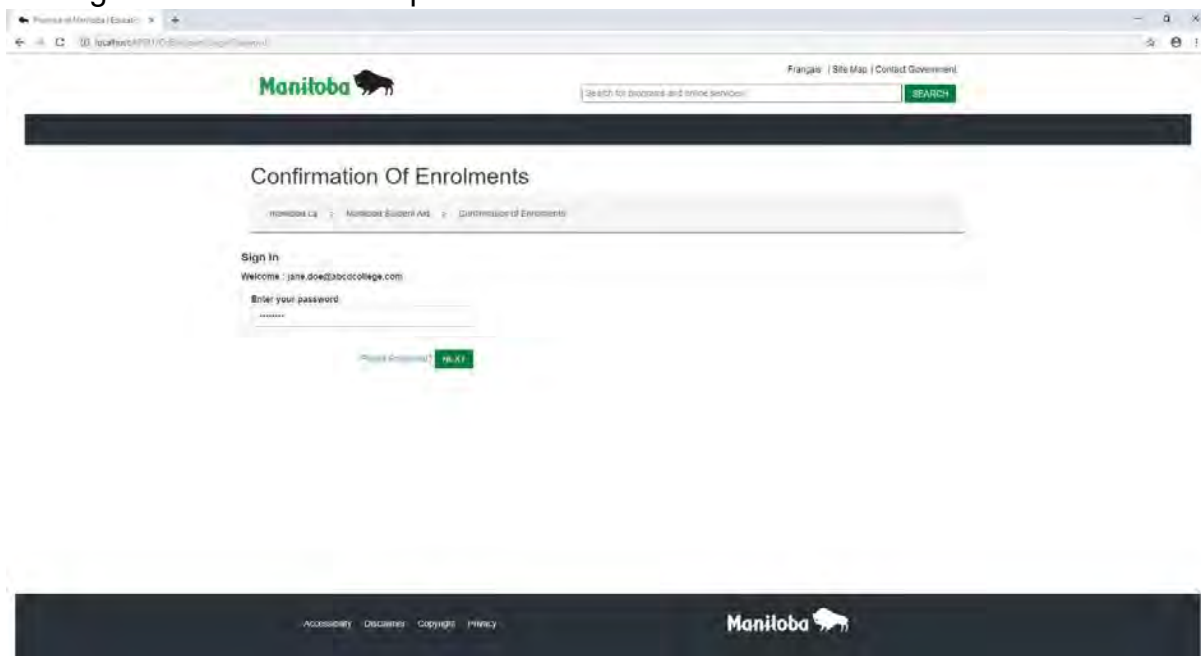
- The ACE user selects the “Next’ button and, if the entered information is valid, is directed to the ACE User Validation screen
- The ACE User Validation screen informs the user that a Validation Code has been sent to their user-id email address



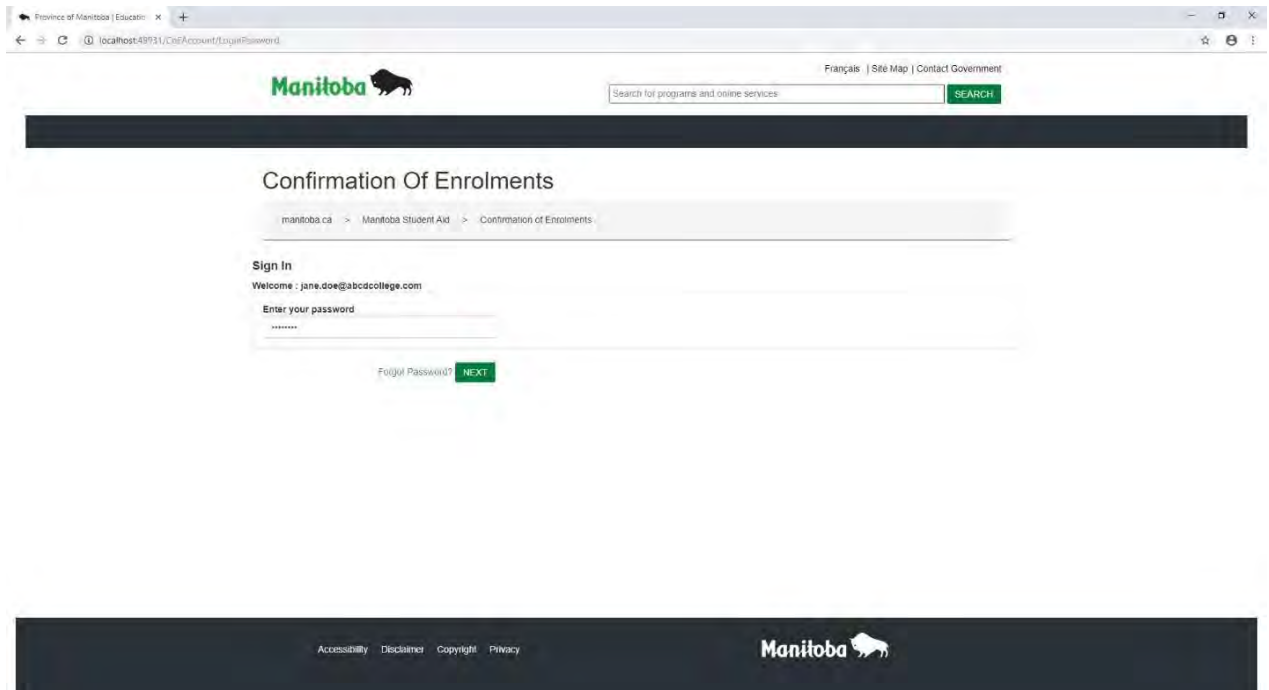
- The ACE user enters the following information
 - Educational Institution (selected from the drop down menu)
 - Validation Code
 - New Password
 - Confirm Password
- The ACE user then selects the “Submit’ button and is directed to the ACE module
- ACE Institution Administrators and Institution Staff can now access the ACE web module and confirm students.

Locked Automated Confirmation of Enrolment (ACE) Accounts and Password Reset

- Educational Institution users have five attempts to validate their new ACE account.
- Educational Institution users have five attempts at logging in with a password.
- After five attempts, users are locked out of the ACE web module:
 - ACE Institution Administrators that have been locked out must contact Manitoba Student Aid at msa_ims@gov.mb.ca to have their accounts reset.
 - ACE Institution Staff can have their locked accounts reset by their ACE Institution Administrator.
- ACE users who forget their password can click on the “Forgot Password’ link on the Login screen to initiate a password reset.



- The ACE user is redirected to the ACE User Validation screen.
- This screen informs the user that a Validation Code has been sent to their user-id email address.
- The ACE user enters the following information in the User Validation screen
 - Educational Institution (selected from the drop down menu)
 - Validation Code
 - New Password
 - Confirm Password



- The ACE user then selects the “Submit’ button and is directed to the ACE web module.
- The ACE user can access the ACE module and confirm students.

Province of Manitoba | Education | x

localhost:49931

Manitoba

Franglais | Site Map | Contact Government

Search for programs and online services

Confirmation Of Enrolments

manitoba.ca > Manitoba Student Aid > Confirmation of Enrolments [Change Password](#) | [Sign out](#)

Confirmations : ABCD College Welcome : Jane Doe

Last Name SIN Student Number

[View Users](#) | [View Submitted Records](#)

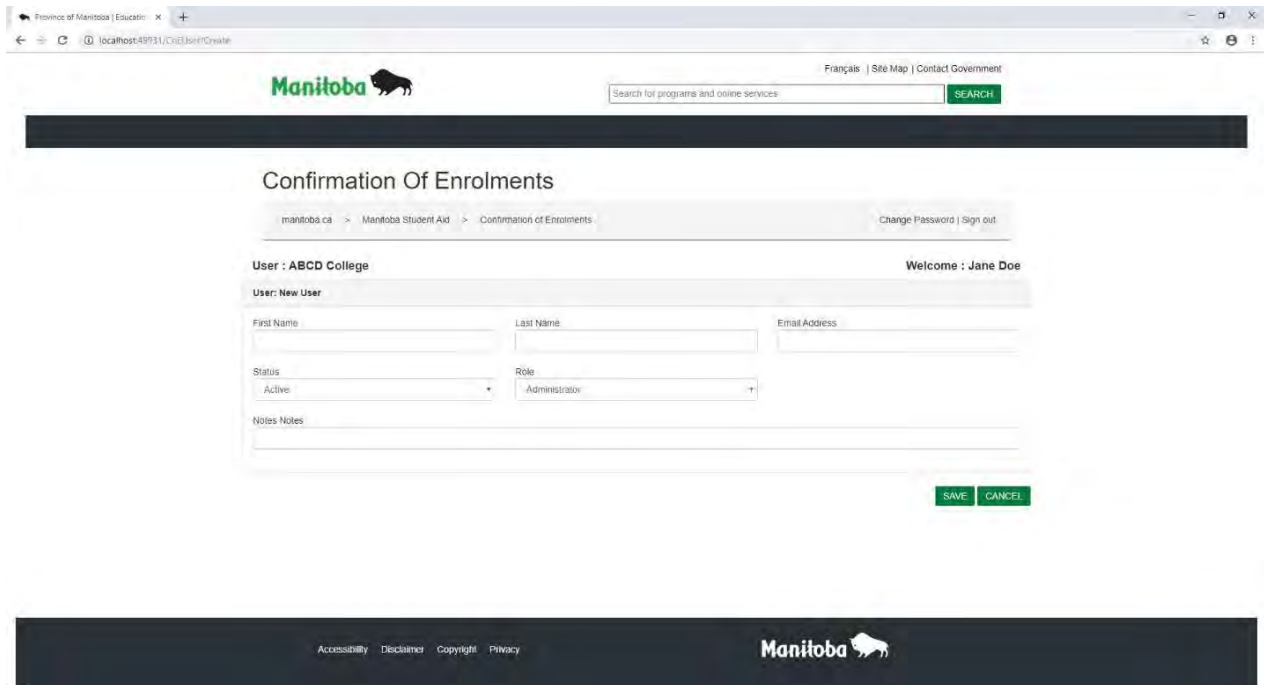
Last Name	SIN	Student Number	Program Name	Course Load (%)	Full/Part Time	Program Start Date	Program End Date	Student Withdrawal Data	Frais de scolarité (CAD)	Amount Direct To Institution (CAD)	Status	
Smith	*** 804		Math	100	Full Time	Jan 01 2019	Sep 09 2019		\$0.00		New	Edit
Doe	*** 805		Science	100	Full Time	Jan 01 2019	Sep 09 2019		\$0.00		New	Edit
Williams	*** 806		English	70	Full Time	Jan 01 2019	Sep 09 2019		\$0.00		New	Edit
Brown	*** 807		Engineering	100	Full Time	Jan 01 2019	Sep 09 2019		\$0.00		New	Edit
Wilson	*** 808		Art	50	Part Time	Jan 01 2019	Sep 09 2019		\$0.00		New	Edit

Accessibility | Disclaimer | Copyright | Privacy

Manitoba

Role of the Automated Confirmation of Enrolment (ACE) Institution Administrator

- The ACE Institution Administrator manages their Educational Institution's ACE user accounts.
- Institution Administrators through the **Add a New User** or **Edit** functions can:
 - Create new Institution Administrator and Institution Staff accounts;
 - Change account statuses to Active and Inactive; and
 - Change the account type (i.e. change an Institution Staff account to an Institution Administrator account).



- Institution Administrators also have all the functionality of the ACE Institution Staff account.
- Note that an Institution Administrator cannot change the status of their own account.

Why should there be two Automated Confirmation of Enrolment (ACE) Institution Administrators?

- It is recommended that an educational institution have two active ACE Institution Administrators to provide redundancy in the event an Institution Administrator is unavailable and changes to Institution Administrator or Institution Staff accounts are required.

What are Active and Inactive accounts?

- Automated Confirmation of Enrolment (ACE) web module accounts can be Active or Inactive:
 - Active accounts can perform their role-based tasks;
 - There can be a maximum of five Active accounts.
 - There can only be two Active Institution Administrators within the five Active accounts; and
 - Institution Administrator and Institution Staff accounts not currently in use can be set to Inactive.

Number of Automated Confirmation of Enrolment (ACE) Active accounts allowed

- There can be a maximum of five Active accounts.
- There can only be two Active Institution Administrators within the five Active accounts; and
- Institution Administrator and Institution Staff accounts not currently in use can be set to Inactive.

Creation of Automated Confirmation of Enrolment (ACE) Institution Administrator and Institution User accounts

- ACE Institution Administrators through the **Add a New User** or **Edit** functions can:
 - Create new Institution Administrator and Institution Staff accounts;
 - Change account statuses to Active and Inactive; and
 - Change the account type (i.e. change a user account to an Institution Administrator Staff account).
- Note that an Institution Administrator cannot change the status or delete their own ACE account

manitoba.ca > Manitoba Student Aids > Confirmation of Enrolments

Confirmations : ABCD College

Last Name	SN	Student Number	Program Name	Course Load (%)	Full/Part Time	Program Start Date	Program End Date	Student Withdrawal Date	Frais de scolarité (CAD)	Amount Direct To Institution (CAD)	Status	Edit
Smith	****804		Math	100	Full Time	Jan 01 2019	Sep 09 2019		\$0.00	None	None	Edit
Doe	****555		Science	100	Full Time	Jan 01 2019	Sep 09 2019		\$0.00	None	None	Edit
Williams	****906		English	70	Full Time	Jan 01 2019	Sep 09 2019		\$0.00	None	None	Edit
Brown	****907		Engineering	100	Full Time	Jan 01 2019	Sep 09 2019		\$0.00	None	None	Edit
Wilson	****508		Art	50	Part Time	Jan 01 2019	Sep 09 2019		\$0.00	None	None	Edit

Automated Confirmation of Enrolment (ACE)

[ACE FAQ and User Guide](#)
[manitoba.ca](#) > [Manitoba Student Aid](#) > [Confirmation of Enrolments](#)
[Change Password](#) | [Sign out](#)
Confirmation : MANITOBA STUDENT AID ACE SUPPORT
Welcome : Colin Kang

Student : Support		SIN : *** ** 333	
Student Number (16 CHAR MAX)	Course Load (%)	Tuition Amount (CAD) and Compulsory Fees	Program Start Date
<input type="text" value="1000000"/>	<input type="text" value="25"/>	<input type="text" value="99999.99"/>	<input type="text" value="01/01/2019"/>
Program Name	Full/Part Time	Amount Direct To Institution (CAD)	Program End Date
<input type="text" value="Support Program"/>	<input type="text" value="Part Time"/>	<input type="text" value="90.00"/>	<input type="text" value="12/30/2019"/>
Actual Program Name (if different from above, must be 30 CHAR MAX)			Student Withdrawal Date
<input type="text"/>			<input type="text" value="04/09/2019"/>

Changing the status of an account (Active and Inactive)

- The ACE Institution Administrator can change the status of an Institution Administrator or Institution Staff account.
- The ACE Institution Administrator selects the user from the list in the **Confirmation of Enrolment – Users** screen.

- The ACE Institution Administrator then edits the **Status** to:
 - Active or
 - Inactive.
- The ACE Institution Administrator then clicks on the **Save** button to complete the status change.

No Active Automated Confirmation of Enrolment (ACE) Institution Administrator accounts

- Contact Manitoba Student Aid to authorize a new ACE Institution Administrator at msa_ims@gov.mb.ca if your Educational Institution does not have an active administrator.

Cannot login into the Automated Confirmation of Enrolment (ACE) web module

- Confirm with the ACE Institution Administrator that the status of your ACE account is set to Active.
- If the account is set to Active and the user is unable to login to the ACE web module the ACE Institution Administrator should contact Manitoba Student Aid at msa_ims@gov.mb.ca.

Cannot add an Automated Confirmation of Enrolment (ACE) Institution Administrator

- Check the **Confirmation of Enrolment – Users** screen if your educational institution has two active ACE Institution Administrators.
- Institutions can have only two active ACE Institution Administrators at a time.
- If there are not two active ACE Institution Administrators, contact Manitoba Student Aid at msa_ims@gov.mb.ca.

Cannot add an Automated Confirmation of Enrolment (ACE) Institution Staff

- Check the **Confirmation of Enrolment – Users** screen to determine if your educational institution has five Active accounts (Institution Administrator and Staff).
- Institutions can have only five Active accounts at a time.
- If there are not five Active accounts, the ACE Institution Administrator should contact Manitoba Student Aid at msa_ims@gov.mb.ca.

Confirmation of Enrolment Student Information

Confirmation of Enrolment Screen

- Student confirmation of enrolment files available for processing are found in the **New and Saved – Editable Confirmations** screen

The screenshot displays the 'Confirmation Of Enrolments' page on the Manitoba Student Aid website. The page includes a search bar at the top, a navigation breadcrumb, and a table of student confirmations. The table has columns for Last Name, SIN, Student Number, Program Name, Course Load (%), Full/Part Time, Program Start Date, Program End Date, Student Withdrawal Date, Frais de scolarité (CAD), Amount Direct To Institution (CAD), Status, and Edit. The table lists five students: Smith, Doe, Williams, Brown, and Wilson.

Last Name	SIN	Student Number	Program Name	Course Load (%)	Full/Part Time	Program Start Date	Program End Date	Student Withdrawal Date	Frais de scolarité (CAD)	Amount Direct To Institution (CAD)	Status	Edit
Smith	*** 804		Math	100	Full Time	Jan 01 2019	Sep 09 2019		\$0.00		New	Edit
Doe	*** 805		Science	100	Full Time	Jan 01 2019	Sep 09 2019		\$0.00		New	Edit
Williams	*** 806		English	70	Full Time	Jan 01 2019	Sep 09 2019		\$0.00		New	Edit
Brown	*** 807		Engineering	100	Full Time	Jan 01 2019	Sep 09 2019		\$0.00		New	Edit
Wilson	*** 808		Art	50	Part Time	Jan 01 2019	Sep 09 2019		\$0.00		New	Edit

- Users select a student to update and click on **Edit** to open the **Student Update** screen

Automated Confirmation of Enrolment (ACE)

[ACE FAQ and User Guide](#)
[manitoba.ca](#) > [Manitoba Student Aid](#) > [Confirmation of Enrolments](#)
[Change Password](#) | [Sign out](#)
Confirmation : MANITOBA STUDENT AID ACE SUPPORT
Welcome : Colin Kang

Student : Support		SIN : *** ** 333	
Student Number (16 CHAR MAX)	Course Load (%)	Tuition Amount (CAD) and Compulsory Fees	Program Start Date
<input type="text" value="1000000"/>	<input type="text" value="25"/>	<input type="text" value="99999.99"/>	<input type="text" value="01/01/2019"/>
Program Name	Full/Part Time	Amount Direct To Institution (CAD)	Program End Date
<input type="text" value="Support Program"/>	<input type="text" value="Part Time"/>	<input type="text" value="90.00"/>	<input type="text" value="12/30/2019"/>
Actual Program Name (If different from above, must be 30 CHAR MAX)			Student Withdrawal Date
<input type="text"/>			<input type="text" value="04/09/2019"/>

- To search for a student confirmation of enrolment file in the **New and Saved – Editable Confirmations** screen the user enters the student’s Last Name, the final three numbers of the student’s Social Insurance Number (SIN) if available, and the Student Number and selects **Search**.

- To search for a student confirmation of enrolment file in the **Submitted and Archived – Submitted Confirmations** screen the user enters the student's Last Name and the Student Number and clicks on **Search**.

Province of Manitoba | Education

Franglais | Site Map | Contact Government

Search for programs and online services

Confirmation Of Enrolments

manitoba.ca > Manitoba Student Aid > Confirmation of Enrolments

Confirmations : ABCD College Welcome : Jane Doe

Last Name Student Number

[View Editable Records](#)

Last Name	Student Number	Program Name	Course Load (%)	Full/Part Time	Program Start Date	Program End Date	Student Withdrawal Date	Tuition Amount (CAD)	Amount Direct To Institution (CAD)	Status
-----------	----------------	--------------	-----------------	----------------	--------------------	------------------	-------------------------	----------------------	------------------------------------	--------

Accessibility | Disclaimer | Copyright | Privacy Manitoba

Student's Social Insurance Number

- Manitoba Student Aid includes the final three numbers of the student's Social Insurance Number (SIN) to assist post-secondary educational institutions identify students for the Confirmation of Enrolment process. The SIN is displayed as **XXX XXX 123** in the SIN data field.

Student Number and Confirmation of Enrolment

- If an institution does not assign a student number or Manitoba Student Aid does not have the number, the Automated Confirmation of Enrolment (ACE) web module will display **INISN** until a number is assigned.

Program Name

- The **Program Name** displayed in the Automated Confirmation of Enrolment (ACE) web module is the program of study name provided by the student in their application for student financial assistance.
- The **Program Name** cannot be edited.
- Educational Institutions can indicate a substantive program change (i.e. change in faculty) by correcting this information in the **Actual Program Name (If different from above)** space.

- You are **only** required to provide confirmation of the program of study and do not need to indicate the student's major. For example, if a student applies for an Arts 3 yr. program, you do not need to change the Program Name field to indicate that the student has registered for a BA in Psychology (note that this type of clarification does not require either a Program Name or Actual Program Name change). All change requests to the Program Name field require manual updates and can cause processing delays.
- Programs of study must be designated by Manitoba Student Aid in order to be eligible for student financial assistance. Designation is a status assigned to a program at a designated post-secondary educational institution.

Actual Program Name

- If a student has changed faculties (For example the student submitted a Manitoba Student Aid application indicating an Arts 3 yr. program, but they are actually registered in a 4 yr. Science (BS) program) you may indicate this in the **Actual Program Name** field by correcting the program in the space provided.
- Please note that the **Actual Program Name** change function in ACE should not be used as a means to communicate with Manitoba Student Aid. Any changes to information within ACE stops the loan from processing, and causes a delay in the release of funding while the information is manually reviewed.

Note that the following are not eligible for student financial assistance

- **Co-Operative Programs:** Manitoba Student Aid will not fund students while in a co-op portion of a co-operative program. Students should be advised to contact Manitoba Student Aid if they are registered for a full term or session co-operative program as they should not include these dates in their study period.
 - Educational institutions should edit the Study Period to reflect co-operative terms or sessions.
- **Professional Training:** Students are **not** eligible for loans, grants or interest-free status when they are in practical training required to gain acceptance in a profession or trade, such as a **medical internship or residency**, a **dietetic internship**, or **legal articling** unless that training is part of the requirements to complete a degree, diploma or certificate from a designated educational institution.

Full Time Course Load (%)

- A student's **Course Load** is the number of courses, credits or hours a student is taking. For Manitoba Student Aid, the student's actual course load is expressed as a percentage of a full course load.
- For example, if a full course load for the student's program is 5 courses and they are enrolled in 3 courses, they would be in 60% of a full course load.
- Educational Institutions determine the number of courses, credits or hours that make up a 100% course load.
- No averaging of course loads between sessions or terms is permitted for Manitoba

Student Aid funding purposes. For example, a student taking 80% in one session and 40% in the following session is **not** considered to be enrolled as 60% for the Confirmation of Enrolment process.

Study Period

- For Manitoba Student Aid, the **Study Period** is the period used to determine the amount of Canada Student Loans Program and Manitoba Student Aid funding the student is eligible to receive.

Usually the student's Manitoba Student Aid study period is the normal school year for the post-secondary educational institution. It may include one or more terms or sessions.

- The study period is the time between the start date and end date specified in the student's application for student financial assistance. The minimum length of a study period is 12 weeks and the maximum length is 52 weeks. The start date is the first day of classes; the end date is the date of the final class or exam, whichever is later.
- Exception to the 12 week study period minimum: Students enrolled in university intersession or spring/summer courses may be eligible for student financial assistance.


Study Period Start Date and Study Period End Date

- The start date of a study period is the first day of classes.
- The end date is the last day of classes or the date of the last exam, whichever is later. See "Study Period."

Voluntary Withdrawal

- Voluntary Withdrawal
 - The action of a student who drops below full-time studies and formally withdraws from courses. This includes incomplete sessions/terms.
 - If the student stops attending classes, it is also considered a withdrawal.
 - If the student falls below 60% (40% for students with a verified permanent disability) of a full-time course load, the post-secondary institution is expected to report the student as withdrawn.
 - No averaging of course loads between sessions or terms is permitted for Manitoba Student Aid funding purposes. For example, a student taking 80% in one term and 40% in the following term is not considered to be enrolled as 60% for the Confirmation of Enrolment process.
- How do I report this on the Automated Confirmation of Enrolment (ACE) web module?
 - Select the student in the **Confirmation of Enrolment – Confirmation** screen.

- Input the **Student *Withdrawal Date*** in the **Confirmation of Enrolment - Confirmation Edit** screen.
- Click on the **Save** button to initiate the withdrawal review.

Manitoba 

Français | Site Map | Contact Government

Search for programs and online services

Automated Confirmation of Enrolment (ACE)

[ACE FAQ and User Guide](#)

manitoba.ca > Manitoba Student Aid > Confirmation of Enrolments [Change Password](#) | [Sign out](#)

Confirmation : MANITOBA STUDENT AID ACE SUPPORT **Welcome : Colin Kang**

Student : Support		SIN : *** ** 333	
Student Number (16 CHAR MAX)	Course Load (%)	Tuition Amount (CAD) and Compulsory Fees	Program Start Date
1000000	25	99999.99	01/01/2019
Program Name	Full/Part Time	Amount Direct To Institution (CAD)	Program End Date
Support Program	Part Time	90.00	12/30/2019
Actual Program Name (If different from above, must be 30 CHAR MAX)			Student Withdrawal Date
			04/09/2019

Tuition and Compulsory Fees

- Tuition and Compulsory fees must be reported in Canadian Dollars (CAD)
- Only Tuition and Compulsory fees should be added to this field. **Do not enter book costs.**
- Tuition is the fee payable for the instruction students receive from the post-secondary educational institution. Tuition fees may be based on the course weight (e.g., full or half-credit), the number of courses in which a student is enrolled or the length of the program.
- Compulsory Fees are fees charged at a post-secondary educational institution for education-related costs such as:
 - Co-op fees
 - Student activity fees
 - Athletic fees
 - Health services
 - Student union fees
 - Laboratory fees
 - Field placement
 - Technology (excluding computer purchase or lease fees)
 - Professional fees

- Manitoba Student Aid **does not** consider the following fees compulsory when determining the amount of student financial assistance a student is eligible to receive:
 - Confirmation fees
 - Parking
 - Late registration fees
 - Appeal fees
 - Fees for duplicate diplomas, ID cards, and/or fee receipts
 - Transcript fees
 - Special tests and/or exam fees (these costs may be allowed under professional/exam fees)
 - Local public transportation
 - Tangible items such as computers, articles of clothing or tools (these costs fall under the category of books and supplies), and
 - Optional fees (e.g. insurance) and fees that do not apply to all students (e.g. assessment fees).

What is the maximum that an institution can request for Tuition and Compulsory Fees?

The institution should report the total amount of Tuition and Compulsory Fees owed by the student for this program of studies (for the indicated Study Period Start and End Dates). Book costs should not be included.

ACE is an online portal where schools can provide enrolment information.

Unfortunately, it does not have the ability to retain information regarding the amount of funds that the school has already requested or the ability to determine if a school is requesting more than the total tuition cost. Therefore, the onus is on the school to keep track of how much money they are requesting/have requested, which should not exceed total tuition costs.

In the event that the school has received more than the total tuition amount, the school should refund the excess funds to the student and not to Manitoba Student Aid or National Student Loans Service Centre.

What if I do not have all of the student's information?

- If an educational institution does not have all of the information required to complete the student's confirmation of enrolment request it can update the student file in the **Confirmation of Enrolment - Confirmation Edit** screen and then press the **Save** button to save the information. The institution can return at a later time to update the file. Once the institution has completed the student file they would press the **Save and Submit** button.
- **Important Note:** Any saved changes to a student file will be lost if a new student confirmation of enrolment file is generated by Manitoba Student Aid. File updates can occur for a variety of reasons such as changes to the student's.

How long does a confirmation of enrolment request stay in the web module?

- A student's Confirmation of Enrolment file remains in the ACE module until certain conditions are met:
 - New or Saved: New or Saved files are replaced or deleted when a New student confirmation of enrolment file is generated by Manitoba Student Aid.
 - Submitted: Submitted files are converted to Archived files once the information from the ACE application has been transferred to Manitoba Student Aid.
 - Archived: Archived files are deleted one year after the student's study period end date.

Searching for Submitted and Archived student confirmation of enrolment files

- Once saved and submitted, a student's confirmation of enrolment file can be found in the **Submitted and Archived – Submitted Confirmations** screen

The screenshot shows the 'Confirmation Of Enrolments' page in the Manitoba Student Aid system. The page header includes the Manitoba logo and a search bar. The main content area displays the title 'Confirmation Of Enrolments' and a breadcrumb trail: 'manitoba.ca > Manitoba Student Aid > Confirmation of Enrolments'. There are links for 'Change Password' and 'Sign out'. Below this, it shows 'Confirmations : ABCD College' and 'Welcome : Jane Doe'. There are input fields for 'Last Name' and 'Student Number', along with 'SEARCH' and 'CLEAR SEARCH' buttons. A table with the following columns is visible: Last Name, Student Number, Program Name, Course Load (%), Full/Part Time, Program Start Date, Program End Date, Student Withdrawal Date, Tuition Amount (CAD), Amount Direct To Institution (CAD), and Status. The footer contains 'Accessibility', 'Disclaimer', 'Copyright', 'Privacy', and the Manitoba logo.

- The student's file will show a **Submitted** status until Manitoba Student Aid completes the processing of the student file.
- Once the student's confirmation of enrolment file has been processed by Manitoba Student Aid the file status will change to **Archived**.
- Archived student confirmation of enrolment files are available for viewing by the post-secondary educational institution one year from the student's study period end date.
- Note that student confirmation of enrolment files at the **Submitted** and **Archived** statuses are view only and cannot be edited.
- If additional changes to a student's confirmation of enrolment file is required, the changes should be emailed to Manitoba Student Aid at msa_ims@gov.mb.ca in the following format:

Subject: Change to Student Confirmation of Enrolment Information: <Institution Name>

This student's information has changed.

Required Information:

- Educational Institution Name:
- Student's Last Name:
- Student First Name:
- Student Number:
- Program Name:
- Course load %:
- Study Period Start Date (DD/MM/YYYY):
- Study Period End Date (DD/MM/YYYY):
- Student Withdrawal Date (DD/MM/YYYY):
- Other:

ACE User Name

Searching for student files in the Automated Confirmation of Enrolment (ACE) module

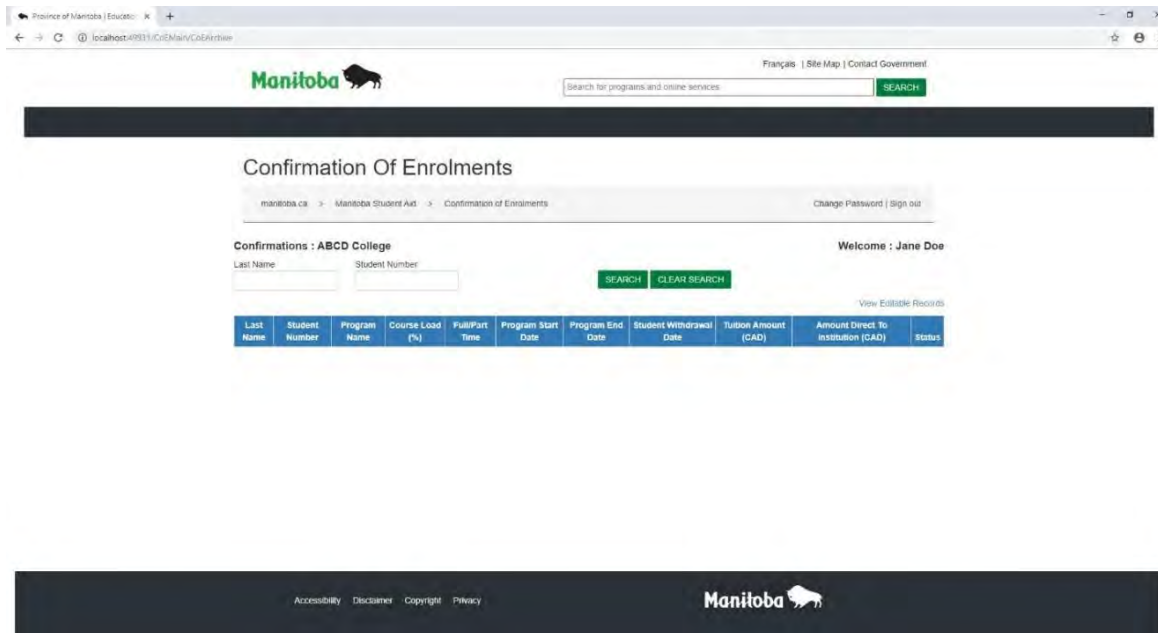
- ACE Institution Administrators and Institution Staff can search for student confirmation of enrolment files using the ACE **Search** function.
- The search function can be used to find student confirmation of enrolment files in the **New and Saved – Editable Confirmations** screen and **Submitted and Archived – Submitted Confirmations** screen.

The screenshot shows the Manitoba Education website interface. At the top, there is a search bar with the text "Search for programs and online services" and a "SEARCH" button. Below this, the page title is "Confirmation Of Enrolments". The breadcrumb trail shows "manitoba.ca > Manitoba Student Aid > Confirmation of Enrolments". There are links for "Change Password" and "Sign out".

The main content area shows "Confirmations : ABCD College" and "Welcome : Jane Doe". Below this, there is a search form with fields for "Last Name" (containing "doe"), "SIN", and "Student Number". There are "SEARCH" and "CLEAR SEARCH" buttons.

Below the search form, there is a table of student confirmations. The table has the following columns: Last Name, SIN, Student Number, Program Name, Course Load (%), Full/Part Time, Program Start Date, Program End Date, Student Withdrawal Date, Tuition Amount (CAD), Amount Direct To Institution (CAD), Status, and Edit.

Last Name	SIN	Student Number	Program Name	Course Load (%)	Full/Part Time	Program Start Date	Program End Date	Student Withdrawal Date	Tuition Amount (CAD)	Amount Direct To Institution (CAD)	Status	Edit
Doe	*** ** 895		Science	100	Full Time	Jan 01 2019	Sep 09 2019			\$0.00	New	Edit



- To search for a student confirmation of enrolment file in the **New and Saved – Editable Confirmations** screen the user enters the student’s Last Name, the final three numbers of the student’s Social Insurance Number (SIN) if available, and the Student Number and selects **Search**.
- To search for a student confirmation of enrolment file in the **Submitted and Archived – Submitted Confirmations** screen the user enters the student’s Last Name and the Student Number and clicks on **Search**.

Automated Confirmation of Enrolment (ACE) Student Enrolment File Status Definitions

- **New:** The student confirmation of enrolment file has not yet been updated since being received from Manitoba Student Aid.
- **Updated:** The student confirmation of enrolment file has been updated since being received but has not yet been submitted to from Manitoba Student Aid.
- **Submitted:** The student confirmation of enrolment file has been submitted but has not yet been received by Manitoba Student Aid. The file can no longer be edited.
- **Archived:** The student confirmation of enrolment file has been submitted and has now been received by Manitoba Student Aid. The file can no longer be edited.

Canadian Institutions


Can a designated Canadian post-secondary educational institution request a student's financial awards be paid directly to the institution for tuition and compulsory fees?

- Yes. A designated Canadian post-secondary educational institution can request that a student's funds be directed to the institution to pay outstanding tuition and compulsory fees.

What does Amount Direct To Institution (CAD) mean?

- The **Amount Direct To Institution (CAD)** field in the **Confirmation of Enrolment – Confirmation Edit** screen is where a Canadian institution can request direct payment of the student's funding to the institution to cover outstanding tuition and compulsory fees.

[Français](#) | [Site Map](#) | [Contact Government](#)



[ACE FAQ and User Guide](#)
[Change Password](#) | [Sign out](#)

Automated Confirmation of Enrolment (ACE)

manitoba.ca > Manitoba Student Aid > Confirmation of EnrolmentsChange Password | Sign out

Confirmation : MANITOBA STUDENT AID ACE SUPPORTWelcome : Colin Kang

Student : Support	SIN : *** ** 333		
Student Number (16 CHAR MAX) <input type="text" value="1000000"/>	Course Load (%) <input type="text" value="25"/>	Tuition Amount (CAD) and Compulsory Fees <input type="text" value="99999.99"/>	Program Start Date <input type="text" value="01/01/2019"/>
Program Name <input type="text" value="Support Program"/>	Full/Part Time <input type="text" value="Part Time"/>	Amount Direct To Institution (CAD) <input type="text" value="90.00"/>	Program End Date <input type="text" value="12/30/2019"/>
Actual Program Name (If different from above, must be 30 CHAR MAX) <input type="text"/>			Student Withdrawal Date <input type="text" value="04/09/2019"/>

The screenshot shows a web browser window displaying the Manitoba Student Aid website. The page title is 'Confirmation Of Enrolments'. The user is logged in as 'Jane Doe'. The form is for 'Confirmation : ABCD College'. It contains several input fields: Student Number (16 CHAR MAX), Course Load (%), Tuition Amount (CAD), Program Start Date, Program Name, Full/Part Time, Amount Direct To Institution (CAD), Program End Date, and Student Withdrawal Date. There are also buttons for 'SAVE AND SUBMIT THIS RECORD TO STUDENT AID', 'SAVE', and 'CANCEL'.

What is the maximum amount of funds an institution can request?

- Manitoba Student Aid will not forward funds greater than the student's current program tuition and compulsory fees.
- The amount payable to the institution is the lesser of
 - The payable amount requested by the institution, or
 - The maximum student funds available after the confirmation of enrolment

ACE is an online portal where schools can provide enrolment information.

Unfortunately, it does not have the ability to retain information regarding the amount of funds that the school has already requested or the ability to determine if a school is requesting more than the total tuition cost. Therefore, the onus is on the school to keep track of how much money they are requesting/have requested, which should not exceed total tuition costs.

In the event that the school has received more than the total tuition amount, the school should refund the excess funds to the student and not to Manitoba Student Aid or National Student Loans Service Centre.

Requested student funds for tuition and no payment received

- An institution may not receive the requested **Amount Direct To Institution (CAD)** for reasons such as the student's awards changed and there are no funds available.
- The institution can contact Manitoba Student Aid at msa_ims@gov.mb.ca to inquire why they did not receive the **Amount Direct To Institution (CAD)** funds.