

Purpose

If you have previous Ontario Student Assistance Program (OSAP) for Micro-credential assistance and you're back in school in a micro-credentials program or a part-time program, then you must ensure that your Micro-credential Student Loans are placed into interest-free status. When your Micro-credential Student Loans are in interest-free status, you don't have to make payments on the interest and principal.

Use this application so that the National Student Loans Service Centre (NSLSC) for OSAP Micro-credentials Program is notified that your Micro-credential Student Loans should be in interest-free status and that you're back in school in a micro-credential program or a part-time program. If your application is approved, your new study period dates (known as your "confirmed study period") for OSAP Micro-credentials will be provided to the NSLSC.

When to Use this Application

Use this application if all of the following apply to you:

1. You have outstanding Micro-credential Student Loans issued through OSAP.
2. You are not submitting an OSAP Application for Micro-credentials or an OSAP Application for Part-Time Students for your current study period.
3. You are now in or within 15 days of starting a micro-credential or part-time program that is approved for OSAP purposes.
4. You meet the following eligibility requirements for your school, program and study period length:

School

You can apply for interest-free status for your previous Micro-credential Student Loans if you are enrolled in a micro-credential or part-time program at a postsecondary school approved for OSAP purposes. Check out the lists of approved schools with part-time and/or micro-credential programs approved for OSAP purposes on the OSAP website at ontario.ca/osap.

Program and Study Period Length

To be considered for interest-free status, your micro-credential study period must be less than 12 weeks in length or your part-time program must be four to 52 weeks in length.

All aspects of your study period can be considered for interest-free status, as long as your micro-credential or part-time program is approved for OSAP purposes. For part-time programs, this includes co-op work terms and work placements.

In addition, if you're a part-time student and have previous OSAP for Part-Time Students Loans, you also need to submit a Canada Student Financial Assistance Program Confirmation of Enrolment Schedule 2 form in order to ensure that your part-time loans are placed into interest-free status.

When Not to Use this Application

If you're a part-time or full-time student with outstanding Micro-credential Student Loans and you are submitting an OSAP Application for Part-Time Students or OSAP Application for Full-Time Students, you are not required to submit a Continuation of Interest Free Status for Micro-credentials Application as you will automatically have your Micro-credential Student Loans put into interest-free status.

If you're a full-time student (at least 60% of a full course load or 40% for students with permanent disabilities or persistent or prolonged disabilities) with previous OSAP loans and you're not submitting an OSAP Application for Full-Time Students, then submit the Continuation of Interest-Free Status Full-Time Application to place your OSAP loans, including Micro-credential Student Loans, into interest free status. See the Continuation of Interest-Free Status Full-Time Application for additional information on which full-time programs can be considered for interest-free status. In addition, if you're a part-time student and have previous OSAP for Part-Time Students Loans, you also need to submit a Canada Student Financial Assistance Program Confirmation of Enrolment Schedule 2 form in order to ensure that your part-time loans are placed into interest-free status.

When to Apply?

The earliest you can apply is 15 days before the start of your study period.

Deadline

Your application package must be received no later than the end of your current study period.

Note: If you are also submitting the Canada Student Financial Assistance Program Confirmation of Enrolment Schedule 2 form, it is advised that your confirmation of enrolment for the new student loan funding be received by the NSLSC on or before the date you return to studies to ensure that your in-study interest-free status begins as of the study period start date.

How to Apply

Your application package is divided into three parts. You complete:

- Part 1 (Registration and Your Profile)
- Part 2 (Continuation of Interest-Free Status Application)
- Part 3 (Enrolment Confirmation) - Section C: Student Information only

Send all parts of your completed application package to the financial aid office at your school to complete Part 3 (Enrolment Confirmation) - Section D: Information from School and submit to the ministry.

How to Submit this Form

The quickest way to submit your form is to upload it to your OSAP account. Log into the OSAP website and go to your application to use the "Print or upload documents" button. Or, you can submit a paper copy as follows:

If you're going to a school in Ontario:

Send all parts of your completed form and any required documents to your school's financial aid office.

If you're going to a school outside of Ontario:

Forward Part 3 (Enrolment Confirmation) to your school for completion. Make sure they return the completed form to you. Send all parts of your completed application package to:

Student Financial Assistance Branch
Ministry of Colleges and Universities
PO Box 4500
189 Red River Road, 4th Floor
Thunder Bay, Ontario
P7B 6G9

What Happens After You Apply

Your financial aid office or the ministry will notify you if your application is denied.

If your application is approved, your existing Micro-credential Student Loans may be eligible to be placed into interest-free status. The National Student Loans Service Centre for OSAP Micro-credentials Program (NSLSC for OSAP Micro-credentials Program) will be notified of your new study period information. However, the information can still be rejected by the NSLSC for OSAP Micro-credentials Program if your loans are not in good standing (e.g., your payments are in arrears or your loans are in default).

Follow up with the NSLSC for OSAP Micro-credentials Program to verify the interest-free status period applied to your Micro-credential Student Loans.

If Your Study Period Status Changes

Your eligibility for interest-free status will be impacted if you withdraw from micro-credential or part-time studies.

If you're going to a school in Ontario:

You must notify your financial aid office immediately of any changes to your study period.

If you're going to a school outside of Ontario:

You must notify the ministry immediately of any changes to your study period.

Checking the Status of Your CIFS Application or Questions

If you're going to a school in Ontario:

Contact the financial aid office at your school for information on the status of your CIFS application or questions.

If you're going to a school outside of Ontario:

Contact the ministry at:

Student Financial Assistance Branch
Ministry of Colleges and Universities
PO Box 4500
189 Red River Road, 4th Floor
Thunder Bay, Ontario
P7B 6G9

General inquiry telephone service is available Monday to Friday, 8:30 AM – 4:30 PM (Eastern Time)

- Telephone: 807-343-7260.
- Toll-free in North America: 1-877-OSAP-411 or 1-877-672-7411
- TTY: 1-800-465-3958



Ministry of Colleges and Universities
Student Financial Assistance Branch

PART 1: Registration and Your Profile

OSAP user agreement

Before you can apply for financial assistance under the Ontario Student Assistance Program (OSAP), you must register as a new user. When you register, you will be asked to provide basic personal information for your personal profile on your OSAP account. This information includes your name, birthdate, gender, contact information, Social Insurance Number and other identification numbers, such as Ontario Education Number, if you have them. The necessary information will be used to create your OSAP Access Number (OAN). Your OAN will be your user identification for the OSAP website. If you want to use the OSAP website, you must visit your financial aid office to obtain a temporary password and your OAN. Otherwise, you can complete a OSAP Website: Forgot Password and/or OSAP Access Number form which is available on the OSAP website (ontario.ca/osap).

Collection, use and disclosure of personal information

Your personal information will be collected and used by the ministry, the National Student Loans Service Centre (NSLSC), your school, and other authorized agents in order to administer OSAP.

The Ministry of Colleges and Universities (ministry) may collect, use and disclose your personal information to administer OSAP under the authority of the *Ministry of Training, Colleges and Universities Act*, R.S.O. 1990, c.M. 19; R.R.O. 1990, Reg. 774; R.R.O. 1990, Reg. 775; O. Reg. 268/01; O. Reg. 282/13 and O. Reg. 70/17 made under the Act.

The Ministry will disclose your social insurance number, name, date of birth, and gender to Employment and Social Development Canada to verify that the personal information you have provided matches the personal information contained in the Social Insurance Registration Office.

When you apply for OSAP assistance, the information from your OSAP personal profile will be used to automatically populate your application. The ministry may ask you to enter additional information that may be added to your personal profile. Any subsequent OSAP application(s) that you submit will include information from your updated personal profile. The notice on the application will explain how the ministry intends to use and disclose all personal information requested as part of that application. If you have any questions about the collection, use or disclosure of your personal information you can contact the Director, Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, Thunder Bay, Ontario P7B 6G9 or call (807) 343-7260.

Consent to collection, use and disclosure of personal information

Your personal information is collected and can be exchanged with authorized agents in order to administer OSAP.

I agree that:

- The ministry can disclose my Social Insurance Number, name, date of birth, and gender to Employment and Social Development Canada to verify that the personal information I have provided matches the personal information contained in the Social Insurance Registration Office. This verification is solely for the purpose of confirming the accuracy of my identification information for the creation or subsequent updates to my personal profile.
- The information contained within my personal profile will be used as part of any OSAP application(s) that I submit.
- When I provide additional personal information in connection with an OSAP application, the information may be added to my personal profile. Any subsequent OSAP application(s) that I may submit will include information from my updated personal profile.
- The ministry and/or one of its authorized third party administrators such as financial aid office staff at a postsecondary school will have access to the information contained within my personal profile, and can change information based on direction that I provide (e.g. submitting a paper application with updated information).

Updates to Personal Profile Information

You are responsible to keep your personal profile information on your OSAP account up to date.

I agree that:

- I am responsible for ensuring that my personal profile information is up to date.
- I will update my personal profile information where there is a change to my personal information that I can update myself, such as an address change.
- I will request a change in writing to either the ministry, its contractors, agents, or other authorized third party administrators for personal information that I cannot update myself (for example, name change).
- I may be asked to provide documentation to the ministry, its contractors, agents, or one of its authorized third party administrators to support specific changes to information contained within my personal profile (for example, name change).

I have read and give my consent to the indirect collection and disclosure of my personal information and also understand and agree to the terms and conditions outlined above.

Signature of Applicant:

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Date:

Day Month Year

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Basic Personal Information

The information you provide will be verified against information contained in the Social Insurance Register to confirm the accuracy of your identification. If there is a problem with the verification of the information you provide, you will be contacted in writing by the ministry.

115 First name:

110 Last name:

155 Date of birth:

Day Month Year

160 Gender:

Male

Female

Other (for example, Trans, Non-Binary, Two-Spirit, Binary people and people who prefer not to disclose their gender identity).

Identifiers

Your Social Insurance Number (SIN) is your unique identifier. You require a valid SIN in order to apply for any of the OSAP aid programs. If you do not currently have a valid SIN, contact any Service Canada Centre office for information on how to obtain one.

100 Social Insurance Number (SIN):

107 Ontario Education Number (OEN):

OEN is a student identification number that is assigned by the Ontario Ministry of Education to elementary and secondary students across the province. This unique number identifies a student's school records and follows the student throughout their education.

This number is optional.

Contact information

In which language do you want your information?

English

French

Permanent Canadian address

Mandatory. If you don't have one, enter the address of a friend or relative living in Canada.

034 Street number and name, rural route, or post office box:

035 Apartment:

036 City, town, or post office:

037 Province:

038 Postal code (e.g., P0T2E0):

039 Area code and telephone number (e.g., 807-555-1512):

Mailing address

Is your mailing address the same as your permanent Canadian address?

Yes

No - provide your mailing address below.

120 Street number and name, rural route, or post office box:

125 Apartment:

127 Street number and name, rural route, or post office box:

135 Province or state:

130 City, town, or post office:

140 Postal code or zip code:

137 Country:

145 Area code and telephone number (e.g., 807-555-1512):

I authorize the ministry or one of its authorized users (e.g., financial aid office staff at a postsecondary school) to release to the person(s) named in this section any information provided for the purposes of administering the Ontario Student Assistance Program (OSAP), including information related to any funding I may apply for or have already applied for. This consent is valid for a five year period starting from when I submit this consent. I understand that I can either amend or revoke my consent for the person(s) named here or extend this consent for an additional five year period.

720 Signature of Applicant:

Date:

Day

Month

Year

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Additional information

453 Do you want to self-identify as Indigenous? In the context of this question, an Indigenous person in Canada is a person who identifies as First Nations (Status/Non-Status), Métis or Inuit.

Students that self-identify as Indigenous may be eligible for specific programs under OSAP.

- Yes - complete item 454
- No

454 Select the description(s) that you self-identify as:

- First Nation (Status/Non-Status)
- Métis
- Inuk (Inuit)
- I use an alternative term to describe my Indigenous ancestry and/or identity (e.g., Anishinaabe, Treaty 3).

Specify:

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455 Your postsecondary school may have additional funding available for Indigenous students. Indicate “Yes” if you would like OSAP to share your information with your school for the sole purpose of considering you for further financial support.

- Yes
- No



Continuation of Interest-Free Status Micro-credentials Application

Part 2: Application Form

OFFICE USE ONLY

Date received at FAO:
Day Month Year

Grid for date received at FAO

Institution Code:

Grid for institution code

Bar code:

Place bar code sticker here

No Bar code

Section A: School and Study Period Information

What courses/program are you enrolled in?

- A micro-credential quality-assured and ministry-approved program
- A part-time program

Program name:

Text box for program name

What is the start date of your study period? What is the end date of your study period?

For micro-credentials, your study period must be less than 12 weeks long. For part-time programs, your study period must be four to 52 weeks in length.

Day Month Year

Grid for start date

Day Month Year

Grid for end date

Name of school:

Text box for name of school

School Address

Street number and name, rural route, or post office box:

Grid for street address

Province or state:

Grid for province/state

City, town, or post office:

Grid for city/town/post office

Postal code or zip code:

Grid for postal code

Country:

Grid for country

Campus of school (if applicable):

Grid for campus of school

Student number from your school, if you know it:

Grid for student number

Section B: Application Agreement

Collection and use of personal information

Your personal information, including your Social Insurance Number (SIN), provided in connection with your student profile, this application, and any previous applications and financial assistance received will be collected and used by the Ministry of Colleges and Universities (ministry) to administer and finance the Ontario Student Assistance Program (OSAP). Your SIN will be used as a general identifier in administering OSAP. The ministry may use other parties for any of these activities. Under agreement with Employment and Social Development Canada (ESDC), the National Student Loans Service Centre (NSLSC) uses your personal information to administer OSAP. Under agreement with the ministry, your postsecondary institution and, where authorized by the ministry, its agents who administer OSAP and its auditors, use your personal information to administer OSAP.

Administration includes: determining your eligibility for financial assistance; verifying your application, including verifying the amounts and types of any other form of provincial government financial assistance; updating your OSAP profile; paying your financial assistance; verifying your financial assistance; determining whether you have Micro-credential Grant overpayments; considering any applications for review of determinations relating to your financial assistance, eligibility for relief from any payment or loan rehabilitation; auditing your file; assessing and collecting loans, Micro-credential Grant overpayments and repayments; enforcing the legislation set out below and your agreements with the ministry; and monitoring and auditing the NSLSC and your postsecondary institution or its authorized agents to ensure that they are administering the program appropriately. In addition, administration by the ministry includes public reporting on postsecondary education and training, including the administration and financing of student assistance programs and accessibility to, and affordability of, postsecondary education; planning, delivering, evaluating and monitoring student assistance programs for quality and improvements in both content and delivery; conducting risk management, error management, audit and quality assessment activities; conducting inspections or investigations; and conducting research related to postsecondary education and training, including all aspects of student assistance programs and accessibility to, and affordability of, postsecondary education and training such as developing key performance indicators on the aggregated Ontario Student Loan default rates of your postsecondary institution's students or for the purpose of evaluating or developing new programs. The ministry may also disclose your personal information to other ministries of the Ontario government for the purpose of conducting postsecondary education related research on behalf of the ministry. You may be contacted to participate in surveys related to postsecondary education and training. Financing includes: planning, arranging or providing funding of the program.

The ministry collects your personal information under the authority of the *Ministry of Training, Colleges and Universities Act*, R.S.O. 1990, c.M.19, as amended, R.R.O 1990, Reg. 774, R.R.O. 1990, Reg. 775, O. Reg. 268/01, O. Reg. 282/13, O. Reg. 70/17, and O. Reg. 768/20; s.10.1 of the *Financial Administration Act*, R.S.O. 1990, c.F.12, as amended; the *Canada Student Financial Assistance Act*, S.C. 1994, c. 28, as amended and the *Canada Student Financial Assistance Regulations*, SOR 95-329, as amended and s. 266.3(4) of the *Education Act*, R.S.O. 1990, c.E.2. If you have any questions about the collection or use of this information, contact the Director, Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario, P7B 6G9; 807-343-7260.

The ministry may use your personal information for the administration and enforcement of other applications you make to the ministry for financial assistance and of any OSAP application made by your spouse, any dependent children and/or your parent(s).

Consent to the indirect collection and disclosure of personal information

- I agree that until any OSAP assistance provided to me, including Micro-credential Student Loans, any Micro-credential Grant overpayments, any amounts of excess financial assistance received and any other required repayments of financial assistance are assessed and repaid, the ministry can, without limitation, indirectly collect and exchange personal information about me that is relevant to the administration and financing of OSAP with: Canada Revenue Agency (CRA); NSLSC; my postsecondary institution and its authorized financial administration agents and auditors; any financial institution I have identified to the ministry for the purposes of direct deposit and repayment of my financial assistance; any person, including my employer, who received government funding or income support that was for my benefit; bodies identified on this application by name or bodies that administer programs identified on this application; persons or bodies, including government bodies within and outside Canada, that administer any form of financial assistance and that may have information about any of my sources of income, assets or residency or any defaults in repayment of a loan, grant or award made by a government body; other parties used by the ministry to administer and finance OSAP; Ontario's Ministry of Finance and collection agencies operated or retained by the Ontario government; and consumer reporting agencies.
- I agree that the ministry may exchange my personal information with the Ministry of Finance for the purpose of collecting on my Micro-credential Student Loans, and on Micro-credential Grant overpayments, where I am in default of my obligation to repay the Micro-credential Student Loans or the Micro-credential Grant overpayment.

Applicant's declaration

- I have given complete and true information on this form.
- I understand that I am responsible for providing all required supporting documentation as indicated on my application or as directed by my financial aid office or the ministry.
- I understand that I am responsible for promptly notifying my financial aid office or the ministry of changes to any information I have provided in my personal profile or application and my financial institution, or of changes to my address and/or financial, academic, family, and/or period of study status. I will communicate any changes in information by updating my account on the OSAP website or in writing to my financial aid office or the ministry.
- I understand that a change in my period of study may accelerate the date on which I will be required to begin repayment of my student Micro-credential Student Loan(s) and may affect my eligibility and the type and amount of assistance I am entitled to receive. I understand that information I provide will be verified and the ministry may also conduct audits and investigations.
- I understand that any change to the information I provide and any change resulting from verification and audit will result in a reassessment.
- I understand that if my application is reassessed, it may affect my eligibility and the type and amount of financial assistance under OSAP.
- If I received financial assistance in excess of my entitlement, I will be responsible for the repayment of the amount of excess financial assistance received and I acknowledge that any future amount of financial assistance I am entitled to receive may be reduced by the amount owed.
- I understand that I can withdraw any required consent I have given by writing to the Director, Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario, P7B 6G9, at any time before I accept financial assistance. I understand that if I withdraw any of my required consents it will affect my eligibility for and the type and amount of financial assistance.

Your declaration (continued)

- I understand that if I fail to provide complete and true information; fail to promptly notify my financial aid office or the ministry through my account on the OSAP website or in writing of changes to my financial institution or any changes to my address and/or financial, academic, family, and/or period of study status; or fail to fulfil any obligations respecting the repayment of any loan or overpayment, the ministry may restrict me from receiving financial assistance in the future, including the Ontario Student Opportunity Grant, and may take legal action and may require me to repay any financial assistance that I received. I further understand that it is an offence to knowingly provide false information for the purpose of obtaining or receiving OSAP assistance. If convicted, I may be liable for a fine of up to \$25,000 and one year in prison.

I have read and understood all parts of this section, including the notice of collection, use and disclosure of my personal information, and my signature attests to my consent to the indirect collection, use and disclosure of my personal information and that my declaration is complete and true.

Signature of Student:

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Date:

Day	Month	Year																																								
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Part 3: Enrolment Confirmation

Instructions for Student

Complete Section C only. Then send this form to your school for completion. See section, "How to Apply" on page 2 of the application instructions.

Section C: Student Information

Student number at your school:

Ontario Education Number (OEN):

First name:

Last name:

Street number and name, rural route, or post office box:

Apartment:

City, town, or post office:

Province or state:

Postal code or zip code:

Country:

Area code and telephone number:

Section D: Information from School

Instructions for School Official

Complete this form only if the student is enrolled at your school. In addition, the earliest you can complete and sign this form is 15 days before the start of the student's study period.

Student's first name:

Student's last name:

School name:

Institution code:

Section D: Enrolment Confirmation (cont'd)

What is the school address?

Street number and name, rural route, or post office box:

City, town, or post office:

Province or state:

Country:

Postal code or zip code:

What is the name of the student's program?

What are the start and end dates of the student's study period?

Important: The study period information entered for micro-credential programs must be less than 12 and for part-time programs must be between four and 52 weeks.

Study period start date:

Day Month Year

Study period end date:

Day Month Year

What courses/program are you enrolled in?

- A micro-credential quality-assured and ministry-approved program
- A part-time program

Institution stamp or seal:

Note: if an institution stamp or seal cannot be provided on the form, please attach a letter on official school letterhead confirming why one was not provided.

Official's name:

Official's title:

Area code and telephone number:

Email address:

Declarations

I declare that:

- the above-named student is enrolled at this school.
- the information provided on this form is complete and true and I am authorized to provide this information on behalf of the institution.
- I am completing and signing this form no earlier than 15 days before the start of the student's study period indicated.
- If the information I have provided changes (e.g., student withdraws) I will promptly notify the ministry in writing of this change using the Student Activity Update form available on the OSAP website (ontario.ca/osap).

Signature of school official:

Date:

Day Month Year