

## Purpose

Use this form to request a review of the living allowance used in the assessment of your **2023-24 OSAP Application for Full-Time Students**.

You can apply for a review of your living allowance for your study period if one or more of the following situations apply to you:

- You are a single dependent student for OSAP purposes, don't live in your parent's home or in a home owned by them during your 2023-24 study period, and your parents live within 30 km of the school you are attending;
- You are a single independent student for OSAP purposes **and** you live with your parent(s) during your 2023-24 study period **and** you pay them room and board or rent;
- You are a married student for OSAP purposes but you and your spouse don't live together during your study period due to the location of your school or your spouse's employment.

Note:

- Before you complete this form, you must have already submitted a **2023-24 OSAP Application for Full-Time Students**.
- If you live at home **and** share living costs with your parent(s), contact your financial aid office to determine whether you would be eligible for a review of your living costs.

## Required documents

You must provide documentation to support your review request. See **Section B: Review request details** for the type of documentation you must provide for the situation that applies to you.

## How to submit this form

You can upload your completed form online. Log into the OSAP web site and go to your application to use the "Print or upload documents" button. Or, you can submit your paper copy as follows:

### **If you're going to a school in Ontario:**

Send this completed form and your required document(s) to your school's financial aid office.

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

Send this completed form and your required document(s) to: Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario P7B 6G9.

## Deadline

This form and all required documents must be received by your financial aid office or the ministry no later than 40 days before the end of your 2023-24 study period.

## Questions?

### **If you're going to a school in Ontario:**

Contact the financial aid office at your school.

### **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

**Section A: Student's information**

**Student's personal information**

**Social Insurance Number:**

**Ontario Education Number (OEN), if assigned:**

**Last name:**

**First name:**

**Student's mailing address**

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

**Apartment:**

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

**Postal code or zip code:**

**City, town, or post office:**

**Province or state:**

**Country:**

**Area code and telephone number:**

**Information about student's school and program**

**What is the name of the school you plan to attend or are currently attending for your 2023-24 study period?**

**Student number at your school:**

**What are the start and end dates of your 2023-24 study period?**

**From:**

Month Year

**To:**

Month Year

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## Section B: Review request details

Indicate the reason for your review request. If your situation is not listed here, contact your financial aid office or the ministry before completing this form. See the section, "Questions?" on page 2 for contact details.

All of the reviews below require supporting documentation. Note the following:

- You and your parent(s) or spouse (if applicable) must sign and date any letters you provide with this review request.
- Include your name and student number on all documentation provided.
- You may be required to provide additional documentation based on the information you provide with this request.

### Reason for review (check all that apply)

#### Reviews for single dependent students:

- I am considered a single dependent student for OSAP purposes. During my 2023-24 study period:
- I am not living with my parent(s), even though they live within 30 km of the school I am attending, and
  - I am not living in a home or residential building owned by my parents.

#### Required documentation:

- A letter signed and dated from you that indicates the address where you are living during your 2023-24 study period. If you moved during this study period, include your previous address(es) and the date you moved;
- For each address you lived at during your 2023-24 study period: A copy of your lease agreement that indicates the address and date you moved to that address;
- If you live in residence, provide a copy of your residence agreement.

#### Reviews for single independent students:

- I am considered a single independent student for OSAP purposes. During my 2023-24 study period:
- I live with my parent(s), and
  - I pay them room and board or rent as a condition of living at home.
  - I pay \$  a month to my parents for room and board.

#### Required documentation:

- A letter signed and dated from you stating that you live with your parents during your 2023-24 study period and that you must pay them either room and board or rent as a condition of living at home.
- Proof of the amount of room and board or rent payments that you will make to your parents for your study period showing the financial transfers that occurred between you and your parent(s) for at least two months (for example, bank statements or electronic funds transfers). Receipts will not be accepted as proof.

- If using bank statements, the statements must show the withdrawals from the student's bank statement and deposits in parent's bank statement;
- If using proof of electronic transfers, proof must show the date and amount of the transfers and recipient of the transfers, as well as proof that the transfers were deposited/accepted by your parents, such as an email notification generated by your bank.
- A letter signed and dated by your parent(s) that confirms:
  - you live with them during your 2023-24 study period;
  - when and why this living arrangement began; and
  - the total amount of room and board or rent payments they will collect from you during your 2023-24 study period.

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**Reviews for married students:**

- I am considered a married student for OSAP purposes. I am unable to live with my spouse during my 2023-24 study period due to reason selected:**
- I moved to attend postsecondary studies. Our permanent residence, where my spouse continues to live, is more than 30 km from the school I am attending.**
- My spouse's employment requires them to live in a community that is more than 30 km from our permanent residence. My spouse's employer is not covering my spouse's living costs.**

**Required documentation:**

- Lease/Rental Agreement indicating your (or your spouse's) new address.
- One of the following (as applicable):
  - A letter from you indicating that you are residing away from your spouse during your study period and the reasons why your spouse did not relocate; or
  - A letter from your spouse indicating that their employment requires them to live away from you during the study period and a letter from their employer confirming the location of employment and that the employer is not covering any living costs.

**Section C: Student 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 this form or as directed by my financial aid office or the ministry.
- I understand that if my application is reassessed based on the information I have provided for this review it may affect my eligibility and the type and amount of financial assistance I may receive.
- 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 any grants that I receive may be converted into loans if I do not meet the terms and conditions of the Ontario Student Grant in the Ontario Student Grants and Ontario Student Loans Regulation under the *Ministry of Training, Colleges and Universities Act* and the terms and conditions of the Canada Student Grant in the Canada Student Financial Assistance Regulations under the *Canada Student Financial Assistance Act*.
- I understand that I am bound by the Declarations I signed on my 2023-24 OSAP Application for Full-Time Students.

Note: if you are completing this form electronically, use the “Fill & Sign” feature or “Digital ID” in Adobe Reader or your PDF program to add your signature.

**Signature of student:**

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**Date:**

Day      Month      Year

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Your personal information will be used to administer and finance the Ontario Student Assistance Program (OSAP) as set out in the notice of Collection and Use of Personal Information on your OSAP application and in accordance with the consents you signed on your OSAP application. The Ministry of Colleges and Universities administers and finances OSAP under the legal authority set out on your OSAP application. If you have any questions about the collection, use and disclosure of your personal information, contact the Director, Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, Thunder Bay, Ontario P7B 6G9; 807-343-7260.