



**Ontario Student Assistance Program**

**2023-24**

# **OSAP Application for Part-Time Students**

- For students taking between 20% to 59% of a full course load
- For programs starting anytime between August 1, 2023 and July 31, 2024

## Purpose

This application form is used to determine your eligibility and amount of funding available to you through these programs:

- Part-Time Canada Student Loan Program
- Canada Student Grant for Part-Time Studies
- Canada Student Grant for Part-Time Students with Dependents
- Canada Student Grant for Persons with Permanent Disabilities
- Ontario Part-Time Grant

## Who can use this application?

You can use this application if you are:

- Taking between 20% and 59% of a full course load;
- Taking a program that starts anytime between August 1, 2023 and July 31, 2024;
- Enrolled in a program with a study period of 4 to 52 weeks in length;
- Going to a postsecondary school that is approved for OSAP purposes. Go to the OSAP website ([ontario.ca/osap](http://ontario.ca/osap)) and select “Approved schools” to find out if your school is approved for OSAP; and
- An Ontario resident who is a Canadian citizen, permanent resident or protected person.

## Instructions

Follow the instructions below to ensure that your OSAP Application for Part-Time Students is processed without delay.

### Step 1: Application form

Complete and sign all required sections of this application form. Definitions are provided at the end of this package and are identified throughout the application. A complete application includes the following:

- All pages of the application form.
- Your (and your spouse’s, if applicable) signed Consents, Declarations and Signature pages.

### Step 2: Required documents

Documents may be required to support the information that you provided in the application. If documentation is required, the question will be labelled accordingly. You can find complete details about required documents after the application form.

### Step 3: Program Information Form

If you are going to school outside of Ontario, you must send the Program Information Form (PIF) that appears on page 26 to your school.

- As the completed PIF must be included as part of your application package, you must request that the school return the form to you.

## Step 4: Submit your application

Send your application to:

- **If you're going to school in Ontario**, send your completed application, along with your required supporting documentation, to the financial aid office at the school that you will be attending. You do not need to complete the Program Information Form as the school's financial aid office will provide your program and study period costs to the ministry electronically.
- **If you're going to school outside of Ontario**, send your completed application, along with your required supporting documentation and Program Information Form to:

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 Standard Time)

Telephone: 807-343-7260.

Toll-free in North America: 1-877-OSAP-411 or 1-877-672-7411

TTY: 1-800-465-3958

## Deadlines

Ensure you meet the application and documentation deadline dates:

- **Study periods that are up to 20 weeks long:**  
Your application and supporting documentation must be received by your school's financial aid office or the ministry no later than 40 days before the end of your study period.
- **Study Periods that are 21 weeks or longer:**  
Your application must be received by your school's financial aid office or the ministry no later than 60 days before the end of your study period. Supporting documentation must be received no later than 40 days before the end of your study period.

## What's Next

Your application will be processed to ensure that all information is complete and valid. Some of the information that you provide (e.g. name and income) will be verified with third parties.

The ministry will mail you information about the status of your application. To stay up-to-date on the latest status of your OSAP account, you can check online at [ontario.ca/osap](http://ontario.ca/osap). To access your online account, you'll need your OSAP Access Number (OAN) and password. If you don't know your OAN and/or password, you can do one of two things:

- Go to, or book a videoconference appointment (if available) with, a financial aid office at any public college or university in Ontario to get your OAN and/or a temporary password. You must present proof of your Social Insurance Number (SIN) and government-issued photo identification to confirm your identity; or
- Complete the "OSAP Website: Forgot Password and/or OSAP Access Number" form to get your OAN and/or a temporary password by mail. This form is available on the OSAP website under the "Forms" section.

## Questions?

Information about OSAP is available at [ontario.ca/osap](http://ontario.ca/osap). You can also get help from your financial aid office. Refer to Step 4 for details on who you should contact.

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Ministry of Colleges and Universities  
Student Financial Assistance Branch



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## **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](http://ontario.ca/osap)).

### **Collection, use and disclosure of personal information**

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

The 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.

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**Consent to collection, use and disclosure of personal information**

Your personal information will be collected and used by the ministry, NSLSC, your school, and other 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 of and 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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Grid for Social Insurance Number

**PART 2: Application form**

OFFICE USE ONLY

**Date received at FAO:**

**Institution code:**

Day Month Year

Grid for Date received at FAO

Grid for Institution code

**Section A: School you plan to attend**

**What is the name of the school you plan to attend (e.g. York University)?**

Grid for school name

**What is the address of the school you plan to attend?**

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

Grid for street address

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

Grid for city/town/post office

**Province or state:**

Grid for province/state

**Country:**

Grid for country

**Postal code/zip code:**

Grid for postal code/zip code

**What is the campus of the school you will be attending (if applicable)?**

Grid for campus name

**Student number at your school, if you know it:**

Grid for student number







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## Section E: Financial information

Enter amounts in dollars only. Do not enter cents or use periods or commas. If the amount is not applicable or negative, enter zero (0).

### Income received in 2022

**What is your total income from line 15000 of your 2022 Canadian income tax return?**

If you didn't file a return, enter an estimate. If you entered amounts in line 11700 and/or 21000 on your return, subtract those amounts from line 15000.

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See Required documents section.

### Previous funding information

**Have you ever studied part-time and received a grant and/or a loan for those studies?**

See "Part-time studies" in the Definitions section.

Yes

No

**If "Yes", did you pass all of your courses when you last received Part-Time OSAP funding?**

Yes - See Required documents section.

No

**If "No", since you last received Part-time OSAP funding, have you successfully passed a self-funded term?**

Yes - See Required documents section.

No - You are not eligible for part-time funding because you did not pass all of the courses in your most recent part-time study period. To be considered for part-time funding from OSAP in the future, you must successfully complete one semester of part-time studies funded through your own resources. Contact your financial aid office for further details.

**Have you received a Part-Time Canada Student Loan that you have not yet fully repaid?**

See "Part-time studies" in the Definitions section.

Yes

No

**If "Yes", what is the total outstanding balance to be repaid on your part-time loan(s)?**

See "Total principal" in the Definitions section.

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Grid for Social Insurance Number

**Child 2**

**First name:**

Grid for Child 2 First Name

**Last name:**

Grid for Child 2 Last Name

**Date of birth:**

Month Day Year

Grid for Child 2 Date of Birth

**Weekly child care costs during your in-class hours only:**

Grid for Child 2 Weekly Child Care Costs

See Required documents section

**Child 3**

**First name:**

Grid for Child 3 First Name

**Last name:**

Grid for Child 3 Last Name

**Date of birth:**

Month Day Year

Grid for Child 3 Date of Birth

**Weekly child care costs during your in-class hours only:**

Grid for Child 3 Weekly Child Care Costs

See Required documents section

**Child 4**

**First name:**

Grid for Child 4 First Name

**Last name:**

Grid for Child 4 Last Name

**Date of birth:**

Month Day Year

Grid for Child 4 Date of Birth

**Weekly child care costs during your in-class hours only:**

Grid for Child 4 Weekly Child Care Costs

See Required documents section



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## Section H: Consents, declarations and signature of spouse

### Collection and use of personal information

Your personal information, including your Social Insurance Number (SIN), provided in connection with the applicant's application and award of financial assistance, including 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) and by Employment and Social Development Canada (ESDC) to administer and finance the Canada Student Financial Assistance Program (CSFA Program). The ministry and ESDC may use other parties for any of these activities. Under agreement with ESDC, the National Student Loans Service Centre (NSLSC) uses your personal information to administer OSAP and CSFA Program. Under agreement with the ministry, the applicant's postsecondary institution and, where authorized by the ministry, its agents who administer OSAP and its auditors, use your personal information to administer OSAP and CSFA Program.

Administration includes: determining eligibility for financial assistance; verifying this application, including verifying the amounts and types of any other form of provincial or federal government financial assistance; updating the applicant's OSAP profile; paying the applicant's financial assistance; verifying the applicant's financial assistance, any relief granted from any payment the applicant is required to make and any loan rehabilitation; determining whether to convert any of the applicant's grants into student loans; considering any applications for review of determinations relating to financial assistance, eligibility for relief from any payment or loan rehabilitation; auditing the applicant's file; assessing and collecting loans, overpayments, and repayments; enforcing the legislation set out below and the applicant's agreements with the ministry and ESDC; and monitoring and auditing the NSLSC and the applicant's postsecondary institution or its authorized agents to ensure that they are administering the programs appropriately. In addition, administration by the ministry and ESDC 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, including establishing and monitoring the minimum amount of student aid the applicant's postsecondary institution is required to provide under the Student Access Guarantee, if applicable; conducting risk management, error management, audits 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 the applicant's postsecondary institution or for the purposes of evaluating or developing 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 programs.

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, O. Reg. 70/17 as amended; 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, the *Apprentice Loans Act*, S.C. 2014, c.20, s.483, 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.



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**Spouse's consent to the indirect collection and disclosure of information from income tax returns**

I authorize the Canada Revenue Agency (CRA) to provide to the ministry, identifying and income and expense information about me ("the information"), from its tax records. The information will be used solely for the purpose of determining the applicant's entitlement to, and collecting overpayments of, financial assistance under the Ontario Student Assistance Program (OSAP). The ministry will not disclose the information to any person or organization without my written consent, except to the applicant or where authorized by or where required by law. The ministry administers OSAP under the authority of the *Ministry of Training, Colleges and Universities Act*, R.S.O. 1990, c. M.19, as amended, O. Reg. 70/17 as amended; 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, the *Apprentice Loans Act*, S.C. 2014, c. 20, s. 483, as amended, and s. 266.3(4) of the *Education Act*, R.S.O. 1990, c. E.2. This consent applies to the 2022 taxation year and to any subsequent taxation year for which assistance is requested and my information is required.

**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 spouse:**

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**Date:**

Day      Month      Year

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## **Section I: Consents, instruction, declarations and signature of student**

### **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) and by Employment and Social Development Canada (ESDC) to administer and finance the Canada Student Financial Assistance Program (CSFA Program). Your SIN will be used as a general identifier in administering OSAP. The ministry and ESDC may use other parties for any of these activities. Under agreement with ESDC, the National Student Loans Service Centre (NSLSC) uses your personal information to administer OSAP and CSFA Program. 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 and CSFA Program.

Administration includes: determining your eligibility for financial assistance; verifying your application, including verifying the amounts and types of any other form of provincial or federal government financial assistance; updating your OSAP profile; paying your financial assistance; verifying your financial assistance, any relief granted from any payment you are required to make and any loan rehabilitation; determining whether to convert any of your grants into student loans; 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, overpayments and repayments; enforcing the legislation set out below and your agreements with the ministry and ESDC; and monitoring and auditing the NSLSC and your postsecondary institution or its authorized agents to ensure that they are administering the programs appropriately. In addition, administration by the ministry and ESDC 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, including establishing and monitoring the minimum amount of student aid your postsecondary institution is required to provide under the Student Access Guarantee, if applicable; conducting risk management, error management, audits 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 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 programs.

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, O. Reg. 70/17 as amended; 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, the Apprentice Loans Act, S.C. 2014, c.20, s.483, 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).









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**Consent to the indirect collection and disclosure of information from income tax returns**

I authorize the Canada Revenue Agency (CRA) to provide to the ministry, identifying and income and expense information about me (“the information”), from its tax records. The information will be used solely for the purpose of determining my entitlement to, and collecting overpayments of, financial assistance under the Ontario Student Assistance Program (OSAP). The ministry will not disclose the information to any person or organization without my written consent, except where authorized by or where required by law. The ministry administers OSAP under the authority of the *Ministry of Training, Colleges and Universities Act*, R.S.O. 1990, c. M.19, as amended, O. Reg. 70/17 as amended; 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; the *Apprentice Loans Act*, S.C. 2014, c. 20, s. 483, as amended and s. 266.3(4) of the *Education Act*, R.S.O. 1990, c. E.2. This consent applies to the 2022 taxation year and to any subsequent taxation year for which assistance is requested.

**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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**First name:**

**Last name:**

**Student number at your school:**

**Student information (continued)**

**Student's mailing address**

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

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

**Apartment:**

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

**Province or state:**

**Country:**

**Postal code or zip code:**

**Area code and telephone number:**

First name:

Last name:

Student number at your school:

**Student's 2023-24 program information****1. Is the program considered a residency or internship program?**

- Yes - program is not eligible for OSAP. Stop here and return form to student.
- No - go to next question.

**2. For schools in Canada, is the student's program approved for Canada Student Loan by the province or territory the school is located in?**

- Yes - go to next question.
- No - program is not eligible for OSAP. Stop here and return form to student.

**3. What is the name of the student's program?****4. What is the start date of the student's 2023-24 study period?**

Day Month Year

**5. What is the end date of the student's 2023-24 study period?**

Note: The end date cannot be more than 52 weeks from study period start date.

Day Month Year

**6. What is the total number of weeks in the student's 2023-24 study period?**

The number entered cannot exceed 52 weeks. Do not include non-education related time, such as intersession or holiday breaks.

**7. What percentage of a full course load will the student be taking?** %**8. Does the student's program lead to a degree, diploma, or certificate issued by your school?**

- Yes
- No - student is not eligible for OSAP.

First name:

Last name:

Student number at your school:

**Student's 2023-24 program information (continued)****9. How many courses is the student taking in-class?****10. How many courses is the student taking online, through correspondence or distance education?****11. What is the student's level of study?**

- Diploma
- Certificate
- Bachelor's degree
- Master's degree
- Doctoral degree

**12. What is the faculty or division of the student's program?**

- |   |  |
|---|--|
| <input type="checkbox"/> Administration/Business      | <input type="checkbox"/> Health sciences |
| <input type="checkbox"/> Agriculture/Related sciences | <input type="checkbox"/> Law             |
| <input type="checkbox"/> Arts/Sciences                | <input type="checkbox"/> Medicine        |
| <input type="checkbox"/> Community service/Education  | <input type="checkbox"/> Theology        |
| <input type="checkbox"/> Dentistry                    | <input type="checkbox"/> Trades          |
| <input type="checkbox"/> Engineering/Technology       |  |

**Student's Study Period Costs**

Provide the costs for the student's study period entered on this form. Enter all amounts in Canadian dollars only; don't indicate cents.

**13. What are the tuition fees for the student's 2023-24 study period?**

Don't include residence fees, book or equipment costs or computer purchase or rental costs.

\$

First name:

Last name:

Student number at your school:

**Student's 2023-24 program information (continued)****14. What are the compulsory fees for the student's 2023-24 study period?**

Don't include residence fees, book or equipment costs or computer purchase or rental costs.

\$ **15. What are the book and equipment costs for the student's 2023-24 study period?**

Don't include computer purchase or rental costs.

\$ **School information**

School name:

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

Province or state:

City, town, or post office:

Postal code or zip code:

Country:

Area code and telephone number:

Institution stamp or seal:

**First name:**

**Last name:**

**Student number at your school:**

**School declaration**

**Official's name:**

**Official's title:**

**Area code and telephone number:**

**Email address:**

I declare that the information provided on this form is complete and true and I am authorized to provide this information on behalf of the institution.

**Signature of school official:**

**Date:**

Day    Month    Year

**Blank page**



## Required documents

Documentation is required to support the information that you entered in the application. There are 2 types of documents:

- Documents that you have to provide (e.g. proof of income).
- Forms that you have to complete (e.g. Verification of a Disability). A personalized form may be mailed to you. Forms referenced below can also be printed from the OSAP website ([ontario.ca/osap](http://ontario.ca/osap)) under the “Forms” section.

If you have difficulty obtaining the required documents, contact your financial aid office for assistance.

### Deadline date:

If your study period is:

- up to 20 weeks long, you must submit your application and supporting documents no later than 40 days prior to the end of your study period.
- 21 weeks or longer, you must submit your application no later than 60 days before the end of your study period and supporting documents no later than 40 days prior to your study period end date.

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## Part 1: Registration and your profile

### Proof of date of birth:

If you indicated that you are under the age of 11 you must provide a copy of your birth certificate.

### Verification of a permanent disability

You must provide a completed OSAP Disability Verification Form. This form can be found at [ontario.ca/osap](http://ontario.ca/osap) by clicking on the “Forms” link. Ensure you click on the correct academic year (i.e., 2023-24) at the top left corner of the “Forms” page before searching for the “OSAP Disability Verification Form”. Details about the documentation you must provide and how it should be provided are listed on the form.

Note: if you are applying for OSAP for Full-Time or Part-Time studies and are eligible for the Canada Student Grant for Students with Disabilities, the grant will not be issued until your OSAP Disability Verification Form has been approved by your financial aid office.

### Verification of a persistent or prolonged disability

- **Initial proof of persistent or prolonged disability status:** For the first academic year during which you are applying for funding and self-identify as a student with a persistent or prolonged disability, you must provide the OSAP Disability Verification Form. This form can be found at [ontario.ca/osap](http://ontario.ca/osap) by clicking on the “Forms” link. Ensure you click on the correct academic year (i.e., 2023-24) at the top left corner of the “Forms” page before searching for the “OSAP Disability Verification Form” (the form should reference “persistent or prolonged disability”). Details about the documentation you must provide and how it should be provided are listed on the form.
- **Subsequent attestation of persistent or prolonged disability status:** For subsequent academic years during which you are applying for funding, you must provide an attestation confirming that you still have the same persistent or prolonged disability (and functional limitations) as originally verified to remain eligible for annual disability-related benefits like the Canada Student Grant for Students with Disabilities.

- If you attest in subsequent academic years to no longer having a continued persistent or prolonged disability (and functional limitations) as originally verified, you will need to contact your financial aid office to request a change to your disability status.

Note: If you are applying for OSAP for Full-Time or Part-Time studies and are eligible for the Canada Student Grant for Students with Disabilities, the grant will not be issued until your OSAP Disability Verification Form has been approved by your financial aid office and/or you have provided an attestation confirming that you still have the same persistent or prolonged disability (and functional limitations) as originally verified.

**Proof of citizenship:**

The following documentation is required based on your response to your current citizenship status:

**Permanent resident:**

You must provide a copy of the front and back of your Permanent Resident Card. If you don't have one, provide a copy of one of the following documents:

- Record of Landing (IMM 1000) or earlier document, such as a Canadian Immigrant Information Card
- Confirmation of Permanent Residence
- Verification of Status

**Protected Person:**

You must provide a valid copy of your temporary Social Insurance Number (SIN) card and a valid copy of one of the following documents:

- Verification of Status; or
- Notice of Decision issued from the Immigration and Refugee Board; or
- Protected Persons Status Document (issued prior to January 1, 2013); or
- Refugee Travel Document.

## **Part 2: Application form**

### **Section D: Ontario residency**

**If you selected the response, “I live in Ontario and none of the previous statements apply to me”:**

You are not a resident of Ontario. To have your residency reviewed, provide the following documentation:

- A letter of refusal from the province or territory in which you most recently resided indicating that you are not eligible for financial assistance from the student financial assistance program operated by that province or territory.

### **Section E: Financial information**

#### **Proof of 2022 income:**

- You must provide a copy of your 2022 proof of income statement issued by Canada Revenue Agency (CRA). This statement can be either your 2022 Notice of Assessment or your 2022 Proof of Income Statement from CRA. If you did not file a 2022 Canadian Income Tax Return with CRA, provide a signed and dated attestation confirming:
  - you did not file a 2022 tax return; and
  - the amount of Canadian taxable income that you received in 2022 (the attestation is required even if you did not earn any income in 2022 and must include a statement that you earned \$0 in income from all sources in 2022).

#### **If you previously received a grant and/or loan for part-time studies:**

You must provide a transcript of your marks for your most recent part-time study period that you received a grant and/or part-time loan.

#### **If you (and your spouse, if applicable) had no income in 2022:**

You must provide an explanation of how you are paying for your daily living costs (e.g. housing, food, utilities, etc.). You must sign and date your letter.

### **Section F: Children information**

#### **If the weekly child care cost for any one child is greater than \$200 dollar:**

You must provide proof of the hourly rate you are paying for child care for each of your children during your in-class hours.

Documentation must include the following:

- a signed statement from your child care provider or a copy of your child care agreement indicating that the child is in their care, and
- the hourly rate paid for each of your children in their care.

### **Section G: Spouse information**

#### **Proof of spouse's income:**

- You must provide a copy of your spouse's 2022 proof of income statement issued by Canada Revenue Agency (CRA). This statement can be either their 2022 Notice of Assessment or their 2022 Proof of Income Statement from CRA. If your spouse did not file a 2022 Canadian Income Tax Return with CRA, provide a signed and dated attestation confirming:
  - they did not file a 2022 tax return; and
  - the amount of Canadian taxable income they received in 2022 (the attestation is required even if your spouse did not earn any income in 2022 and must include a statement that they earned \$0 in income from all sources in 2022).

## Definitions

### Canadian Citizen:

A Canadian citizen is a person who is Canadian by birth or who has applied for Canadian citizenship through Citizenship and Immigration Canada and has received a citizenship certificate. You are probably a Canadian citizen if you were born in Canada. You may also be a Canadian citizen if you were born outside Canada to a Canadian parent.

### Common-law relationship:

For the purposes of this part-time application, your marital status is considered as common-law if you are living in a conjugal relationship and this relationship has been ongoing for at least one year.

### Course load:

You must be taking from 20 to 59% of a full course load to be eligible for OSAP for Part-time Students. To determine your course load, compare the amount of credits or courses that you are taking, with the number of credits or courses in a full course load for your program. Your school will confirm this information once they process your application.

### Note:

In determining your percentage of a full course load, course load averaging is **NOT** permitted. For example, if you are considered as having 70 percent of a full course load in your first term and 40 percent in your second term, the course loads **cannot** be averaged to equal 55 per cent for your entire study period.

### Dependent children:

A dependent child is your and/or your spouse's natural or adoptive child who is living with you at least 50% of the time during your study period and is:

- under 18 years of age; or
- 18 years of age or older, single; and
  - is enrolled in high school and taking at least 60% of a full course load; or
  - is a full-time college or university student and has been out of high school less than four years (if the child moved away to go to school and you are separated or divorced, you must be the parent(s) that the child last lived with); or
  - has a disability and is wholly dependent on you.

To be wholly dependent, a child over the age of 18 must meet all of the following conditions:

- The child is single and lives with the student;
- The child is, by reason of a mental or physical disability, dependent on others for their personal needs and care; and
- The child is claimed by the student or spouse for tax purposes and Canada Revenue Agency (CRA) has accepted the child as being wholly dependent upon the student for tax purposes.

### Full-time postsecondary studies:

You're in full-time postsecondary studies if you're taking 60% or more of a full course load (or 40% or more if you're a student with a permanent disability or a persistent or prolonged disability).

### OEN:

The OEN is a student identification number is assigned by the Ministry of Education to Ontario elementary and secondary students. This unique number is used as the key identifier on a student's school records, and follows the student through their elementary and secondary education. The OEN is nine digits long (eight digits, plus a check digit), randomly assigned, and tied to stable information about the student (name, gender, date of birth). For more information, click <http://www.edu.gov.on.ca/eng/document/brochure/oen/index.html> or call the Ministry of Education at (416)325-2929 or 1-800-387-5514.

### Part-time studies:

Part-time studies means taking from 20 to 59 % of a full course load at the postsecondary level of study (e.g., degree, diploma or certificate level).

**Disability statuses:**

**Permanent disability:**

A permanent disability is any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment—or a functional limitation—that:

- restricts your ability to perform the daily activities necessary to pursue studies at a postsecondary school level or to participate in the labour force, and
- is expected to remain with you for your expected life.

If you self-identify as a student with a disability but your disability is not permanent (see definition above), then select “No” to the question “Is your disability permanent?”.

**Persistent or prolonged disability:**

A persistent or prolonged disability is any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment—or a functional limitation—that:

- restricts your ability to perform the daily activities necessary to pursue studies at a postsecondary school level or to participate in the labour force,
- has lasted, or is expected to last, for a period of at least 12 months, and
- is not expected to remain with you for your expected life.

**Permanent Resident:**

A permanent resident in Canada is someone who is not a Canadian citizen but has the right to enter and remain in Canada. Permanent residents are citizens of other countries. A permanent resident must live in Canada for two years of every five years or risk losing their permanent resident status. A Record of Landing form (issued prior to 2002), Confirmation of Permanent Residence form, and Permanent Resident Card all provide official proof of status of permanent residency in Canada.

**Protected Person:**

A protected person is an individual who holds a valid Verification of Status document issued by Immigration, Refugees and Citizenship Canada, or a valid Protected Persons Status Document issued prior to January 1, 2013. A decision letter (“Notice of Decision”) from the Immigration and Refugee Board (IRB) is also a valid form of identification. Protected Persons can include convention refugees, humanitarian-protected persons abroad, and persons in need of protection. A person in need of protection is a person in Canada whose removal to their country of nationality or former habitual residence will make them subject to the possibility of torture, risk of life, or risk of cruel and unusual treatment or punishment. A Protected Person is defined in subsection 95(2) of the Immigration and Refugee Protection Act (Canada).

**Sole-support parent:**

You are a sole-support parent you have your dependent child or children living with you on a full-time basis (50% or more) during your study period AND you are single, separated, divorced or widowed. See “Dependent children” definition.

**Spouse:**

Spouse is the person to whom you are married or the person with whom you are living in a common-law relationship.

**Study period:**

Your study period is the time period during the current academic year in which you are considered to be in school. This time period, which is set by your postsecondary institution, is used to determine the amount of your aid, as well as various deadlines to submit applications or supporting documents.

**Note:**

If you are in school for more than one term (also known as a semester) during the current academic year and your course loads are different for each term, each term is considered a separate study period and you will have to submit a separate part-time application for each term. In that instance, the start date and end date that you enter for each application will correspond to the course load for the term in question.

**Total Principal:**

The total principal is the total amount of part-time student loans that you have borrowed and still have to repay.