

Purpose

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

Note:

Your request will not be considered until the ministry verifies all 2022 income reported on your OSAP Application for Full-Time Students with the Canada Revenue Agency or through the ministry's Income Verification: Canadian Non-Taxable and/or Foreign Income forms (student, parent, and/or spouse versions).

You are ineligible for this review if you have earned or received income during your pre-study period or study period. This includes income received through earnings/work or through income replacement programs.

Required documentation

You must provide documentation to support your request for review. The type of documentation required is outlined in each section. You may be required to provide additional documentation based on the information you submit.

Write your name and student number on all documentation submitted. Any letters written by you must be signed and dated.

How to submit this form

You can upload your completed form and required documentation online. 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 this completed form and your required documentation to your school's financial aid office.

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

Send this completed form and your required documentation 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 documentation 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.

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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

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- I stayed at home to provide daily care for a family member due to their illness, a disability or a medical condition.

Required documentation:

- A letter or other documentation from your family member's physician or other regulated health care professional indicating your family member needed daily care due to illness, a disability or a medical condition, and the nature of the daily care required.
- Note: as a temporary measure, if you were taking care of a family member who was ill as a result of circumstances due to COVID-19 and are unable to get a letter or other documentation from your family member's physician or other regulated health care professional, you may provide an attestation indicating your family member needed daily care due to COVID-19-related extenuating circumstances which prevented you from working, and outlining the period of time you were unable to work.

- I was enrolled in full-time studies or training (at least 20 hours per week). This can include high school studies, postsecondary preparatory programs, academic upgrading, English/French as a Second Language studies or postsecondary programs.

Required documentation:

- A signed letter from an authorized individual at the school you were enrolled at during your pre-study period that includes the following:
 - The name and address of the school.
 - Your study period start date and end date.
 - The number of hours per week you attended studies or training.
 - The name, position and contact information of the individual who provided the letter.

- I was in a full-time (at least 20 hours per week) unpaid placement or internship that was not eligible for OSAP consideration.

Required documentation:

- A signed letter from an authorized individual at the organization that includes the following:
 - The name and address of the organization.
 - Your start date and end date with the organization.
 - The number of hours per week you participated in your unpaid placement/internship.
 - Confirmation you did not earn income from the organization.
 - The name, position and contact information of the individual who provided the letter.

- I worked full-time (at least 30 hours per week) in a volunteer or unpaid position at a not-for-profit organization.

Required documentation:

- A signed letter from an authorized individual at the organization that includes the following:
 - The name and address of the organization.
 - The registered charity number or not-for-profit corporation number (if organization is not a registered charity).
 - Your start date and end date with the organization.
 - The number of hours per week you volunteered.
 - Confirmation you did not earn income from the organization.
 - The name, position, and contact information of the individual who provided the letter.

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I was incarcerated.

Required documentation:

- A letter or other documentation from a corrections official outlining your dates of incarceration.

I was sponsored by Sport Canada and in pre-Olympic year training.

Required documentation:

- A letter or other documentation from Sport Canada outlining the time period when you participated full-time in training for the Olympic Games.

I could not find a job.

Required documentation:

- A letter indicating the reason(s) you were unable to find a job during your pre-study period.

I was receiving income support through Ontario Works.

Required documentation:

- A letter from your caseworker indicating when you were receiving Ontario Works, and that they are aware you are enrolled in full-time postsecondary studies and receiving Full-Time OSAP.

I was receiving income support through the Ontario Disability Support Program.

Required documentation:

- A letter from your caseworker indicating when you were receiving ODSP, or a copy of an ODSP pay stub from the month prior to the start of your study period.

None of the above statements applied to me.

Section C: Study period income

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

6. How much non-employment income (e.g., spousal support, child support, investment income) do you expect to receive during your current study period?

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7. How much total gross income do you expect to receive during your current study period? Gross income includes income received through earnings/work or through income replacement programs.

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8. Did you enter zero (0) in question 7?

Yes – go to question 9

No – go to Section D

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Section E: Student declaration

- I have given complete and true information on this form.
- I understand that I am responsible for providing all required documentation as indicated on this form or as directed by my financial aid office or the ministry.
- I understand that if my request for review is approved, my application will be reassessed based on the information I have provided for this review and 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 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 Canada Student Grants 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:

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.