

Purpose

This form is for institution officials to notify the ministry of changes to a student's study period included on either a **2023-24 OSAP Application for Full-Time Students** and/or **Continuation of Interest-Free Status Application**.

Changes include withdrawals, program or study period changes after enrolment has been confirmed, lack of satisfactory academic progress or a study period being extended due to a private agreement between the student and the school.

Note: This form can also be used by Ontario schools (excluding Private Career Colleges) where the ministry acts as the processing centre.

How to complete this form

Complete Sections A, B and C. For cost and refund fields, enter the amounts in dollars only; not cents.

Instructions specific to Section B: Student activity update details

Recording withdrawal details

If the student stops their studies completely or drops to part-time studies, they are considered as having withdrawn from full-time studies. The reason for the withdrawal can be student-based (student's decision to stop attending full-time studies) and/or due to actions taken by your school (e.g., academic expulsion). In either instance, the ministry must be notified as they are no longer eligible for full-time OSAP funding and/or continuation of interest-free status.

For OSAP purposes, a student is considered to be in full-time studies if they are taking at least 60% of a full-time course load (or 40% or more of a full-time course load if they have identified as having a permanent disability, or a persistent or prolonged disability).

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

- restricts the student's 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 the student for the student's expected life.

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 the student's 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 a permanent disability.

Tuition fee refunds (schools located within Canada)

Tuition fee refunds for students attending a school located within Canada are to be sent to the National Student Loans Service Centre (NSLSC), P.O. Box 4030, Mississauga, Ontario L5A 4M4.

Student did not complete all courses for their current study period by the expected end date

If the student's study period is being extended due to a private agreement between the student and your school, the details of this private agreement must be provided in Section B.

Satisfactory academic progress

Students in receipt of OSAP funding are required to maintain satisfactory academic progress during their OSAP-funded study period. Failure to do so can impact their eligibility for further OSAP funding.

Satisfactory academic progress means the student must achieve passing grades in at least 60% of what your school considers a full-time (100%) course load. If the student has identified as having a permanent disability, or a persistent or prolonged disability they must achieve passing grades in at least 40% of a full-time course load.

If your school's academic policy exceeds these standards, use your school's policy to determine if the student has maintained satisfactory academic progress.

Active Participation

Active participation can be determined by whether the student has submitted course work and/or has received marks during their study period.

Where to send this form

Send this form to the ministry at:

Email: SFAB.Docs@ontario.ca (Only documents submitted in PDF format will be accepted through email)

Fax: (807) 343-7278

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

Section A: Student and institution information

Student's first name:

Student's last name:

Student number:

Institution code: Institution name:

Application source:

- ☐ OSAP for Full-Time Students
- ☐ Continuation of Interest-Free Status

Section B: Student activity update details

Check the statement(s) that applies to the student's situation and complete any required information.

- ☐ **Student did not attend or register for the 2023-24 study period**
- ☐ **Student has withdrawn/has been withdrawn from full-time studies**

Day Month Year

Last day of full-time attendance:

Number of weeks student attended on a full-time basis:

- ☐ **Student's full-time course load has changed after their study period start date**

1st course load percentage change: Day Month Year

Effective date of course load change:

Student's new percentage of a full-time course load as of effective date: %

2nd course load percentage change: Day Month Year

Effective date of course load change:

Student's new percentage of a full-time course load as of effective date: %

3rd course load percentage change: Day Month Year

Effective date of course load change:

Student's new percentage of a full-time course load as of effective date: %

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Did the amount of the student's tuition and compulsory fees or book costs change as a result of this course load change? (OSAP Application for Full-Time Students only)

☐ Yes - Provide the following amounts in Canadian dollars:

Student's revised total tuition and compulsory fees for the 2023-24 study period:

\$

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Student's revised book and equipment costs for the 2023-24 study period:

\$

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☐ No

☐ **Institution has sent a tuition fee refund to the National Student Loans Service Centre**

Amount of refund: \$

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Academic progress details (check the statement(s) that apply to the student's situation)

☐ **Student has not maintained satisfactory academic progress**

☐ **Student did not complete their program/courses by the approved study period end date and/or did not actively participate.**

of courses at study period start: # of courses with no evidence of active participation:

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☐ **Student has entered into a private agreement with the institution to extend their study period beyond the end date approved on their OSAP or CIFS application**

% of course load at original study period start:

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 %

of courses at study period start:

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of courses completed and passed at original study period end:

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of courses completed and failed at original study period end:

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of courses extended:

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New completion date for any extended courses:

Day Month Year

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Section C: Declaration of school official

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.

I confirm that the information I provided on this form is complete and true.

First name:

Last name:

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Position/Title:

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Area code and telephone number:

Extension:

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Email:

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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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