

Ministry of Colleges and Universities Student Financial Assistance Branch

2024-25 OSAP Program Information Form

Instructions to student

Use this form if you are planning to attend a postsecondary school outside Ontario (except McGill University (Quebec), Concordia University (Quebec) or Dalhousie University (Nova Scotia)).

Complete the Student Information section on pages 1 and 2. Then give all pages of this form to an official at your school who is authorized to confirm your program details and costs. Authorized officials can include staff in the office of the Registrar, financial aid office or enrolment services. The school official will return the completed form to you.

Submit all pages of your completed form to the ministry for processing.

- You can upload your completed form online by logging into your OSAP account and using the "Print or upload documents" button; or
- You can mail the completed 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.

Deadline

The completed form must be received by the ministry no later than 40 days before the end of your study period.

Instructions to school official

This form is used to gather the student's information for a study period that starts anytime between August 1, 2024 and July 31, 2025 inclusive. The student doesn't have to be currently registered or attending your school to complete this form.

Complete this form only if you are authorized to confirm the student's program details and costs (e.g. you work in the office of Registrar, financial aid office or enrolment services). Once you have provided the information requested and have signed the declaration, return the completed form to the student. If you're unable to complete the form because the instructions indicate "stop here and return form to student", the student is not eligible for OSAP funding and can discuss their situation with the ministry.

Student information	
Student number at your school:	Ontario Education Number (OEN), if assigned:
First name:	
Last name:	

First name:	Last name:	Student number at your school:
Student information	(continued)	
Student's mailing add	Iress	
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 tele	phone number:	

Collection and use of personal information

Your 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.

Student's 2024-25 program information

Instructions to school official

The remainder of this form is to be completed by a school official authorized to confirm the student's program details and costs. See the Instructions to school official found on page 1 of this form for complete details.

S	tudent's first name:
S	tudent's last name:
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.	Is the student's program a co-operative education (co-op) program?
	A co-operative education program is defined as having both work terms and study periods as part of the course of study.
	☐ Yes
	□ No
5.	Is the student taking all of their courses fully online, through correspondence or distance education? If the student is taking any part of their courses in person, such as lab work, indicate "No".
	Yes
	□ No

Fi	rst name:	Last name:	Student number at your school
St	udent's 2024-25 program i	nformation (continue	∌d)
6.	Does the student's program school?	lead to a degree, diplo	oma, or certificate issued by your
	Yes		
	☐ No - student is not eligible	for OSAP.	
7.	How is a full-time (100%) coacademic year?	urse load determined	at your school for the 2024-25
	100% = number of	credits	
	or		
	100% = number of	courses	
	If a full-time (100%) course lemethod used:	oad is determined by	another method, please indicate
8.	What percentage of a full co	ourse load will the stud	dent be taking?
	<u> </u>		
			iple terms. If the student's course load for OSAP for each term individually.
9.	What year of the program w	ill the student be ente	ring (e.g. year 1, year 2)?
10	. What is the total number of	years in the student's	program (e.g. 3 years, 4 years)?

First name:	Last name:	Student number at your school:
Student's 2024-25 progr	am information (continu	ued)
11. What is the start date Day Month Year	of the student's 2024-25 s	tudy period?
12. What is the end date of Note: The end date can Day Month Year		udy period? s from study period start date.
		nnot exceed 52 weeks. Do not include
14. What is the student's Diploma Certificate Bachelor's degree Master's degree Doctoral degree	evel of study?	
15. Is the student's progra Undergraduate Graduate	am of study at the underg	raduate or graduate level?

First name:	Last ı	name:	Student number at your school:
Student's 2024-25 pr	ogram inform	ation (continued)	
16. What is the faculty	or division of t	he student's program	?
☐ Administration/B	Business	☐ Health sciences	
☐ Agriculture/relat	ed sciences	☐ Law	
Arts/Sciences			
☐ Community serv	rice/Education	☐ Theology	
Dentistry		Trades	
☐ Engineering/Tec	hnology		
17. What are the tuitio	n and compuls	ory fees for the stude	nt's 2024-25 study period?
Do not include resid	lence fees, book	or equipment costs or	computer purchase or rental costs.
Enter amounts in C	anadian dollars (only; do not indicate ce	nts.
\$			
18. What are the book	and equipment	costs for the student	t's 2024-25 study period?
Do not include com	puter purchase o	or rental costs.	
Enter amounts in C	anadian dollars (only; do not indicate ce	nts.
\$			

First name:	Last name:	Student number at your school
School information School name:	and declaration of school offici	al
Street number and na	me, rural route, or post office box	: Postal code or zip code:
City, town, or post off	ice:	Province or state:
-		
Country:	Are	ea code and telephone number:
Institution stamp or s	eal·	
Official's name:	Officia	al's title:
Area code and teleph	one number:	
Email address:		
	mation provided on this form is comp n on behalf of the institution.	lete and true and I am authorized to
	ating this form alcotronically use the	
	PDF program to add your signature.	"Fill & Sign" feature or "Digital ID" in
Signature of school of	PDF program to add your signature.	