

Purpose

You can use this form if you are an Ontario Learn and Stay Grant recipient, you have completed your program of study, and you wish to request permanent exemption from your service commitment obligations due to the onset of a severe and permanent disability, or a catastrophic event, that permanently prevents you from being employed in the profession for which you studied. To qualify for this review option, you will need to submit professional third-party documentation demonstrating that you will not be able to work in the profession for which you studied for the foreseeable future.

If you have not yet completed your program of study, this form does not apply to you – please contact the Financial Aid Office at your school. If you completed your program of study but require a temporary accommodation for your service commitment, submit an Ontario Learn and Stay Grant Post-Studies Service Commitment Review Request form, found on the OSAP website (ontario.ca/osap) under the “Forms” section.

Required documents

You will need to provide documentation to support your review. See Section C: Required documents for information on the documentation you must provide.

How to submit this form

You can submit your completed form and required documents online by emailing this form and all supporting documentation to SFAB.docs@ontario.ca. Please only submit documents in PDF format.

You can also submit a paper copy as follows:

Service Commitment Review
Student Financial Assistance Branch,
Ministry of Colleges, Universities, Research Excellence and Security
PO Box 4500, 189 Red River Road, 4th Floor
Thunder Bay, Ontario P7B 6G9

Deadline

You must submit this completed form and all required documents no later than 6 months after your last employment verification deadline.

Next steps

Once this form is reviewed, you will receive a response from the ministry. The response will be either an acceptance or rejection of your request, or the ministry may ask you for additional information and provide you with a deadline to submit the information requested. This response will be sent based on your preferred method of communication as selected on your online OSAP account.

Getting help

For any questions about this form or supporting documentation, please contact the ministry at the address above, and by telephone:

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:

Province or state:

City, town, or post office:

Postal code or zip code:

Country:

Area code and telephone number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Section B: Exemption request details

Circumstances that may qualify you for permanent exemption from your service commitment obligations include:

- A sudden catastrophic occurrence or an event that results in you not being able to be employed in the profession for which you studied, as required under your Service Commitment Agreement; and/or
- A catastrophic “severe and permanent disability”, meaning any impairment—including a physical, mental, cognitive, learning, communication, or sensory impairment—or a functional limitation that:
 - prevents you from working in the profession for which you studied and received Ontario Learn and Stay Grant funding;
 - may include a new disability or medical condition, or the worsening of an existing disability or medical condition; and
 - is expected to remain with you for life.

1. When did this event occur?

Day Month Year

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please go on to Section C

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Section D: 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 the ministry.
- I understand that the Ontario Learn and Stay Grant funding that I received may be converted into a loan if my request is not approved and if I have not completed my service commitment requirements in accordance with my Service Commitment Agreement.
- I understand that I am bound by the Service Commitment Agreement I agreed to when applying for Ontario Learn and Stay Grant funding.

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:

Date:

Day Month Year

--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Your personal information will be used to administer and finance the Ontario Learn and Stay Grant as set out in the notice of Collection and Use of Personal Information on your Ontario Learn and Stay Grant application and in accordance with the consents you agreed to on your Ontario Learn and Stay Grant application. The Ministry of Colleges, Universities, Research Excellence and Security administers and finances the Ontario Learn and Stay Grant under the legal authority set out on your Ontario Learn and Stay Grant 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, Universities, Research Excellence and Security, PO Box 4500, 189 Red River Road, Thunder Bay, Ontario P7B 6G9; 807- 343-7260.