

Purpose of this form

This form is to be used to request a review of the financial aid that has been determined from the information on your 2012-2013 OSAP application. This review will consider adjustments to the pre-study and/or study period living allowance costs.

Student and School Information (to be completed in full by the student)

Student's First Name		Student's Last Name		Social Insurance Number	
Name of School				Student Number	
Pre-study Period Start Date (yyyy/mm/dd)		End Date (yyyy/mm/dd)		Current Study Period Start Date (yyyy/mm/dd)	
				End Date (yyyy/mm/dd)	

Note: pre-study period and study period dates must be correctly identified in order for this review to be considered. To verify these dates check your OSAP Application Summary available through your online student account or ask a Financial Aid Administrator at your school.

Instructions to the student:

- Select one (or more) of the review types listed below as applicable. For each review type you select you must provide the required documentation identified. If your situation does not fit into any of the following categories, please contact your financial aid office for further information. Students attending school outside of Ontario must contact the Ministry for assistance.
- You must provide the following **required documentation** for this review (additional documentation for specific scenarios are identified below):
 - a letter from you explaining your living circumstances in the pre-study and/or study period, as applicable; AND
 - proof of your living expenses (i.e., rental agreement, room and board payments, utility bills, telephone bills) for the pre-study and/or study period, as applicable.
- You **MUST** ensure that the documentation **FULLY** explains and/or supports your review request. Documentation that does not provide enough detail will not be considered. You must make sure that all documentation is readable, signed and dated and that identifying information, such as your student number, is clearly noted.

Type of Review Request (select one):

- I am a single independent student living with my parent(s), but I pay room and board to my parent(s)
Additional documentation required:
- a letter from your parent(s) which confirms their address and that you reside with them during the pre-study period and/or study period and that they collect room and board; AND
 - proof of room and board payments made to your parents for the pre-study period and/or study period (i.e. copies of cashed cheques and/or bank statements from both you and your parents showing a financial transaction has occurred – please note that receipts are not acceptable).
- I am a single dependent student who does not live with my parent(s) in the pre-study period because I have full-time employment away from home in the pre-study period
Additional documentation required:
- a statement from your employer confirming the location of employment and that you were employed full-time throughout the pre-study period.
- I am a single dependent student who does not live with my parent(s) during the study period because my parent's home is too far away from my school (Note: parental home must be more than 40km away from your school, or inaccessible by public transit, or more than one hour by public transit. Please document this in your letter of explanation).
- I am a single dependent student who does not live with my parent(s) during the study period because my parent's home is overcrowded (e.g., I do not have a bedroom, I share a bedroom with more than one sibling).
Additional documentation required:
- a letter from your parent(s) explaining your living circumstances in the study period.

Submitting and Deadlines:

Requests for reviews, including all documentation, must be submitted BEFORE the final 8 weeks of your study period. You may request a review before your study period starts, but it will not be processed if the required documentation can only be provided once your studies have started. Students attending school outside of Ontario must submit their review request directly to the Ministry (www.ontario.ca/osap). All other students must submit the review request to their school's financial aid office.

Declaration and Signature of Student

The personal information provided in connection with this application, including your Social Insurance Number, is necessary for the proper administration of the Ontario Student Assistance Program (OSAP). This information is being collected and will be used by the ministry to administer and enforce OSAP, including: determining eligibility; verifying the application, any loans approved, grants, bursaries, or scholarships issued, and loans forgiven; maintaining and auditing your file; collecting loans, overpayments, and repayments; and auditing the administration of OSAP by or on behalf of your educational institution and the National Student Loans Service Centre. 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, R.R.O. 1990, Reg. 773, Reg. 774, and Reg. 775, as amended, and O. Reg. 268/01, 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; the *Canada Student Financial Assistance Regulations*, SOR 95-329, as amended; and the *Budget Implementation Act*, 1998, S.C. 1998, c. 21, as amended. If you have any questions about the collection or use of this information, contact the Director, Student Financial Assistance Branch, Ministry of Training, Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, ON P7B 6G9.

I declare that I have given complete and true information on this form and all supporting documentation

Signature of Student	Date (yyyy/mm/dd)
X	

For Office Use Only

Date Received (yyyy/mm/dd)	FAA Name	Pre-study Living Allowance (SAH)		Amount
Date Reviewed(yyyy/mm/dd)		<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	\$
		Study Period Living Allowance (KAH)		Amount
		<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	\$