

Request for Review: Adjust Income Contribution- Due to Lack of Employment

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 student's expected income contributions in the pre-study period and from a student's spouse in the pre-study and study period (if applicable). Please note that study period income contributions are not required from students, but are required from a student's spouse.

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

Student Surname	Student First Name	Social Insurance Number
Name of School		Student Number

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.

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)
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Instructions to the student:

- You must select from the review situations listed below as the basis for your review request. If you are selecting reviews for both the pre-study and study period, please check all boxes that apply. If your situation does not fit, contact your financial aid office for further information. Students attending a school outside of Ontario must contact the Ministry for assistance.
- You MUST ensure that the supporting 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 (please indicate the reason for the review and the time period to which it applies):

- ☐ Only able to obtain part-time employment.
- ☐ In the pre-study period (you and/or your spouse)
- ☐ In the study period (spouse only)

Required documentation:

- A letter from your and/or your spouse's employer indicating the number of weeks and number of hours worked during the applicable time period
- A letter from you and/or your spouse detailing why you and/or your spouse were unable to work full-time during the applicable time period
- Proof that a minimum of 10 applications have been made to find full-time employment. Dates, telephone numbers, copies of resumes, rejection letters, interview dates should be provided by you and/or your spouse.

- ☐ Unable to secure employment through a demonstrated "on-going" job search.

Documentation must show that you and/or your spouse actively looked for all types of work and salary ranges.

- ☐ In the pre-study period (you and/or your spouse)
- ☐ In the study period (spouse only)

Required documentation:

- A letter indicating the reason you and/or your spouse were unable to find employment for the applicable time period
- A detailed job search history covering the duration of the time period including:
 - Contact information for each prospective employer (full address, telephone number, name of contact person, position applied for and date of application). Rejection letters can be included.
- In lieu of detailed job search history, you can provide an official proof of registration with an employment agency, including date of registration
- A copy of you and/or your spouse's resume.

☐ Temporarily ill and unable to work for all or part of applicable period.

☐ In the pre-study period (you and/or your spouse)

☐ In the study period (spouse only)

Required documentation:

- A letter from you and/or your spouse indicating the reason you were unable to work and the applicable time period
- A certificate from a physician outlining the nature of the illness, care provided and period of time you and/or your spouse were unable to work.
- A copy of spouse's Record of Employment issued by employer showing reason for separation as Code "D" (illness or injury); OR a letter of approval from Service Canada indicating that you and/or your spouse was/is in receipt of Employment Insurance sickness benefits and the number of entitled weeks(if applicable).

☐ Incarcerated.

☐ In pre-study period (you and/or your spouse)

☐ In study period (spouse only)

Required documentation:

- Written confirmation from a corrections official outlining the dates of incarceration.

☐ Sponsored by Sports Canada and in the pre-Olympic year training for the Olympic Games.

☐ In the pre-study period (you and/or your spouse)

☐ In the study period (spouse only)

Required documentation:

- Written confirmation from Sports Canada of the time period that you and/or your spouse participated full time in training for the Olympic Games.

☐ Could not work due to a disability.

☐ In the pre-study period (you and/or your spouse)

☐ In the study period (spouse only)

Required documentation:

- A medical certificate to substantiate both the disability and the individual's inability to work because of the disability.

☐ Stayed home to care for children 12 months of age or younger.

☐ In the pre-study period (you and/or your spouse)

☐ In the study period (spouse only)

Required documentation:

- A letter from you and/or your spouse indicating the reason for being unable to work during the applicable time period
- Proof of child's date of birth (e.g. birth certificate or statement of live birth)

☐ Stayed at home to care for children with disabilities or children who have a chronic or life-threatening illness.

☐ In the pre-study period (you and/or your spouse)

☐ In the study period (spouse only)

Required documentation:

- A letter from you and/or your spouse indicating the reason that you and/or your spouse were unable to work during the applicable time period
- A letter from the family physician indicating the nature of the child(ren)'s illness or disability and the nature of the daily care required.

☐ Stayed at home to care for an elderly parent.

☐ In the pre-study period (you and/or your spouse)

☐ In the study period (spouse only)

Required documentation:

- A letter from you and/or your spouse indicating the reason for being unable to work during the applicable time period
- A letter from the family physician indicating the nature of the parent's illness (if applicable) and the nature of the daily care required.

☐ Your spouse is not legally entitled to work in Canada.

☐ In the pre-study period (spouse only)

☐ In the study period (spouse only)

Required documentation:

- A letter from the spouse indicating the reason why he/she is not legally entitled to work in Canada, including why a work visa was not applied for before entering Canada. If the spouse's stay is longer than six months, a description of the strategy/intention around becoming eligible to work in Canada
- Proof of a visitor's visa or proof that the spouse is from a country where a visitor's visa is not required
- An affidavit signed by the spouse stating that he/she does not have a work visa to work in Canada.

☐ Enrolled in and attending an English/French as a Second Language program of study.

☐ In the pre-study period (you and/or your spouse)

☐ In the study period (spouse only)

Required documentation:

- A signed statement from the institution you and/or your spouse is/was attending confirming enrollment and attendance in ESL/FSL training full time (minimum 20 hours per week) during the applicable period. The letter must include start and end dates and classroom hours per week.

☐ Your spouse is attending high school or an academic upgrading program on a full-time basis (at least 60% of a full course load).

☐ In the pre-study period (spouse only)

☐ In the study period (spouse only)

Required documentation:

- A signed statement from the high school/academic upgrading facility confirming dates of study and percentage course load.

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 (<http://osap.gov.on.ca>). 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

Signature of Student

Date (yyyy/mm/dd)

X

For Office Use Only

Date Received (yyyy/mm/dd)	FAA Name	Pre-study Part-time hours - Student (AWH)		Amount
		<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	\$
Date Reviewed(yyyy/mm/dd)		Pre-study Part-time hours - Spouse (YWH)		Amount
		<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	\$
Study Period Part-time hours - Spouse (MPT)	Amount	Pre-study Weeks - Student (SCW)		Amount
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	\$	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	\$
Study Period No Income - Spouse (MNE)	Amount	Pre-study Weeks - Spouse (YCW)		Amount
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	\$	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	\$