

## HOW TO USE THIS FORM

This form is for students planning to attend a postsecondary institution <u>outside Ontario or Canada</u> (except Concordia University and McGill University) for a program that starts August 1, 2013 or anytime between August 1, 2013 and July 31, 2014 inclusive.

This form is used by the student's postsecondary institution to provide information about the student's program and education-related costs. This information and the information the student provided on his or her 2013-2014 OSAP application form (online or paper) is used to assess the student's financial need and determine of the amount of OSAP funding he or she is eligible to receive. It is very important that both this form and the student's OSAP application are received by the ministry by the deadline dates to ensure that they are processed successfully. Important deadline dates are listed on the OSAP website, at www.ontario. ca/osap, or in the 2013-2014 OSAP Application and Instructions for Full-time Students. It is important to note that, regardless of who forwards the form to the ministry, the student is responsible for ensuring that this completed form is received by deadline dates.

Important points to consider:

- This form is for a program that starts on August 1, 2013 or anytime between August 1, 2013 and July 31, 2014 inclusive.
- The student does not have to be registered or attending the institution in order for the institution to complete this form.
- A photocopy of this form or a copy printed from the OSAP website (www.ontario.ca/osap) is acceptable.
- If an institution wishes to make changes to a student's original program information, such as a change to the student's program (e.g., start date or weeks of study) or cost information, the institution must notify the ministry in writing.
- Students in residency/internship programs are not considered full-time student for OSAP purposes.

The student is responsible for completing the "Student Information" section and forwarding the form to the institution he or she plans to attend. The institution is responsible for completing the "Institution Information" section and the "Program Information" section on the reverse. The institution or student must forward the completed form to:

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

Print in black ink.							
STUDENT INFORMATIO	ON						
Social Insurance Number			Area code and telephone number				
First name		Initial	Last name				
Mailing address				Apa	rtment		
City, town, or post office			Province	Postal code			
Name of the program in wh	ich you plan to enrol_						
INSTITUTION INFORM	ATION			Institution s	tamp		
Institution name				_			
Mailing address							
City, town, or post office							
Province or state		Postal or Zi	o code				
Country		Area code a					
Official's name	Title		Signature		Date		
The ministry uses your personal in	formation including your Co	aial Inguranaa Num	abor to administer and finance the Onterio C	hudant Assistance D	agram (OCAD) and by Llyman		

The ministry uses your personal information, including your Social Insurance Number, to administer and finance the Ontario Student Assistance Program (OSAP) and by Human Resources and Skills Development Canada (HRSDC) to administer and finance the Canada Student Loans Program.

Administration includes: determining your eligibility for an award of financial assistance; verifying your application; verifying any award of financial assistance and any relief granted from any payment you are required to make; considering any applications for review or appeals of determinations relating to your financial assistance or eligibility for relief from any payment; maintaining and auditing your file; assessing and collecting loans, overpayments, and repayments; enforcing the legislation set out below and your agreements with the ministry, the Ontario Student Loan Trust, and HRSDC; and monitoring and auditing the NSLSC and your postsecondary institution or its authorized agents to ensure that they are administering the programs appropriately. In addition, administration by the ministry and HRSDC includes planning, delivering, evaluating and monitoring student assistance programs for quality and improvements in both content and delivery; conducting risk management, error management, audit and quality assessment activities; conducting inspections, or investigations; performance indicators about your postsecondary institution such as the aggregated Ontario Student Loan default rates of its students. Financing includes: planning, arranging or providing funding of the programs.

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; and the Canada Student Financial Assistance Regulations, SOR 95-329, 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.

	OGRAM INFORMATION titution code, if known	Stu	lont'a	. Soc	ial Ins	uran		lum	ho
1115							, 1	ium i	
4									
Ι.	1. What is the name of the student's program?								1
2.	Is the above program a co-op program?      1.    Yes    2.    No    Note: A co-operative education program is defined as ha periods as part of the course of study.	ving	both	worł	term	s and	stu	dy	
3.	Is the student taking the program through correspondence or by distance education? 1. Yes 2. No								
4.	Does the student's program of study lead to degree, diploma, or certificate issued by your inst	itutic	n?						
	1. Yes 2. No If "No", the student is not eligible for OSAP assistance. D	o no	t con	nplete	e this	<sup>i</sup> orm.			
5.	What is the student's expected percentage of a full course load? Note: It is the institution's responsibility to calculate the percentage of a full course load that the student is	takir	ıg.						
6.	Which year of the program will the student be entering (e.g., year 1, year 2)?								
7.	What is the total number of years in the student's program (e.g., 3 years, 4 years)?								
8.	What is the START date of the student's 2013-2014 study period?    Note: Only use this form for a program with a starting dat    Day  Month    Year	e July	31, 2	014 i	nclusi	ve.			
9.	What is the END date of the student's 2013-2014 study period?								
10.	What is the number of weeks (cannot exceed 52) in the program of study? Note: Only includ non-education re							eak	<)
11.	What is the student's level of study? 1 Diploma 2 Certificate 3 Bachelor's degree 4 Master's degree 5		] Doct	oral d	egree				
12.	Is the student's program of study at the undergraduate or graduate level?     1  Undergraduate  2  Graduate								
13.	What faculty/division is the program considered to be in?    01  Administration/Business  04  Community Service/Education  07  Health S    02  Agriculture/Related Sciences  05  Dentistry  08  Law	ciend	ces	1		Theo Trade			
	03 Arts/Sciences 06 Engineering/Technology 09 Medicine	9							
14.	What are the student's tuition and compulsory fees for the 2013-2014 study period? Do not include	lude	resid	lence	fees,	book	an	d	
	equipment costs, and computer purchase or rental costs. <i>Enter amounts in dollars only, do not</i> \$	india	cate d	cents					
15.	What are the student's book and equipment costs (do not include computer purchase or rental	cost	s) fo	r the	2013-	2014	stu	dy	

period? Enter amounts in dollars only, do not indicate cents						
\$	(Canadian dollars)					