



## Purpose and Amount of Aid

The purpose of the 30% Off Ontario Tuition grant is to ensure that postsecondary education is accessible and affordable for Ontario's undergraduate students by helping eligible students pay for their tuition. The maximum amount aid available is:

- \$950 per term, to a maximum of \$1,900 per academic year, if you are in a degree program at a public college, university or private postsecondary school in Ontario that is approved for OSAP purposes.
- \$435 per term, to a maximum of \$870 per academic year, if you are in a certificate or diploma program at a public college or private postsecondary school in Ontario that is approved for OSAP purposes.

## Who Can Get This Aid

You're eligible for this grant if:

- You're a Canadian citizen, a permanent resident or a protected person.
- You're an Ontario resident.
- One of the following statements applies to you:
  - It's been less than four years since you left high school.
  - It's been less than six years since you left high school and you have a permanent disability.
  - It's been more than four years, but less than five years since you left high school and you are in a five year co-op program (i.e., a co-op program that contains no less than eight academic study periods and one or more work terms, which combined are more than four years in length).
- Your parent's or both of your parents' combined gross income is \$160,000 or less.
- You're a full-time undergraduate student at a public university or college in Ontario or a private postsecondary school in Ontario that is approved for OSAP purposes.
- You're in a program that you can apply to directly from high school.
- You're not restricted from receiving an Ontario Student Loan (e.g., you're not in default or have an academic restriction).

## How to Apply

### Students who have submitted a 2016-2017 OSAP Application for Full-Time Students

You do not have to fill out a separate application. The ministry will automatically determine if you're eligible for this grant and notify you about the amount of your funding.

### Students who have NOT submitted a 2016-2017 OSAP Application for Full-Time Students

Use the online or paper 2016-2017 Application for 30% Off Ontario Tuition.

## Application Deadline

Your completed application must be received by your financial aid office or the ministry no later than 60 days before the end of your 2016-2017 study period.

## Documents You Need to Provide

Documents may be required to support the information that you and/or your parent(s) provide on your application. Please ensure you read the application and instructions carefully and provide documentation that applies to your situation.

### Document Deadline

Your required documents must be received by your financial aid office or the ministry no later than 40 days before the end of your 2016-2017 study period.





## Basic Personal Information

The information you provide will be verified against information contained in the Social Insurance Registry to confirm the accuracy of your identification. If there is a problem with the verification of the information you provide, you will be contacted in writing by the ministry.

**First name:**

**Last name:**

**Date of birth:**

Month    Day    Year



See Required Documentation section

**Gender:**

Male

Female

## Identifiers

Your Social Insurance Number (SIN) is your unique identifier. You require a valid SIN in order to apply for any of the OSAP aid programs. If you do not currently have a valid SIN, contact any Service Canada Centre office for information on how to obtain one.

**Social Insurance Number (SIN):**

**Ontario Education Number (OEN):**

OEN:

OEN is a student identification number that is assigned by the Ontario Ministry of Education to elementary and secondary students across the province.

## Contact Information

**In which language do you want your information?**

English

French

## Permanent Canadian Address

A permanent Canadian address is mandatory. If you don't have one, enter the address of a friend or relative living in Canada. Your mail will be sent to this address unless you provide a different address in the "Mailing Address" section.

**Street number and name, rural route, or post office box:**

**Apartment:**

**City, town, or post office:**

**Province:**

**Postal code (e.g., P0T2E0):**

**Area code and telephone number (e.g., 807-555-1512):**

**Mailing Address**

If you want to, you can give us a mailing address to use instead of your permanent Canadian address.

**Is your mailing address the same as your permanent Canadian address?**

- Yes
- No - provide your mailing address below.

**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 (e.g., 807-555-1512):**

**Release of Information to Others**

You can request that someone else have access to your information (e.g., call on your behalf). If you applied in 2015-2016 and provided the name of individuals who can have access and didn't subsequently remove that access, it's valid for 5 years. For details on who you designated, log into the OSAP website and go to "My Profile". You can also contact the financial aid office at your school.

- If you would like to add another person, complete the section below.
- If you want to change who currently has access, log into the OSAP website and go to "My Profile". You can also contact your financial aid office.

**Do you want someone else to have access to your information (e.g., call on your behalf)?**

- Yes - provide details below and sign declaration.
- No

**Individual 1**

**Last name:**

**First name:**

**Date of birth:**

Month Day Year

**Individual 2**

**Last name:**

**First name:**

**Date of birth:**

Month Day Year

If you have additional people you would like to give access to, provide the first and last name and date of birth of each person on a separate sheet and attach to this application. Or, log into the OSAP website and go to "My Profile" to update your information.

I authorize the ministry or one of its authorized users (e.g., financial aid office staff at a postsecondary school) to release to the person(s) named in this section any information provided for the purposes of administering the Ontario Student Assistance Program (OSAP), including information related to any funding I may apply for or have already applied for. This consent is valid for a five year period starting from when I submit this consent. I understand that I can either amend or revoke my consent for the person(s) named here or extend this consent for an additional five year period.

**Signature of Applicant:**

**Date:**

Month

Day

Year

**Additional Information**

**When did you or will you last attend high school on a full-time basis?**

Month      Year

**Full-time:**  
 You are considered to be attending full time if you were/are taking 60% or more of a regular high school program. If you left high school at any time and were out of high school for at least one full year, the date you last attended high school on a full-time basis is the date when you **first** left high school.

**Did you return to full-time high school since the date indicated above?**

- Yes – if yes, please answer question below.
- No

**When did you or will you most recently attend high school on a full-time basis?**

Month      Year

**Do you want to self-identify as a student with a disability?**

- Yes - complete item a) below.
- No

A permanent disability is a functional limitation that is:

- caused by a physical or mental impairment that restricts your ability to perform the daily activities necessary to participate in studies at a postsecondary level or in the labour force, and
- expected to remain with you for your expected life.

**a) Is your disability permanent?**

- Yes  See Required Documentation section.
- No

**What is your current citizenship status?**

- Canadian Citizen
- Permanent Resident  
 See Required Documentation section.
- Protected Person  
 See Required Documentation section.
- Other

Current citizenship:

- A Canadian citizen is a person who is Canadian by birth or who has applied for Canadian citizenship through Citizenship and Immigration Canada and has received a citizenship certificate. You are probably a Canadian citizen if you were born in Canada. You may also be a Canadian citizen if you were born outside Canada to a Canadian parent.
- A permanent resident in Canada is someone who is not a Canadian citizen but has the right to enter or remain in Canada. A permanent resident must live in Canada for two years of every five years or risk losing his or her permanent resident status.
- A Protected Person is an individual who holds a valid Verification of Status document issued by Citizenship and Immigration Canada, or a Protected Persons Status Document issued prior to January 1, 2013. Protected Persons can include convention refugees, humanitarian-protected persons abroad, and persons in need of protection. A person in need of protection is a person in Canada whose removal to their country of nationality or former habitual residence will make them subject to the possibility of torture, risk of life, or risk of cruel and unusual treatment or punishment. A Protected Person is defined in subsection 95(2) of the Immigration and Refugee Protection Act (Canada).

**Were you ever in the care of a Children’s Aid Society?**

- Yes - complete a)
- No

**a) One of the following statements applies to me:**

- **I’m currently a Crown ward in Ontario.**
- **I’m currently receiving an allowance or other transitional support from an Ontario Children’s Aid Society.**
- **I was eligible to receive an allowance or other transitional support from an Ontario Children’s Aid Society when I was 18 to 21 years of age.**

- Yes See Required Documentation section
- No - complete b)

**b) Were you ever a Crown ward anywhere in Canada?**

- Yes See Required Documentation section
- No

Care of a Children’s Aid Society:  
A child who is in the care of a Children’s Aid Society has been removed from a home where they faced either a risk of harm or experienced harm. Children who are taken into care may be placed with other family members, family friends, foster homes or group homes, or may be adopted. Children’s Aid Societies in Ontario, as well as similar agencies or government departments in other provinces/territories (e.g., child protection services, child and family services) have legal authority to protect children from abuse and neglect.

Crown Ward:  
A Crown ward is a child who has been made a ward of the Crown pursuant to a court order made under the Child and Family Services Act, R.S.O. 1990, c. C.11.

**Do you want to self-identify as an Aboriginal person?**

- Yes - complete a) below
- No

**a) Select the description(s) that you self-identify with:**

- First Nation (Status/Non-Status Indian)
- Métis
- Inuk (Inuit)
- I use an alternative term to describe my Aboriginal ancestry and/or identity (e.g., Anishinaabe, Treaty #3).  
Specify:



**Section B: Ontario Residency Information**

Based on the item you checked in Section A, check the ONE statement, in Part 1, Part 2, OR Part 3, that BEST describes your current residency situation.

**Part 1 - If you checked (a) or (b) in Section A, check the ONE statement that best describes your current residency situation:**

- (1) I have always resided in Ontario.
- (2) Ontario is the last province in which I resided for 12 months in a row without being a full-time postsecondary student.
- (3) My spouse has always resided in Ontario.
- (4) Ontario is the last province in which my spouse resided for 12 months in a row without being a full-time postsecondary student.
- (6) All of the following statements are true:
- I reside in Ontario.
  - I have resided in Canada for less than 12 months in a row.
  - My spouse has resided in Canada for less than 12 months in a row.

Spouse:

Spouse is the person to whom you are married or the person with whom you are living in a common-law relationship.



See Required Documentation section. You are not a resident of Ontario. However, if you were denied financial assistance from the province or territory in which you most recently resided, your situation may be reviewed to determine if you are eligible.

**Part 2 - If you checked (c), (d), (e), or (f) in Section A, check the ONE statement that best describes your current residency situation:**

- (1) I have always resided in Ontario.
- (2) Ontario is the last province in which I resided for 12 months in a row without being a full-time postsecondary student.
- (5) I reside in Ontario AND I have resided in Canada for less than 12 months in a row.
- (6) I reside in Ontario AND none of the previous statements apply to me.



See Required Documentation



See Required Documentation section. You are not a resident of Ontario. However, if you were denied financial assistance from the province or territory in which you most recently resided, your situation may be reviewed to determine if you are eligible.

**Part 3 - If you checked (g) in Section A, check the ONE statement that best describes your current residency situation:**

- (1) I have always resided in Ontario.
- (2) Ontario is the last province in which I resided for 12 months in a row without being a full-time postsecondary student.
- (4) Ontario is the last province in which my parent(s) have resided for at least 12 months in a row.
- (6) I reside in Ontario AND none of the previous statements apply to me.



See Required Documentation section. You are not a resident of Ontario. However, if you are denied student financial assistance from the province or territory in which you most recently resided, on the basis of residency, the ministry may review your situation to determine if you are eligible.

**Section C: Banking Information**

**How would you like to receive your 30% Off Ontario Tuition grant?**

- Direct deposit to your Canadian bank account - complete bank information below.
- Cheque

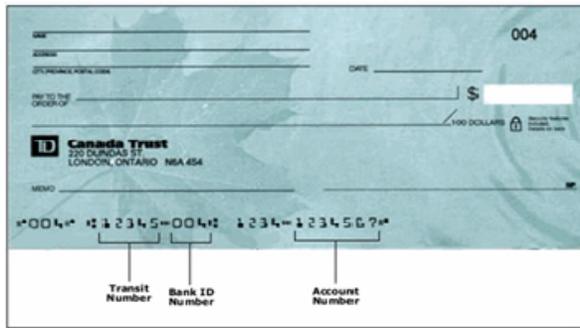
**Transit Number:**

**Bank ID:**

**Account Number:**

Where to find your bank account information:

Check out the image below on how to find your bank information.



The bank account you provide must be held in your name, solely or jointly.

**Section D: Information on Your School and Program**

**What is the name of the school you plan to attend (e.g., York University)?**

**Which campus of the above school will you be attending, if applicable (e.g., Glendon College)?**

**What is the address of the school you plan to attend?**

**Street number and name, rural route, or post office box:**

**City, town, or post office:**

**Province:**

**Postal code:**

**What is the name of your program (e.g., Business Accounting, Chemical Engineering)?**

**What are the start and end dates of your 2016-2017 study period?**

From		To	
Month	Year	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**What is your level of study?**

- Diploma
- Certificate
- Bachelor's degree
- Master's degree (not eligible for 30% Off Ontario Tuition)
- Doctoral degree (not eligible for 30% Off Ontario Tuition)

**Which year of your program will you be entering (e.g., year 1, year 2)?**

**What is the total number of years in your program (e.g., 3 years, 4 years)?**

**What percentage of a full course load will you be taking?**

**Course load:**

Your course load refers to the number of courses or credits you are taking. Your school determines the number of courses or credits that make up a 100% course load. Contact your financial aid office if you need help determining your course load percentage.

## Section E: Parent Information

The information you provide on this page will help determine if we need income information from one or both of your parents; or if you aren't required to provide any parental information at all. Parent refers to birth parent(s), adoptive parent(s), step-parent(s), legal guardian(s), or official sponsor(s).

- Both of my parents are living and are married to each other or are in a common-law relationship together.**  
Information from both of your parents is required.
- The parent I currently live with has remarried or is in a common-law relationship.**  
If you had to move to go to school, base your response on the parent you lived with before moving away. Information from the parent you currently live with (or lived with before moving) and from his or her spouse or common-law partner is required.
- The parent I currently live with is not married and is not in a common-law relationship.**  
If you had to move to go to school, base your response on the parent you lived with before moving away. Information from the parent you currently live with (or lived with before moving) is required.
- Both of my parents are deceased.**  
Information from parents is not required.

**Parent 1 Details**

Parent 1's first name:

Parent 1's last name:

Parent 1's date of birth:

Month Day Year

**Does Parent 1 have a Social Insurance Number?**

- Yes - complete SIN below.
- No

Parent 1's Social Insurance Number:

**Parent 2 Details**

Parent 2's first name:

Parent 2's last name:

Parent 2's date of birth:

Month Day Year

**Does Parent 2 have a Social Insurance Number?**

- Yes - complete SIN below.
- No

Parent 2's Social Insurance Number:

**Is Parent 1 and/or Parent 2's total combined gross income, as reported on Line 150 of his and/or her 2015 Canadian Income Tax Return and all other taxable and non-taxable 2015 income less than \$160,000?**

- Yes
- No

**In reference to the previous question, is a portion of Parent 1 and/or Parent 2's total combined gross income for 2015 from foreign sources or non-taxable income (e.g., lottery winnings)?**

- Yes
- No

Income less than \$160,000:

To be eligible for a 30% Off Ontario Tuition grant, total parental gross income must be less than or equal to \$160,000. If one parent is completing the application, his or her gross income must be below this level. If two parents are completing the application, their combined gross incomes must be below this level. This amount includes all gross income reported on Line 150 of your Canadian Income Tax return as well as all income from foreign sources and all non-taxable income (e.g., lottery winnings).



I have read and understood all parts of this section, including the notice of collection, use and disclosure of my personal information, and consent to the indirect collection, use and disclosure of my personal information.

Last Name of Parent 1:

Last Name of Parent 2:

First Name of Parent 1:

First Name of Parent 2:

Date of Birth of Parent 1:

Month Day Year

Date of Birth of Parent 2:

Month Day Year

Signature of Parent 1:

Date:

Month Day Year

Signature of Parent 2:

Date:

Month Day Year

### Consent of Parents to the Indirect Collection and Disclosure of Information from Income Tax Returns (REQUIRED)

I authorize the Canada Revenue Agency (CRA) to provide to the ministry identifying and income and expense information about me ("the information") from its tax records. The information will be used solely for the purpose of determining the applicant's entitlement to, and collecting overpayments of, financial assistance under the Ontario Student Assistance Program (OSAP). The ministry will not disclose the information to any person or organization without my written consent, except to the applicant or where authorized by or where required by law. 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, O. Reg. 268/01, as amended and O. Reg. 118/07, 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 s. 266.3(4) of the Education Act. This consent applies to the 2015, 2016 and 2017 taxation years and to any subsequent taxation year for which assistance is requested and my information is required.

Signature of Parent 1:

Date:

Month Day Year

Signature of Parent 2:

Date:

Month Day Year

## Section G: Consents, Instruction, Declarations, and Signatures of Applicant

### Collection and Use of Personal Information

Your personal information, including your Social Insurance Number (SIN), provided in connection with your student profile, this application, and any award of a 30% Off Ontario Tuition grant (Grant) will be used by the Ministry of Training, Colleges and Universities (ministry) to administer and finance the Grant, part of the Ontario Student Assistance Program (OSAP). Your SIN will be used as a general identifier in administering OSAP. The ministry may use third parties for any of these activities.

Administration includes: determining your eligibility for an award of a Grant; awarding your Grant; verifying your application and any award of a Grant; considering any applications for review of determinations relating to your Grant; maintaining and auditing your file; and enforcing the legislation set out below and your agreements with the ministry. Administration also includes public reporting on postsecondary education and training, including the administration and financing of student assistance programs and accessibility to postsecondary education in Ontario; 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; and conducting research related to postsecondary education and training, including all aspects of student financial assistance, tuition fee policy and accessibility to and affordability of postsecondary education in Ontario. You may be contacted to participate in surveys related to postsecondary education and training. Financing includes: planning, arranging or providing funding of OSAP.



**Purpose of this Form**

This form is for a private postsecondary school in Ontario to provide program information about a student's study period. This information, along with the information the student provided on his or her 2016-2017 Application for 30% Off Ontario Tuition, is used to determine the amount of 30% Off Ontario Tuition the student is eligible to receive.

**How to Complete this Form**

The student is responsible for completing "Section 1: Student Information" and then forwarding this form to their private postsecondary school. The school is responsible for completing "Section 2: Information from School". The completed form must be received no later than 60 days before the end of your 2016-2017 study period.

**Where to Submit the Completed Form**

The institution or student must forward the completed form to the following address:

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

**Section 1: Student Information****Social Insurance Number:****Student number at your school:****First name:****Last name:****Mailing (street) address:****Apartment:****Mailing (street) address:****Province or state:****City, town, or post office:****Postal code or zip code:****Name of your program:****Section 2: Information from School****Institution Code:****Cost code:****Year entering:****Study period start date:**

Day Month Year

**Study period end date:**

Day Month Year

**Weeks:****Percentage of a course load:**



<b>Proof of Crown Ward</b>	You must provide a completed 2016-2017 Verification of Status with Ontario Children's Aid Society form. If you have child welfare or child protection status with another province in Canada or outside Canada, you must provide a letter from the appropriate children's aid society or other agency confirming your status.
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## Part 2: Application Form

### Section A: Status Information

<b>Married</b>	You must provide a copy of your marriage certificate or an affidavit signed by you and your spouse confirming the date of your marriage.
<b>Common-law relationship</b>	You must provide an affidavit signed by you and your spouse confirming that: <ul style="list-style-type: none"><li>• you have lived together continuously for a period of not less than three years, or</li><li>• are in a relationship of some permanence and are the natural or adoptive parents of a child.</li></ul>
<b>Both Parents are deceased</b>	You must provide a copy of your parents' death certificates. If you are unable to provide these documents, contact your Financial Aid Office.

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### Section B: Ontario Residency Information

#### Item 5

If you selected item 5 in Part 2 of Section B: Ontario Residency Information, you may provide the following documentation as to your history of Canadian residency. This information will be used by the ministry to determine your eligibility for assistance.

<b>Item 5 - Part 2</b>	<b>30% Off Ontario Tuition History of Canadian Residency for Student</b> To have your residency reviewed, provide the following documentation: <ul style="list-style-type: none"><li>• 30% Off Ontario Tuition History of Canadian Residency for Student form</li></ul>
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#### Item 6

If you selected item 6 in Part 1, Part 2 or Part 3 of Section B: Ontario Residency Information, you are not considered to be a resident of Ontario. However, if you were denied financial assistance from the province or territory in which you most recently resided, your situation may be reviewed to determine if you are eligible. Listed below is the documentation that you may provide in order for the ministry to determine your eligibility for assistance.

<b>Item 6 - Part 1</b>	<b>30% Off Ontario Tuition History of Canadian Residency for Student and Spouse</b> To have your residency reviewed, provide the following documentation: <ul style="list-style-type: none"><li>• 30% Off Ontario Tuition History of Canadian Residency for Student and Spouse form.</li><li>• A letter of refusal from the province or territory in which you most recently resided indicating that you are not eligible for financial assistance from the student financial assistance program operated by that province or territory.</li></ul>
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If you are establishing residency through your spouse, you must also provide the following documentation:

- If your spouse is a Permanent Resident: a copy of the front and back of your spouse's Permanent Resident Card. If your spouse doesn't have a Permanent Resident Card, provide a copy of one of the following documents:
  - Spouse's Record of Landing
  - Spouse's Confirmation of Permanent Residence
  - Spouse's Verification of Status.
- If your spouse is a Protected Person: a valid copy of one of the following documents:
  - Spouse's Verification of Status,
  - Spouse's Notice of Decision issued from the Immigration and Refugee Board,
  - Spouse's Protected Persons Status Document (issued prior to January 1, 2013),
  - Spouse's Refugee Travel Document.

**Item 6 - 30% Off Ontario Tuition History of Canadian Residency for Student**

**Part 2**

To have your residency reviewed, provide the following documentation:

- 30% Off Ontario Tuition History of Canadian Residency for Student form
- Letter of refusal from the province or territory in which you most recently resided indicating that you are not eligible for financial assistance from the student financial assistance program operated by that province or territory.

**Item 6 - 30% Off Ontario Tuition History of Canadian Residency for Student and Parent(s)**

**Part 3**

To have your residency reviewed, provide the following documentation:

- 30% Off Ontario Tuition History of Canadian Residency for Student and Parent(s) form
- A letter of refusal from the province or territory in which you most recently resided indicating that you are not eligible for financial assistance from the student financial assistance program operated by that province or territory.

If you are establishing residency through your parent(s), step parent(s), legal guardian(s), or official sponsor(s), you must also provide the following documentation:

- If your parent(s) is a Permanent Resident: a copy of the front and back of your parent(s) Permanent Resident Card. If your parent(s) does not have a Permanent Resident Card, provide a copy of one of the following documents:
  - Parent(s) Record of Landing
  - Parent(s) Confirmation of Permanent Residence
  - Parent(s) Verification of Status
- If your parent(s) is a Protected Person: a valid copy of one of the following documents:
  - Parent(s) Verification of Status
  - Parent(s) Notice of Decision issued from the Immigration and Refugee Board,
  - Parent(s) Protected Persons Status Document (issued prior to January 1, 2013)
  - Parent(s) Refugee Travel Document.

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## Section E: Information from Parents

**Parents income from foreign sources or non-taxable**

If you select “Yes”, Parent 1 and/or Parent 2 must provide documentation regarding the foreign and/or non-taxable income. If income was earned in a foreign country, the following is required:

- Documentation from the tax agency of the country that Parent 1 and/or Parent 2 earned income during the 2015 calendar year stating their gross 2015 income (e.g., tax card; notice of assessment); or
- Documentation from Parent 1 and/or Parent 2’s employer(s) stating their gross 2015 income (e.g., payment summary; certificate of income tax deducted; notarized letter from employer).

If income was from a non-taxable source, a detailed letter from the agency, government or organization providing the income must be submitted.

If submitting the required documentation is not possible (e.g., parent earned no income), Parent 1 and/or Parent 2 must submit an affidavit (see below) stating the amount of their total gross 2015 income and outlining the reasons why providing documentation (as indicated above) was not possible.

This information must be provided in English or French, and must be received by the ministry prior to the supporting documentation deadline in order to be considered. The documentation should include the name, address, phone number, email and/or website address for the person or organization providing the information.

**Affidavit:**

An affidavit is a document that is sworn and signed before a lawyer, a person who is not a lawyer but who is a commissioner of oaths, or a notary public. Parent 1 and/or Parent 2 would be required to swear or affirm that the contents of the affidavit are true. A commissioner of oaths is generally available at courthouses, community legal clinics, municipal or township offices, and law offices.