



**Ontario Student Assistance Program**

**2016-2017**

# **OSAP Application for Part-Time Students**

- For students taking between 20% to 59% of a full course load
- For programs starting anytime between August 1, 2016 and July 31, 2017



## Purpose

This application form is used to determine your eligibility and amount of funding available to you through these programs:

- Part-Time Canada Student Loan Program
- Canada Student Grant for Part-time Studies
- Canada Student Grant for Part-Time Students with Dependants
- Canada Student Grant for Persons with Permanent Disabilities
- Ontario Part-Time Grant

## How to Apply


You can use this application only if one of the following statements applies to you:

- Ontario is the last province in which you have resided for 12 months in a row without being a full-time postsecondary student; OR
- You reside in Ontario and have resided in Canada for less than 12 months in a row.

Provided one of the above statements applies to you, you can use this application if you are:

- Taking from 20% to 59% of a full course load;
- Taking a program that starts anytime between August 1, 2016 and July 31, 2017;
- Enrolled in a program with a study period of 4 to 52 weeks in length;
- Going to a postsecondary school that is approved for OSAP purposes (go to the OSAP website ([www.ontario.ca/osap](http://www.ontario.ca/osap)) and use school search to find out if your school is approved); and
- A Canadian citizen, permanent resident or protected person.

Gather any required documents and attach to your application:

- Throughout the application you will see an icon  , which indicates that you may have to provide documentation to support the information that you provided. A list of required documents is provided starting on page 2.
- If you are planning to attend a postsecondary institution located outside Ontario, you must also complete the 2016-2017 OSAP for Part-Time Students Program Information Form and forward it to your school for completion. Refer to the instructions listed on the Program Information Form for complete details.

Send your application to:

- **Going to school in Ontario:**  
Send your completed application, along with your required supporting documentation, to the financial aid office at the school that you will be attending. You do not require the 2016-2017 OSAP for Part-Time Students Program Information Form as the school's financial aid office will provide your program and study period costs to the ministry electronically.
- **Going to school outside Ontario:**  
Send your completed application, along with your required supporting documentation and Program Information Form to:

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

## Deadlines

Ensure you meet the application and documentation deadline dates:

- **Study periods that are up to 20 weeks long:**  
Your application and supporting documentation must be received by your school's financial aid office or the ministry no later than 6 weeks before the end of your study period.
- **Study Periods that are 21 weeks or longer:**  
Your application must be received by your school's financial aid office or the ministry no later than 60 days before the end of your study period. Supporting documentation must be received no later than 40 days before the end of your study period.

## What's Next

Your application will be processed to ensure all information is complete and valid. Once all required documents have been provided and reviewed, your eligibility for each type of aid will be determined. The ministry will mail you information about the status of your application. However, you can always check online on the OSAP website ([www.ontario.ca/osap](http://www.ontario.ca/osap)), which has the most up to date information available. If you want to do so and you don't know your OSAP Access Number (OAN) and/or password, you can either visit any financial aid office at a public Ontario college or university or complete an "OSAP Website: Forgot Password and/or OSAP Access Number" form. You can print it from the OSAP website ([www.ontario.ca/osap](http://www.ontario.ca/osap)).

## Need Help?

Information about OSAP is available at [www.ontario.ca/osap](http://www.ontario.ca/osap). You can also get help from:

- **Going to school in Ontario (or to McGill University or Concordia University in Montreal):**  
Contact the financial aid office at your school.

- **Going to school outside Ontario:**  
Contact the ministry at:

Student Financial Assistance Branch, Ministry of Training, Colleges and Universities  
PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario P7B 6G9  
General inquiry telephone service is available Monday to Friday, 8:30 AM – 4:30 PM (Eastern Standard Time)  
Telephone: 1-807-343-7260.  
Toll-free in North America: 1-877-OSAP-411 (1-877-672-7411)  
Telephone Device for the Deaf (TDD): 1-800-465-3958

## Required Documentation

Documentation is required to support the information that you entered in your profile and/or on your application. Once your application processes, additional documentation may be required. If so, you will be notified or you can check the status of your application on the OSAP website ([www.ontario.ca/osap](http://www.ontario.ca/osap)).

## Part 1: Registration and Your Profile Required Documents

### Item 155 Proof of Date of Birth

If you indicated that you are under the age of 11 you must provide a copy of your birth certificate.

### Item 165 b) Verification of Disability

**If you're attending a publicly-assisted Ontario college or university**, visit your school's Office for Students with Disabilities to receive instruction on providing verification of disability.

**If you're attending a private postsecondary school in Ontario or any postsecondary school outside of Ontario**, complete the OSAP Disability Verification Form, available on the OSAP website at [www.ontario.ca/osap](http://www.ontario.ca/osap).

**Note:** A psycho-educational assessment is required documentation for a student with a learning disability. The assessment must have been completed by a registered psychologist or psychological associate when you were at least 18 years of age or within the past 5 years.

### Item 170 Proof of Citizenship

The following documentation is required based on your response in item 170:

#### Permanent Resident:

You must provide a copy of the front and back of your Permanent Resident Card. If you don't have one, provide a copy of one of the following documents:

- Record of Landing
- Confirmation of Permanent Residence
- Verification of Status

**Protected Person:**

You must provide a valid copy of your temporary Social Insurance Number (SIN) card and a valid copy of one of the following documents:

- Verification of Status
- Notice of Decision issued from the Immigration and Refugee Board
- Protected Persons Status Document (issued prior to January 1, 2013)
- Refugee Travel Document

## Part 2: Application Form Required Documents

### Section A: Status and Dependents

**Additional Dependents Details** If you have more than four dependents, you must provide a letter with the details about your additional dependents. The details must include the dependent's first and last name, date of birth and the weekly child-care (day care) costs for each dependent during your in-class hours only.

### Section B: School You Plan to Attend

**School outside Canada** If you are planning to attend a school outside Canada, you must provide proof of your Social Insurance Number (SIN). Examples of acceptable proof of SIN:

- a copy of your SIN card
- a Government of Canada document that contains your SIN (e.g., a Notice of Assessment from Canada Revenue Agency)
- a letter from Service Canada that contains your SIN.

### Section D: Financial Information

**Transcripts** If you have successfully passed all courses, you must provide a transcript of your marks for the most recent period that you received a grant and/or loan for part-time studies.

**Student Proof of Income** You must provide proof of your 2016 gross income from January 1, 2016 to December 31, 2016. Acceptable documentation includes a letter from your employer, a photocopy of your cheque stub or social assistance stub, a photocopy of your 2016 Canada Revenue Agency Notice of Assessment or a photocopy of your 2016 T4.

**Student and Spouse/Common-law Proof of Income** You and your spouse/common-law partner must both provide proof of 2016 gross income from January 1, 2016 to December 31, 2016. Acceptable documentation includes a letter from your employer, a photocopy of your cheque stub or social assistance stub, a photocopy of your 2016 Canada Revenue Agency Notice of Assessment or a photocopy of your 2016 T4.

**Explanation of Financial Situation** If your income (or the combined income of you and your spouse/common law, if applicable) is zero, you must provide a letter indicating how your daily living costs (e.g. accommodation, food, etc.) are being met.

### Additional Documentation

**Program Information Form** If you are going to a school outside Ontario, you and your school must complete the "Program Information Form". You are responsible for ensuring that the completed form is returned to the ministry as the amount of your funding cannot be calculated until the form is received and processed.

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Ministry of Training, Colleges and Universities  
Student Financial Assistance Branch



## PART 1: Registration and Your Profile

### OSAP User Agreement

In order to apply for funding consideration from the Ontario Student Assistance Program (OSAP), you must first register as a new user. When you register, you will be providing basic personal information about yourself that will be used to start your personal profile. This information includes your name, birthdate, gender, identification numbers and contact information. Your access credentials, that you will use for future access to the OSAP website, will be assigned. Specifically, your OSAP Access Number (OAN) will be created. Your OAN will be your user ID for the OSAP website. If you want to use the OSAP website, you must visit your financial aid office to obtain a temporary password and your OAN. Otherwise, you can complete a OSAP Website: Forgot Password and/or OSAP Access Number form which is available on the OSAP website (ontario.ca/osap).

The Ministry of Training, Colleges and Universities (ministry) and other organizations involved in the administration of OSAP will use and disclose your personal information to administer OSAP under the authority of the Ministry of Training, Colleges and Universities Act, Regulations 774 and 775 and O. Regs. 268/01 and 118/07. If you have any questions about the collection, use and disclosure of your personal information you can contact the Director, Student Financial Assistance Branch, Ministry of Training, Colleges and Universities, PO Box 4500, 189 Red River Road, Thunder Bay, Ontario P7B 6G9 or call (807) 343-7260.

In order to proceed with the registration process, you must read and consent to the indirect collection and disclosure of your personal information as well as the terms and conditions presented.

### Consent to Indirect Collection and Disclosure of Personal Information

I agree that:

- The ministry can disclose my Social Insurance Number, name, date of birth, and gender to Employment and Social Development Canada to verify that the personal information I have provided matches the personal information contained in the Social Insurance Registry. This verification is solely for the purpose of confirming the accuracy of my identification in the context of the creation or the subsequent update to my personal profile.
- The information contained within my personal profile will be used as part of any OSAP application(s) that I submit.
- As I provide additional personal information in connection with an OSAP application, the information may be added to my personal profile. Any subsequent OSAP application(s) that I may submit would then draw from my updated personal profile.
- The ministry or one of its authorized users such as financial aid office staff at a postsecondary school will have access to the information contained within my personal profile, including the ability to change information based on direction that I provide (e.g., submitting a paper application with updated information).

### Terms and Conditions

I agree that:

- I am responsible for updating my personal profile information (e.g., address change) or indicating that a change of existing information (e.g., name change) is required by requesting the change in writing to either the ministry or one of its authorized agents.
- I may be asked to provide documentation to the ministry or one of its authorized agents to support specific changes to information contained within my personal profile (e.g., name change).

**I have read and give my consent to the indirect collection and disclosure of my personal information and also understand and agree to the terms and conditions outlined above.**

**Signature of Applicant:**

**Date:**

Day

Month

Year

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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.

**720 Signature of Applicant:**

**Date:**

Day

Month

Year

**Additional Information**

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

- Yes - complete item 165 b)
- No

**165 b) Is your disability permanent?**

- Yes - See Required Documentation section
- 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.

**170 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).

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

- Yes - complete item 454.
- No

Aboriginal person:

An Aboriginal person is considered a person related to, or descended from, the Original peoples of Canada.

**454 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: 

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Grid for Social Insurance Number

### PART 2: Application Form

OFFICE USE ONLY

Date received at FAO:

Day Month Year

Grid for Date received at FAO

Institution Code:

Grid for Institution Code

### Section A: Status and Dependents

What is your marital status?

- Single
- Married
- Common-law
- Other

Common-law:  
For the purposes of this part-time application, your marital status is considered as common-law if you are living in a conjugal relationship and this relationship has been ongoing for at least one year.


How many dependents do you have living with you full-time during your study period in each of the following groups?

0–11 years of age as of your study period start date:

12 years of age or older as of your study period start date who do not have a permanent disability:

12 years of age or older as of your study period start date who have a permanent disability:

### Dependent Details

Please provide the name, date of birth, and weekly child care (day-care) costs you expect to incur during your study period (in-class hours only) for your dependents that are 0-11 years of age and/or are 12 years of age or older who have a permanent disability. Do not provide details for dependents 12 years of age or older who do not have a permanent disability. If you require more space, you must provide the information requested below in a separate letter and attach it to this application. — See  Required Documentation section.

#### Dependent 1

First name:

Grid for First name

Last name:

Grid for Last name

Date of birth:

Day Month Year

Grid for Date of birth

Weekly child care (day-care) costs during your in-class hours only:

Grid for Weekly child care costs



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**Section B: School You Plan to Attend**

What is the name of the postsecondary school you plan to attend?

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 See Required Documentation section

What is the campus of the school you will be attending (if applicable)?

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Student number at your school (if applicable):

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**Section C: 2016-2017 Program and Courses**

**Program Information**

What is the name of the program that you are taking?

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

**From**

Day Month Year

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**To**

Day Month Year

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

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**Course Information**

Please indicate the name of your course in the description column and provide a course code as well as type of instruction. Distance education can include correspondence, tele-course and/or online (web-based) delivery formats.


Course Description	Course Code	Type of Instruction
		<input type="checkbox"/> In class <input type="checkbox"/> Distance education
		<input type="checkbox"/> In class <input type="checkbox"/> Distance education
		<input type="checkbox"/> In class <input type="checkbox"/> Distance education
		<input type="checkbox"/> In class <input type="checkbox"/> Distance education
		<input type="checkbox"/> In class <input type="checkbox"/> Distance education

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## Section D: Financial Information

Have you previously received a grant and/or loan for part-time studies?

- Yes - **Did you pass all of the course(s) in your study period the last time you received a part-time loan and/or grant?**
- No

- Yes -  See Required Documentation section.
- No

Have you ever negotiated a Canada Student Loan for full-time studies and/or a Canada-Ontario Integrated Student Loan?

- Yes
- No

Have you ever negotiated a Canada Student Loan for part-time studies?

- Yes - **What is the total principle outstanding on your part-time loan?**
- No

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Are you currently in default of a Canada Student Loan for part-time and/or full-time studies and/or a Canada-Ontario Integrated Student Loan?

- Yes
- No

## Your Income and Employment Information

List all of your taxable and non-taxable income from all sources worldwide, including but not limited to: employment income, child-support and alimony payments, monetary gifts, lottery winnings, government benefits, cashed-in RRSPs, cashed in RESPs, the amount of non-economic loss and/or pain and suffering awards in excess of \$100,000, and any other income.

What is your employment status?


- Full-time
- Part-time
- Unemployed

How many hours per week on average are you working?

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What is your total gross income from January 1, 2016 to December 31, 2016?

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 See Required Documentation section.

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## Section E: Information from Spouse/Common-law

Complete this section if you indicated "Married" or "Common-law" as your marital status in Section A.

### Income and Employment Information

List of all spouse's/common-law's taxable and non-taxable income from all sources world-wide, including but not limited to: employment income, child-support and alimony payments, monetary gifts, lottery winnings, and government benefits, cashed-in RRSPs, cashed in RESPs, the amount of non-economic loss and/or pain and suffering awards in excess of \$100,000, and any other income.

Does spouse/common-law have a Social Insurance Number (SIN)?

- Yes - complete item 910.
- No

**910** What is spouse's/common-law's Social Insurance Number?

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**What is spouse's/common-law's employment status?**

- Full-time
- Part-time
- Unemployed

**How many hours per week on average does spouse/common-law work?**

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**What is spouse's/common-law's total gross income from January 1, 2016 to December 31, 2016?**

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— See Required Documentation section.

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**Section F: Consents, Declarations and Signature of Spouse/Common-law**

**Collection and Use of Personal Information**

Your personal information, including your Social Insurance Number (SIN), provided in connection with the applicant's application and award of financial assistance, including previous applications and awards of financial assistance, will be used by the Ministry of Training, Colleges and Universities (ministry) to administer and finance the Ontario Student Assistance Program (OSAP) and by Employment and Social Development Canada (ESDC) to administer and finance the Canada Student Loans Program (CSLP). The ministry and ESDC may use other parties for any of these activities. Under agreement with ESDC, the National Student Loans Service Centre (NSLSC) uses your personal information to administer OSAP and CSLP. Under agreement with the ministry, the applicant's postsecondary school and, where authorized by the ministry, its agents who administer OSAP and its auditors, use your personal information to administer OSAP and CSLP.

Administration includes: determining eligibility for financial assistance; verifying this application; paying your spouse's financial assistance; verifying your spouse's financial assistance, any relief granted from any payment your spouse is required to make and any loan rehabilitation; considering any applications for review of determinations relating to financial assistance, eligibility for relief from any payment or loan rehabilitation; maintaining and auditing your spouse's file; assessing and collecting loans, overpayments, and repayments; enforcing the legislation set out below and your spouse's agreements with the ministry and ESDC; and monitoring and auditing the NSLSC and your spouse's postsecondary school or its authorized agents to ensure that they are administering the programs appropriately. In addition, administration by the ministry and ESDC includes public reporting on postsecondary education and training, including the administration and financing of student assistance programs and accessibility to and affordability of postsecondary education; planning, delivering, evaluating and monitoring student assistance programs for quality and improvements in both content and delivery, including establishing and monitoring the minimum amount of student aid the postsecondary school is required to provide under the Student Access Guarantee, if applicable; 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 assistance programs and accessibility to and affordability of postsecondary education such as developing key performance indicators on the aggregated Ontario Student Loan default rates of the applicant's postsecondary school. The ministry may also disclose your personal information to other ministries of the Ontario government for the purpose of conducting post-secondary education related research on behalf of the ministry. You may be contacted to participate in surveys related to postsecondary education and training. Financing includes: planning, arranging, or providing funding of the programs.

The ministry collects your personal information 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 and the Canada Student Financial Assistance Regulations, SOR 95-329, as amended and s. 266.3(4) of the Education Act. 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; (807) 343-7260.

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### Spouse's Consent to the Indirect Collection and Disclosure of Personal Information

- I understand that the information on this form is a necessary part of the calculation of any financial assistance to my spouse. The information I have given is complete and true and I will notify my spouse's financial aid office or the ministry in writing if there are any changes. I agree that the ministry may use my personal information for the administration and enforcement of an OSAP application that I made or will make or is made or will be made by any of my dependent children.
- I agree that until my spouse's loans, overpayments, and repayments are assessed and repaid, the ministry can, without limitation, collect and exchange personal information about me that is relevant to the administration and financing of OSAP and CSLP with: my spouse; EDSC; Canada Revenue Agency (CRA); NSLSC; my spouse's postsecondary school and its authorized financial administration agents and auditors; any financial institution in which my spouse and I have a joint account, if my spouse identified it to the ministry or NSLSC for the purposes of direct deposit and repayment of financial assistance; bodies identified on this application form by name or bodies that administer programs identified on this application; persons or bodies, including government bodies within and outside of Canada, that administer any form of financial assistance and that may have information about my sources of income; other parties used by the ministry to administer and finance OSAP; ESDC's contractors and auditors; and collection agencies operated or retained by the federal or provincial governments.
- I understand that the personal information I provide in connection with this application can be accessed by my spouse. Other personal information relevant to a reassessment or appeal will be disclosed to my spouse and any person(s) authorized by my spouse to have access to all information in my spouse's 2016-2017 OSAP file.
- I understand that I can withdraw any consent I have given by writing to 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, at any time before my spouse accepts financial assistance. I understand that if I withdraw any consent it will affect my spouse's eligibility for and the type and amount of OSAP assistance.

I have read and understood all parts of this section, including the notice of collection, use and disclosure of my personal information and my signature attests to my consent to the indirect collection, use and disclosure of my personal information and that my declaration is complete and true.

### Spouse's Consent to the Indirect Collection and Disclosure of Information from Income Tax Returns

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 and 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 Spouse/Common-law:**

**Date:**

Day      Month      Year

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## Section G: Consents, Instruction, Declarations and Signature of Student

### 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 previous applications and awards of financial assistance will be used by the Ministry of Training, Colleges and Universities (ministry) to administer and finance the Ontario Student Assistance Program (OSAP) and by Employment and Social Development Canada (ESDC) to administer and finance the Canada Student Loans Program (CSLP). Your SIN will be used as a general identifier in administering OSAP. The ministry and ESDC may use other parties for any of these activities. Under agreement with ESDC, the National Student Loans Service Centre (NSLSC) uses your personal information to administer OSAP and CSLP. Under agreement with the ministry, your postsecondary school and, where authorized by the ministry, its agents who administer OSAP and its auditors use your personal information to administer OSAP and CSLP.

Administration includes: determining your eligibility for financial assistance; verifying your application, including verifying financial assistance provided under any other ministry program; paying your financial assistance; verifying your financial assistance, any relief granted from any payment you are required to make and any loan rehabilitation; considering any applications for review of determinations relating to your financial assistance, eligibility for relief from any payment or loan rehabilitation; auditing your file; assessing and collecting loans, overpayments and repayments; enforcing the legislation set out below and your agreements with the ministry and ESDC; and monitoring and auditing the NSLSC and your postsecondary school or its authorized agents to ensure that they are administering the programs appropriately. In addition, administration by the ministry and ESDC includes public reporting on postsecondary education and training, including the administration and financing of student assistance programs and accessibility to and affordability of postsecondary education; planning, delivering, evaluating and monitoring student assistance programs for quality and improvements in both content and delivery, including establishing and monitoring the minimum amount of student aid your postsecondary school is required to provide under the Student Access Guarantee, if applicable; 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 and accessibility to and affordability of postsecondary education and training such as developing key performance indicators on the aggregated Ontario Student Loan default rates of your postsecondary school's students. The ministry may also disclose your personal information to other ministries of the Ontario government for the purpose of conducting post-secondary education related research on behalf of the ministry. You may be contacted to participate in surveys related to postsecondary education and training. Financing includes: planning, arranging or providing funding of the programs.

The ministry collects your personal information 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 and the Canada Student Financial Assistance Regulations, SOR 95-329, as amended and s. 266.3(4) of the Education Act. 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; (807) 343-7260.

### Consent to the Indirect Collection and Disclosure of Personal Information.

- I agree that until my loans, overpayments, and repayments are assessed and repaid, the ministry can, without limitation, collect and exchange personal information about me that is relevant to the administration and financing of OSAP and CSLP with: ESDC; Canada Revenue Agency (CRA); NSLSC; my postsecondary school and its authorized financial administration agents and auditors; any financial institution I have identified to the ministry or NSLSC for the purposes of direct deposit and repayment of my financial assistance; any person, including my employer, who received government funding or income support that was for my benefit; bodies identified on this application by name or bodies that administer programs identified on this application; persons or bodies, including government bodies within and outside Canada, that administer any form of financial assistance and that may have information about any of my sources of income, assets or residency or any defaults in repayment of a loan, grant or award made by a government body; other parties used by the ministry to administer and finance OSAP; ESDC's contractors and auditors; collection agencies operated or retained by the federal or provincial governments; and consumer reporting agencies.
- I agree that the ministry may use my personal information for the administration and enforcement of other applications I make to the ministry for financial assistance and of any OSAP application made by my spouse, any dependent children and/or my parent(s).



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## 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 my application or as directed by my financial aid office or the ministry.
- I have advised my dependants who are 16 years of age or older that I have provided limited personal information about them on this application. I have shown them this section and I have obtained their consent to the disclosure and use of their limited personal information for the administration and financing of OSAP.
- I understand that I am responsible for promptly notifying my financial aid office or the ministry of changes to any information I have provided in my personal profile or application, including the income or assets reported by me (or my spouse or parent(s) if applicable) and my financial institution, or of changes to my address and/or financial, academic, family, and/or period of study status. I will communicate any changes in information by updating my account on the OSAP website or in writing to my financial aid office or the ministry.
- I understand that information I provide will be verified and the ministry may also conduct audits and investigations.
- I understand that any change to the information I provide and any change resulting from verification and audit will result in a reassessment.
- I understand that if my application is reassessed, it may affect my eligibility and the type and amount of financial assistance. If I received financial assistance in excess of my entitlement, I will promptly repay all or part of my grants, loans, bursaries, and/or scholarships, or my future loans may be reduced by the amount I owe.
- I understand that if I am not eligible for a particular student financial assistance program, this may affect my eligibility for other loans, grants, awards, scholarships, or benefits.
- One of the following statement applies to me:
  - Ontario is the last province in which I resided for 12 months in a row without being a full-time postsecondary student.
  - I reside in Ontario and I have resided in Canada for less than 12 months in a row.
- I will not receive student financial assistance from any other province, territory, state, or country while receiving OSAP assistance and I have not defaulted in repayment of a loan, grant or award made by any other province or territory.
- I must have financial assistance to continue my postsecondary studies, and I will use this financial assistance to pay my academic fees first and then to cover educational and living costs related to my studies.
- I acknowledge and agree that my postsecondary school will forward the full amount of any refund of academic fees to the NSLSC for credit against my outstanding student loans.
- I understand that I can withdraw any required consent I have given by writing to 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, at any time before I accept financial assistance. I understand that if I withdraw any of my required consents it will affect my eligibility for and the type and amount of financial assistance.
- I understand that if I fail to provide complete and true information; fail to promptly notify my financial aid office or the ministry through my account on the OSAP website or in writing of changes to the income or assets reported by me (and my spouse or parent(s), if applicable) and my financial institution or any changes to my address and/or financial, academic, family, and/or period of study status; or fail to fulfil any obligations respecting the repayment of any loan or overpayment, the ministry or Canada may restrict me from receiving financial assistance in the future, including the Ontario Student Opportunity Grant, and may take legal action and may require me to repay any financial assistance that I received. I further understand that it is an offence to knowingly provide false information for the purpose of obtaining or receiving OSAP assistance.
- I understand that, in respect of a Canada Student Loan and/or Grant if I knowingly make a false statement or misrepresentation in the application or other document or wilfully provide any false or misleading information, I am guilty of an offence under the Canada Student Loans Act and/or Canada Student Financial Assistance Act. If convicted, I may be liable for a fine of up to \$25,000 and one year in prison.

I have read and understood all parts of this section, including the notice of collection, use and disclosure of my personal information and my signature attests to my consent to the indirect collection, use and disclosure of my personal information and that my declaration is complete and true.

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**Consent to the Indirect Collection and Disclosure of Information from Income Tax Returns**

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 my 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 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 and 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.

**Signature of Applicant:**

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**Date:**

Day	Month	Year

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**Purpose and Use of this Form**

This form is for students planning to attend a postsecondary institution located outside Ontario on a part-time basis (between 20% and 59% of a full-time course load) for a study period that starts anytime between August 1, 2016 and July 31, 2017.

This form is used by the postsecondary institution to provide information about the program and education-related costs of the student listed below. This information, along with the information the student provided on his or her 2016-2017 OSAP Application for Part-Time Students is used to determine the amount of part-time funding the student is eligible to receive.

The student is responsible for completing Sections 1 and 3 and then forwarding this form to the postsecondary institution where they will be studying part-time. The institution is responsible for reviewing and completing the study period information in Sections 2 and 4 and signing Section 5. The institution or student must then forward both pages 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

This form must be received by the ministry by the following deadlines based on your study period length:

- Study periods up to 20 weeks long: no later than 6 weeks before the end of the student's study period
- Study periods 21 weeks or longer: no later than 40 days before the end of the student's study period.

Note that regardless of who forwards this form to the ministry, the student is ultimately responsible for ensuring that this completed form is received by the applicable deadline date.

**Section 1: Student Information**

**Social Insurance Number:**

**Area code and telephone number:**

**First name:**

**Last name:**

**Mailing address:**

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

**Province:**

**Postal code:**

**Section 2: Institution Information**

**Institution name:**

**Mailing address:**

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

**Province or state:**

**Postal or zip code:**

**Country:**

**Institution stamp:**

**Section 3: Student Information**

First name:

Last name:

Social Insurance Number:

**Section 4: Study Period Details**

What are the start and end dates of student's 2016-2017 study period?

Start Date

Day Month Year

End Date

Day Month Year

Provide the following additional information regarding the student's part-time study period. Distance education can include correspondence, tele-course and/or online (web-based) delivery formats.

Course Description	Course Code	Type of Instruction
		<input type="checkbox"/> In class <input type="checkbox"/> Distance education
		<input type="checkbox"/> In class <input type="checkbox"/> Distance education
		<input type="checkbox"/> In class <input type="checkbox"/> Distance education
		<input type="checkbox"/> In class <input type="checkbox"/> Distance education
		<input type="checkbox"/> In class <input type="checkbox"/> Distance education

Provide the following part-time study period information. Enter the amount in Canadian dollars; do not enter cents.

**1. Tuition and compulsory fees:**

Don't include residence fees, book and equipment costs, and/or computer purchase or rental costs.

**2. Book and equipment costs:**

Don't include computer purchase or rental costs.

**3. Percentage of a full course load:** %

Course load is based on the number of courses in student's study term. Averaging of course loads over terms is not permitted.

**4. Number of hours of class time each week:**

Don't include lab times.

**5. Level of study:**

1  Diploma    2  Certificate    3  Bachelor's degree    4  Master's degree    5  Doctoral degree

**6. The faculty/division that the student's program of study is considered to be in:**

1  Administration/Business    2  Agriculture/Related Sciences    3  Arts/Sciences  
 4  Community Service/Education    5  Dentistry    6  Engineering/Technology  
 7  Health Sciences    8  Law    9  Medicine    10  Theology    11  Trades

**Section 5: Institution Declaration**

I am an authorized representative of the postsecondary institution and I acknowledge that I have given complete and true information on this form.

Official's name:

Official's title:

Area code and telephone number:

Signature of school official:

Date:

Day Month Year