Purpose
Use this form to request a review of the local travel costs used in the assessment of your 2016-2017 OSAP Application for Full-Time Students.

You can apply for additional local travel cost consideration during your study period if one or more of the following circumstances applies to you:

• You drive more than 30 km from your home to your campus or school placement; or
• You drive because it takes more than 1 hour by public transit to get from your home to your campus or school placement;
  or
• You drive because there is no public transit to take you from your home to your campus or school placement.
• You have exceptional public transit costs from your home to your campus or school placement (e.g., you are required to use multiple transit systems or non-municipal transit).

Note:
• Reviews for students who commute with a personal vehicle will NOT consider the costs of either vehicle insurance or maintenance.
• Before you complete this form, you must have already submitted a 2016-2017 OSAP Application for Full-Time Students.

Required Documents
You must provide documentation to support your review request. See Section B: Review Request Details for information on these documentation requirements.

Where to Send this Form
If you’re going to a school in Ontario:
Send this completed form and your required document(s) to your school’s Financial Aid Office.

If you’re going to a school outside of Ontario:
Send this completed form and your required document(s) to: Student Financial Assistance Branch, Ministry of Advanced Education and Skills Development, P.O. Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, ON P7B 6G9.

Deadline
This form and all 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.

Questions?
If you’re going to a school in Ontario:
Contact the financial aid office at your school.

If you’re going to a school outside of Ontario:
Contact the ministry at: Student Financial Assistance Branch, Ministry of Advanced Education and Skills Development, P.O. Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, ON 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
Section A: Student’s Information

Social Insurance Number:  
Ontario Education Number (OEN), if assigned:  

Last name:  

First name:  

Student’s Mailing Address

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:  

Information about Student’s School and Program

What is the name of the school you plan to attend or are currently attending for your 2016-2017 study period?  

Student number at your school:  

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

From:  
Month  Year  

To:  
Month  Year
Section B: Review Request Details

Indicate the basis for your review request. If your situation is not listed or you also had local travel costs during your pre-study period to maintain employment, contact your financial aid office or the ministry before completing this form. See the section, “Questions?” page 1 for contact details.

Reason for Review (check all that apply)

☐ I drive more than 30 km from my home to my campus or school placement.

☐ I drive because it takes me more than one hour by public transit to travel from my home to my campus or school placement.

☐ I drive share because public transit is not available from my home to my campus or school placement.

☐ I have exceptional transit expenses from my home to my campus or school placement (e.g., multiple public transit systems or non-municipal transit).

Required Documentation:

You must provide all of the following documentation to support your review request:

• A letter outlining the following:
  • Your total weekly travel costs during your study period (not including maintenance and insurance on a personal vehicle);
  • Your method of travel (e.g., personal vehicle, shared ride, multiple public transit systems - indicate companies);
  • An explanation for use of multiple public transit systems, if applicable; and
  • If you are a single independent student who does not live with your parents: An explanation of why you have not moved closer to your campus or placement location;
• A calculation of the distance/time of your travel route (e.g., home and campus or placement marked on a Google map of the area); and
• A copy of your course schedule that indicates the days and times you are in class (or on placement);
• Receipts or proof of transportation costs during your study period for a minimum of four weeks.

Note:

• You must sign and date any letters you provide with this review request.
• Include your name and student number on all documentation provided.
• You may be required to provide additional documentation based on the information you provide with this request.

Student Declaration

I understand that if my review request is accepted, my OSAP application will be re-assessed based on the information I have provided for this review. I will be bound by the Declarations I signed on my 2016-2017 OSAP Application for Full-Time Students.

Signature of Student: __________________________ Date: ____________

Month Day Year

Your personal information will be used to administer and finance the Ontario Student Assistance Program (OSAP) as set out in the notice of Collection and Use of Personal Information on your OSAP application form and in accordance with the consents you signed on your OSAP application form. The Ministry of Training Colleges and Universities administers and finances OSAP under the legal authority set out on your OSAP application form. If you have any questions about the collection, use and disclosure of your personal information, contact the Director, Student Financial Assistance Branch, Ministry of Training Colleges and Universities, PO Box 4500, 189 Red River Road, Thunder Bay, ON P7B 6G9; (807) 343-7260.