Purpose
Use this form to request a review of the living allowance used in the assessment of your 2016-2017 OSAP Application for Full-Time Students for your pre-study period and/or study period.

You can apply for a review of your living allowance for the time period indicated if one or more of the following circumstances applies to you:

• You are a dependent student for OSAP purposes and you don’t live in your parent’s home during your 2016-2017 pre-study period because:
  • you had full-time employment in a different community than where your parent(s) reside; or
  • there is an overcrowding situation in their home (e.g., you don’t have a bedroom, you would have to share a bedroom with more than one sibling, or you would have to share a bedroom with a much younger sibling if you lived at your parent’s home); or
  • there are psychological or physical health reasons preventing you from safely living there (e.g., a family member that lives in your parent’s home has a long-term illness, drug or alcohol dependency, or physical or developmental disability).

• You are a dependent student for OSAP purposes and you don’t live in your parent’s home during your 2016-2017 study period.

• You are a single independent student for OSAP purposes and you live with your parent(s) during your 2016-2017 pre-study period and/or study period and you pay them room and board or rent.

Note:
• Reviews to adjust your living allowance for your pre-study period apply only to your OSAP assessment for federal loan and grants. There may be no or a minimal impact to your OSAP assessment for provincial loan and grants due to the introduction of the student fixed contribution for the provincial component of OSAP.

• 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. The type of documentation provided depends on the reason(s) you have selected in Section B: Review Request Details. The documentation requirements are listed for each selection.

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

June 22, 2016
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 here, contact your financial aid office or the ministry before completing this form. See the section, “Questions?” on page 1 for contact details.

All of the reviews below require supporting documentation. Note the following:

- You and your parent(s) (if applicable) 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.

Reason for Review (check all that apply)

Reviews for Single Dependent Students Only:

☐ I am considered a single dependent student for OSAP purposes. I do not/did not live with my parent(s) during my 2016-2017 pre-study period due to the following reason(s):

☐ Full-time employment in a different community than where my parent(s) reside

Required Documentation:

- A signed and dated letter from you stating that you did not live with your parents during your 2016-2017 pre-study period due to full-time employment in a different community than where your parent(s) reside.
- Documentation and/or a signed and dated letter from your employer indicating:
  - The physical work location/job site of your employment
  - The actual time period that you were employed with them. The time period must include day, month and year of the start and end dates of your continuous employment.

☐ An overcrowding situation in my parent(s)’ home

Required Documentation:

- A signed and dated letter from you explaining:
  - the reason(s) why you did not live with your parents during your 2016-2017 pre-study period; and
  - your living arrangements during this time period, including the address(es) where you are/were living.
- Proof of your living expenses during this time period (i.e., your rental agreement, utility bills such as hydro or water, etc.) Do not include food costs and/or basic hygiene costs as part of this proof.
- A letter signed and dated from your parents explaining the overcrowding situation in their home which prevented you from living with them during your 2016-2017 pre-study period.

☐ Psychological or physical health reason in my parent(s)’ home

Required Documentation:

- A signed and dated letter from you that includes the following:
  - The reason(s) why you did not live with your parents during your 2016-2017 pre-study period;
  - How the reasons(s) listed impacted your psychological and/or physical health and affected your ability to concentrate on your studies
  - Your living arrangements during this time, including the address(es) where you are/were living.
- Proof of your living expenses during this time period (i.e., your rental agreement, utility bills such as hydro or water, etc.). Do not include food costs and/or basic hygiene costs as part of this proof.
- A signed and dated letter from at least one of your parents explaining the reason(s) that prevented you from living with them during your 2016-2017 pre-study period.
- Documentation from a professional third party (e.g., family physician, psychiatrist, psychologist, police officer, social worker) who was/is directly involved with the situation in your parent’s home and can verify that the situation would have an impact on your physical and/or psychological health if you were living in your parent’s home during your pre-study period.
Reviews for Single Dependent Students Only (cont’d):

☐ I am a considered a single dependent student for OSAP purposes. I do not live with my parent(s) during my 2016-2017 study period.

Required Documentation:
• A letter signed and dated by you that indicates the address(es) you are living at during your 2016-2017 study period.
• Proof of your living expenses occurred at the above address during your study period (i.e., your rental agreement, utility bills such as hydro or water, etc.). Do not include food costs and/or basic hygiene costs as part of this proof.

Reviews for Single Independent Students Only:

☐ I am considered a single independent student for OSAP purposes. I lived/live with my parent(s) during my 2016-2017 pre-study and/or study period and I pay them room and board or rent.

Required Documentation:
• A letter signed and dated from you stating that you live with your parents during your 2016-2017 pre-study and/or study period and that you must pay them either room and board or rent.
• Proof of the amount of room and board or rent payments that you made to your parents for the above time period. Acceptable proof is either a copy the front and back of your cashed room and board or rent cheques and/or bank statements showing the financial transfers that occurred between you and your parent(s).
• A letter signed and dated by your parent(s) that confirms:
  • you lived/live with them during your 2016-2017 pre-study period and/or study period and
  • the amount of room and board or rent payments they collected/are collecting from you during this time period.

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.