Purpose
Use this form if you have already submitted a 2016-2017 OSAP Application for Full-Time Students and have been advised by your financial aid office that you must provide parental information in order for your application to be considered.

Required Documents
You must also provide a completed 2016-2017 Parental Income Verification: Foreign and/or Non-Taxable Income Form and applicable documentation if:

- your parent(s) have entered income information in items 850 and/or 855 on this form; and/or
- your parent(s) do not have a Social Insurance Number.

The 2016-2017 Parental Income Verification: Foreign and/or Non-Taxable Income Form is available for printing from the Forms section of the OSAP website (www.ontario.ca/osap).

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

If you’re going to a school outside of Ontario:
Send your completed form and required document(s) to:

Student Financial Assistance Branch,
Ministry of Advanced Education and Skills Development,
PO Box 4500, 189 Red River Road, 4th Floor,
Thunder Bay, ON P7B 6G9.

Deadline
This form and all required documents (if applicable) 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 Ontario:
Contact the ministry at: Student Financial Assistance Branch, Ministry of Advanced Education and Skills Development, PO 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 Time)
- 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 Information

Social Insurance Number: 

Ontario Education Number (OEN), if assigned: 

Last name: 

First name: 

Student 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: 

Student School Details

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: 

Student Declaration

I understand that my OSAP application will be assessed based on my parent(s) information provided on this form. 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.
Section B: Parent Information

Parent’s Marital Status
Are your parents married to each other or in a common-law relationship with each other?

☐ Yes - both parents must complete this section and sign Section C.
☐ No - complete item 800.

Common-law relationship:
Your parents are living in a common-law relationship if they:
• have cohabited continuously for a period of at least three years, or
• are in a relationship of some permanence and are raising any children of whom they are both the natural or adoptive parents.

800 The parent that I currently live with is:
If you moved to go to school, base your response on the parent you lived with before moving away.

☐ Married, remarried or in a common-law relationship
☐ Divorced
☐ Separated
☐ Widowed
☐ Single

The parent you currently live with (or lived with before moving) and his or her spouse or common-law partner must complete Parent 1 and Parent 2 section, Children Details section, and sign Section C.

The parent you currently live with (or lived with before moving) must complete Parent 1 section, Children Details section, and sign Section C.

Parent 1 Details

832 Parent 1’s first name:

831 Parent 1’s last name:

834 Parent 1’s date of birth:
Month Day Year

833 Parent 1’s postal code:

821 Is Parent 1’s home within 30 km of the postsecondary school the student plans to attend in the 2016-2017 academic year?
☐ Yes
☐ No

823 Is Parent 1 self-employed?
☐ Yes
☐ No

830 Does Parent 1 have a Social Insurance Number?
☐ Yes - complete item 820.
☐ No - Required Documentation: You must provide a completed 2016-2017 Parental Income Verification: Foreign and/or Non-Taxable Income Form and applicable documentation. A copy of this form is available for printing from the Forms section of the OSAP website (www.ontario.ca/osap).

820 Parent 1’s Social Insurance Number:
860 Does Parent 1 receive assistance from Ontario Disability Support Program or Ontario Works?
- [ ] Ontario Disability Support Program
- [ ] Ontario Works

**Income Reported on 2015 Canadian Income Tax Return**

Enter amounts from your parent's 2015 Canadian Income Tax Return. If it has not been filed for 2015, estimate the amounts. Do not include money received through Universal Child Care, Child Tax Benefit, Ontario Child Benefit, the Rental Opportunity for Ontario Families (ROOF) Program, or the Assistance for Children with Severe Disabilities.

Enter amounts in dollars only. Do not indicate cents or use commas or periods. If the amount is zero or negative, enter zero (0).

840 Parent 1’s total income from line 150:
- If parent entered data on line 210 of his or her 2015 Canadian Income Tax Return, subtract the amount entered in line 210 from the amount in line 150. Enter the revised amount in this item.

841 Parent 1’s net income from line 236:

870 Parent 1’s Canada Pension Plan contribution from lines 308 and 310:

880 Parent 1’s Employment Insurance premiums from line 312:

890 Parent 1’s total tax payable from line 435:
- If parent entered data on line 421 and/or 422 on his or her 2015 Canadian Income Tax Return, subtract the amount(s) from line 435. Enter the revised amount in this item.

**Other Income**

If your parent has other income not reported on his or her 2015 Canadian Income Tax Return enter the TOTAL value of this taxable and non-taxable 2015 income from all sources world-wide.

Enter amounts in dollars only. Do not indicate cents or use commas or periods. If the amount is zero or negative, enter zero (0).

850 Parent 1’s all taxable and non-taxable 2015 income:

**Required documentation**

If an amount greater than zero is entered, you must also provide a completed 2016-2017 Parental Income Verification: Foreign and/or Non-Taxable Income Form and applicable documentation. A copy of this form is available for printing from the Forms section of the OSAP website (www.ontario.ca/osap).

**Parent 2 Details**

837 Parent 2’s first name:

836 Parent 2’s last name:
2016-2017 OSAP Application Update: Parental Information

839 Parent 2's date of birth:

Month | Day | Year

838 Parent 2's postal code:

822 Is Parent 2's home within 30 km of the postsecondary school the student plans to attend in the 2016-2017 academic year?

☐ Yes
☐ No

824 Is Parent 2 self-employed?

☐ Yes
☐ No

835 Does Parent 2 have a Social Insurance Number?

☐ Yes - complete item 825.
☐ No - Required Documentation: You must provide a completed 2016-2017 Parental Income Verification: Foreign and/or Non-Taxable Income Form and applicable documentation. A copy of this form is available for printing from the Forms section of the OSAP website (www.ontario.ca/osap).

825 Parent 2's Social Insurance Number:

861 Does Parent 2 receive assistance from Ontario Disability Support Program or Ontario Works?

☐ Ontario Disability Support Program
☐ Ontario Works

Income Reported on 2015 Canadian Income Tax Return

Enter amounts from your parent's 2015 Canadian Income Tax Return. If it has not been filed for 2015, estimate the amounts. Do not include money received through Universal Child Care, Child Tax Benefit, Ontario Child Benefit, the Rental Opportunity for Ontario Families (ROOF) Program, or the Assistance for Children with Severe Disabilities.

Enter amounts in dollars only. Do not indicate cents or use commas or periods. If the amount is zero or negative, enter zero (0).

845 Parent 2's total income from line 150:

If parent entered data on line 210 of his or her 2015 Canadian Income Tax Return, subtract the amount entered in line 210 from the amount in line 150. Enter the revised amount in this item.

846 Parent 2's net income from line 236:

875 Parent 2's Canada Pension Plan contribution from lines 308 and 310:

885 Parent 2's Employment Insurance premiums from line 312:
895 Parent 2’s total tax payable from line 435:
If parent entered data on line 421 and/or 422 on his or her 2015 Canadian Income Tax Return, subtract the amount(s) from line 435. Enter the revised amount in this item.

Other Income
If your parent has other income not reported on his or her 2015 Canadian Income Tax Return enter the TOTAL value of this taxable and non-taxable 2015 income from all sources world-wide.

Enter amounts in dollars only. Do not indicate cents or use commas or periods. If the amount is zero or negative, enter zero (0).

855 Parent 2’s all taxable and non-taxable 2015 income:

Required Documentation: If an amount greater than zero is entered, you must also provide a completed 2016-2017 Parental Income Verification: Foreign and/or Non-Taxable Income Form and applicable documentation. A copy of this form is available for printing from the Forms section of the OSAP website (www.ontario.ca/osap).

Parent’s Children

805 How many dependent children, including the student, do the parent(s) who are completing this section have (e.g., 1, 2, 3)?

815 How many of the dependent children, including the student, are taking postsecondary studies (e.g., 1, 2, 3)?

A dependent child is:
• under 16 years of age and living with the parent and his or her spouse, if applicable, for 50% or more of the applicant’s study period; or
• 16 years of age or older; and
  • is enrolled in high school and taking at least 60% of a full course load and living with the parent (and his or her spouse, if applicable) for 50% or more of the applicant’s study period; or
  • is a full-time postsecondary student and has been out of high school less than four years; or
  • has a permanent disability and is wholly dependent on the parent (and his or her spouse, if applicable).
Section C: Consents, Declarations and Signature of Parent(s)

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, including verifying financial assistance provided under any other ministry program; paying the applicant’s financial assistance; verifying the applicant’s financial assistance, any relief granted from any payment the applicant 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; auditing the applicant’s file; assessing and collecting loans, overpayments, and repayments; enforcing the legislation set out below and the applicant’s agreements with the ministry and ESDC; and monitoring and auditing the NSLSC and the applicant’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 applicant’s 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 postsecondary 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 of Parents to the Indirect Collection and Disclosure of Personal Information (REQUIRED)

- I understand that the information on this form, including my residency history provided by the applicant, is a necessary part of the calculation of any financial assistance to the applicant. The information I have given is complete and true, and I will notify the applicant’s financial aid office or the ministry in writing if there are any changes. I agree that the ministry may use my personal information provided on this form and on OSAP application forms that may be submitted by the applicant in the future for the administration and enforcement of an OSAP application that may be made by me, my spouse and/or any other dependent children.
- I agree that until the applicant’s loans, overpayments, and repayments are assessed and repaid, the ministry can, without limitation, indirectly collect and exchange personal information about me that is relevant to the administration and financing of OSAP, and CSLP with: the applicant; ESDC; Canada Revenue Agency (CRA); NSLSC; the applicant’s postsecondary school and its authorized auditors and financial administration agents; 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 may have information about my sources of income or residency; 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.

August 5, 2016
• I understand that personal information about me provided on OSAP applications that may be made by the applicant in the future will also be subject to use disclosure in accordance with the previous bullet.

• 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 and future applications made by the applicant. 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 the applicant can gain access to the personal information I provide in connection with this application. Other personal information relevant to a reassessment or appeal will be disclosed to the applicant and any person(s) authorized by the applicant to have access to all information in the applicant’s 2016-2017 OSAP file.

• I understand that I can withdraw any consent I have given relating to an academic year for which the applicant has not received any financial assistance 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 the applicant accepts financial assistance. I understand that I cannot withdraw any consent relating to an academic year for which the applicant has received any financial assistance. I understand that if I withdraw any consent it will affect the applicant’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.

833 Signature of Parent 1: 

Date: 

Month Day Year 


838 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 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.

898 Signature of Parent 1: 

Date: 

Month Day Year 


899 Signature of Parent 2: 

Date: 

Month Day Year