



2018-19 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, 2018 and July 31, 2019

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 Dependents
- Canada Student Grant for Persons with Permanent Disabilities
- Ontario Part-Time Grant

Who can use this application?

You can use this application if you are:

- Taking between 20% and 59% of a full course load;
- Taking a program that starts anytime between August 1, 2018 and July 31, 2019;
- 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 (ontario.ca/osap) and select “Approved schools” to find out if your school is approved for OSAP; and
- A Canadian citizen, permanent resident or protected person.

Instructions

Follow the instructions below to ensure that your OSAP Application for Part-Time Students is processed without delay.

Step 1: Application form

Complete all required sections of this application. Don't forget to sign the declaration section. Your spouse (if applicable) must sign their own declaration section as well. Definitions are provided at the end of this package and are identified throughout the application.

Step 2: Required documents

Documents may be required to support the information that you provided in the application. If documentation is required, the question will be labelled accordingly. You can find complete details about required documents after the application form.

Step 3: Program Information Form

If you are planning to attend a postsecondary institution outside of Ontario, you must also complete the Program Information Form and forward it to your school for completion. Refer to the instructions listed on the Program Information Form for complete details.

Step 4: Submit your application

Send your application to:

- **If you're 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 need to complete the Program Information Form as the school's financial aid office will provide your program and study period costs to the ministry electronically.
- **If you're going to school outside of 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

General inquiry telephone service is available Monday to Friday, 8:30 AM – 4:30 PM (Eastern Standard Time)

Telephone: 807-343-7260.

Toll-free in North America: 1-877-OSAP-411 or 1-877-672-7411

TTY: 1-800-465-3958

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 40 days 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. The ministry will mail you information about the status of your account. To stay up to date on the latest status of your OSAP application, you can check online at ontario.ca/osap. To access your online account, you'll need your OSAP Access Number (OAN) and password. If you don't know your OAN and/or password, you can do one of two things:

- Visit a financial aid office at any public college or university in Ontario. You must present one piece of government issued photo ID along with proof of your Social Insurance Number (SIN) which can be your SIN card or a Government of Canada document that contains your SIN; or
- Complete an "OSAP Website: Forgot Password and/or OSAP Access Number" form. You can print it from the OSAP website under the "Forms" section.

Questions?

Information about OSAP is available at ontario.ca/osap. You can also get help from your financial aid office. Refer to Step 4 for details on who you should contact.



Ministry of Training, Colleges and Universities
Student Financial Assistance Branch



PART 1: Registration and your profile

OSAP user agreement

In order to apply for financial assistance under 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 identification 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).

Collection and use of personal information

Your personal information will be used by the ministry, the National Student Loans Service Centre (NSLSC), your school, and other authorized agents in order to administer 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, R.R.O. 1990, c.M. 19, Reg. 774, R.R.O 1990, Reg. 775, O. Reg. 268/01, O. Reg. 118/07, O.Reg.282/13 and O. Reg. 70/17 made under the Act. 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.

Consent to indirect collection and disclosure of personal information

Your personal information is collected and can be exchanged with authorized agents in order to administer OSAP.

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 Register. This verification is solely for the purpose of confirming the accuracy of my identification information 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 and/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).

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Terms and conditions

Terms and conditions of updating your profile information on your OSAP account.

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, its contractors, agents, or other authorized third party administrators.
- I may be asked to provide documentation to the ministry, its contractors, agents, or one of its authorized third party administrators 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:

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Date:

Month

Day

Year

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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 below.

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

Apartment:

City, town, or post office:

Province:

Postal code (e.g. P0T2E0):

Telephone number including area code (e.g. 416-555-1212):

Mailing address

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

Yes

No

If "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:

City, town, or post office:

Province or state:

Country:

Postal code or zip code:

Telephone number including area code (e.g. 416-555-1212):

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Additional information

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

- Yes
 No

If “Yes”, is your disability permanent?

See “Permanent disability” in Definitions section.

- Yes - see Required documents section.
 No

What is your current citizenship status?

See Definitions section for a list of all citizenship statuses

- Canadian citizen
 Permanent resident - See Required documents section.
 Protected Person - See Required documents section.
 Other *

*In order to be eligible to apply for OSAP, you must be a Canadian citizen, permanent resident or a Protected Person. If you selected “Other”, contact your financial aid office to discuss your situation and alternative funding options.

Do you want to self-identify as an Indigenous person?

See “Indigenous person” in the Definitions section.

Students that self-identify as Indigenous may be eligible for specific programs under OSAP.

If you self-identify as Indigenous you may be requested to provide documentation to demonstrate your status.

- Yes
 No

If “Yes”, complete the questions on page 10.

Select the description(s) that you self-identify as:

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

Specify:

Your school may have additional funding available for Indigenous students. Indicate “Yes” if you would like OSAP to share your information with your school for the sole purpose of considering you for further financial support.

- Yes
- No

Grid for Social Insurance Number

PART 2: Application form

OFFICE USE ONLY

Date received at FAO:

Institution code:

Month Day Year

Grid for Date received at FAO

Grid for Institution code

Section A: School you plan to attend

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

Grid for school name

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

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

Grid for street address

City, town, or post office:

Grid for city/town/post office

Province or state:

Grid for province/state

Country:

Grid for country

Postal code/zip code:

Grid for postal code/zip code

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

Grid for campus name

Student number at your school, if you know it:

Grid for student number

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Section C: Current situation

What is your current status?

Married

Do you have dependent children?

See “Dependent children” in the Definitions section.

Yes

No

In a common-law relationship

See “Common-law” in the Definitions section.

Do you have dependent children?

See “Dependent children” in the Definitions section.

Yes

No

Sole-support parent with dependent children

See “Sole-support parent” in the Definitions section.

Single, separated, divorced or widowed with no dependent children

Section D: Ontario residency

Check the FIRST statement that best describes your current residency situation.

I have always lived in Ontario.

Ontario is the last province in which I lived for 12 months in a row without being a full-time postsecondary student.

See “Full-time postsecondary” in the Definitions section.

I live in Ontario AND I have lived in Canada for less than 12 months in a row.

I live in Ontario AND none of the previous statements apply to me.

See Required documents section.

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Section E: Financial information

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

Income received in 2017

What is your total income from line 150 of your 2017 Canadian income tax return?

If you didn't file a return, enter an estimate. If you entered amounts in line 117 and/or 210 on your return, subtract those amounts from line 150.

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See Required documents section.

What is the total of your 2017 Canadian non-taxable and foreign income?

See "Canadian non-taxable income and foreign income" in the Definitions section

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See Required documents section.

Previous funding information

Have you ever studied part-time and received a grant and/or a loan for those studies?

See "Part-time studies" in the Definitions section.

Yes

No

If "Yes", did you pass all of your courses when you last studied part-time?

Yes - See Required documents section.

No - You are not eligible for part-time funding because you did not pass all of the courses in your most recent part-time study period. To be considered for part-time funding from OSAP in the future, you must successfully complete one semester of part-time studies funded through your own resources. Contact your financial aid office for further details.

Have you received a Part-Time Canada Student Loan that you have not yet fully repaid?

See "Part-time studies" in the Definitions section.

Yes

No

If "Yes", what is the total outstanding balance to be repaid on your part-time loan(s)?

See "Total outstanding balance" in the Definitions section.

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Section F: Children information

Complete this section if you indicated your current status in Section C: Current situation is one of the following:

- married and you have dependent children,
- common-law and have dependent children, or
- sole-support parent with dependent children

If you don't have children in an age group, enter zero(0).

Children 0-11 years of age:

Provide details about these children in "Children details" section below.

Children 12 years of age or older who do NOT have a disability:

No details are required below.

Children 12 years of age or older who have a disability:

Provide details about your child(ren) in the section below.

Children details

Complete the section based on your response above. If you have more than four children who you must provide details about, provide the information requested in a separate letter and attach it to this application.

Child 1

First name:

Last name:

Date of birth:

Month Day Year

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

See Required documents section

Child 2

First name:

Last name:

Date of birth:

Month Day Year

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

See Required documents section

Child 3

First name:

Last name:

Date of birth:

Month Day Year

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

See Required documents section

Child 4

First name:

Last name:

Date of birth:

Month Day Year

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

See Required documents section

Section G: Spouse information

This section must be completed by your spouse if you indicated that you are married or in a common-law relationship in Section C: Current situation. Your spouse must also complete Section H: Consents, declarations and signature of spouse.

See "Spouse" in the Definitions section.

Spouse's first name:

Spouse's last name:

Spouse's date of birth:

Month Day Year

Spouse's postal code:

Does your spouse have a Social Insurance Number (SIN)?

Yes

No

If "Yes", provide SIN below :

Income reported on 2017 Canadian Income Tax Return

Enter amounts from your spouse's 2017 Canadian income tax return. If it has not been filed for 2017, estimate the amounts. Enter amounts in dollars only. Do not enter cents or use periods or commas. If the amount is not applicable or negative, enter zero (0).

What is the total income from line 150 of your spouse's 2017 Canadian income tax return?

See Required documents section.

Income from all other sources

Enter all spouse's non-taxable income earned in Canada (not reported on their 2017 Canadian income tax return) as well as all foreign income (taxable and non-taxable). Enter amounts in dollars only. Do not enter cents or use periods or commas. If the amount is not applicable or negative, enter zero (0).

What is the total of your spouse's 2017 Canadian non-taxable and foreign income?

See "Canadian non-taxable and foreign income" in the Definitions section.

See Required documents section.

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Section H: Consents, declarations and signature of spouse

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 financial assistance received, 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 institution 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 the amounts and types of any other form of provincial or federal government financial assistance; updating the applicant's OSAP profile; 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 institution 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 institution 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 institution. 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. 70/17 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, the Apprentice Loans Act, S.C. 2014, c.20, s.483, as amended, and s. 266.3(4) of the Education Act, R.S.O. 1990, c.E.2. 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, Ontario, 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, 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, any amounts of excess financial assistance received and any other required repayments of financial assistance 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 institution 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, assets 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.
- 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 dependents 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 2018-2019 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, Ontario, 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 amount of financial assistance. I understand that if I withdraw any consent it will affect the applicant's eligibility for, and the type and amount of, financial assistance under OSAP.

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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 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. 70/17 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, the Apprentice Loans Act, S.C. 2014, c.20, s.483, as amended, and s. 266.3(4) of the Education Act, R.S.O. 1990, c.E.2. This consent applies to the 2017 taxation year and to any subsequent taxation year for which assistance is requested.

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.

Signature of spouse:

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Date:

Month Day Year

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Section I: 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 financial assistance received 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 institution 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 the amounts and types of any other form of provincial or federal government financial assistance; updating your OSAP profile; paying your financial assistance; verifying your financial assistance, any relief granted from any payment you are required to make and any loan rehabilitation; determining whether to convert any of your grants into student loans; 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 institution 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 institution 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 institution'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. 70/17 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, the Apprentice Loans Act, S.C. 2014, c.20, s.483, as amended, and s. 266.3(4) of the Education Act, R.S.O. 1990, c.E.2. 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, Ontario, P7B 6G9; 807-343-7260.

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Consent to the indirect collection and disclosure of personal information

- I agree that until my loans, any amounts of excess financial assistance received, and any other required repayments of financial assistance 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 institution 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 persons, 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).

Instruction to obtain a consumer report

This is my instruction authorizing the ministry to obtain information about my credit history from a consumer reporting agency for the purpose of determining whether I am eligible for financial assistance.

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 any Canada Student Grants that I receive may be converted into loans if I withdraw from part-time studies within the first 30 days of my study period, or if a reassessment results in a determination that I am no longer eligible for the Canada Student Grant or that I am no longer entitled to the amount of the Canada Student Grant received.
- I understand that if my application is reassessed, it may affect my eligibility and the type and amount of financial assistance I may receive.

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Declaration (continued)

- If I received financial assistance in excess of my entitlement, I will be responsible for the repayment of the amount of excess financial assistance received and I acknowledge that any future amount of financial assistance I am entitled to receive may be reduced by the amount owed.
- I understand that if I am not eligible for a particular award, grant or loan, this may affect my eligibility for other OSAP assistance.
- 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 institution will forward the full amount of any refund of academic fees to the NSLSC for credit against my outstanding student loans or to the ministry against any excess amounts of financial assistance owing.
- I understand if I am in default on my Canada Apprentice Loan, I am not eligible to receive further student financial assistance until my restriction is removed.
- 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, Ontario, P7B 6G9, at any time before I accept financial assistance. I understand that I cannot withdraw any consent relating to an academic year for which I have received any amount of 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 under OSAP.
- 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 excess amounts of financial assistance received, the ministry may restrict me from receiving financial assistance in the future, 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. If convicted, I may be liable for a fine of up to \$25,000 and one year in prison.

Continued on next page

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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. 70/17 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, the Apprentice Loans Act, S.C. 2014, c.20, s.483, as amended and s. 266.3(4) of the Education Act, R.S.O. 1990, c.E.2. This consent applies to the 2017 taxation year and to any subsequent taxation year for which assistance is requested.

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.

Signature of student:

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Date:

Month Day Year

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Instructions to student

You need this form completed by your school.

If you are studying at a school located outside Ontario, enter your information in the Student information section on pages 25 and 26. Then, give all pages of this form to an official at your school who is authorized to confirm your program details and costs. Authorized officials can include staff in the office of the Registrar, financial aid office or enrolment services.

The school official will return the completed form to you. Attach the completed form to your application before sending the package to the ministry. See Instructions on page 2.

Instructions to school official

This form is used to gather the student's information for a part-time study period that starts anytime between August 1, 2018 and July 31, 2019 inclusive. Students who are taking between 20 to 59% of a full-time course load are considered to be studying on a part-time basis. The student doesn't have to be registered or attending your school to complete this form.

Complete this form only if you are authorized to confirm the student's program details and costs (e.g., you work in the office of Registrar, financial aid office or enrolment services). Once you have provided the information requested and have signed the declaration, return the completed form to the student.

Student information**Student number at your postsecondary school:****Ontario Education Number (OEN), if assigned:****First name:****Last name:**

First name:

Last name:

Student number at your school:

Student information (continued)

Student's mailing address

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

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

Apartment:

City, town, or post office:

Province or state:

Country:

Postal code or zip code:

Area code and telephone number:

First name:

Last name:

Student number at your school:

Student's 2018-19 program information**1. Is the program considered a residency or internship program?**

- Yes - program is not eligible for OSAP. Stop here and return form to student.
- No - go to next question.

2. For schools in Canada, is the student's program approved for Canada Student Loan by the province or territory the school is located in?

- Yes - go to next question.
- No - program is not eligible for OSAP. Stop here and return form to student.

3. What is the name of the student's program?**4. What is the start date of the student's 2018-19 study period?**

Day Month Year

5. What is the end date of the student's 2018-19 study period?

Note: The end date cannot be more than 52 weeks from study period start date.

Day Month Year

6. What is the total number of weeks in the student's 2018-19 study period?

The number entered cannot exceed 52 weeks. Do not include non-education related time, such as intersession or holiday breaks.

7. What percentage of a full course load will the student be taking? %**8. Does the student's program lead to a degree, diploma, or certificate issued by your school?**

- Yes
- No - student is not eligible for OSAP.

First name:

Last name:

Student number at your school:

Student's 2018-19 program information (continued)**9. How many courses is the student taking in-class?****10. How many courses is the student taking online, through correspondence or distance education?****11. What is the student's level of study?**

- Diploma
- Certificate
- Bachelor's degree
- Master's degree
- Doctoral degree

12. What is the faculty or division of the student's program?

- | | |
|---|--|
| <input type="checkbox"/> Administration/Business | <input type="checkbox"/> Health sciences |
| <input type="checkbox"/> Agriculture/Related sciences | <input type="checkbox"/> Law |
| <input type="checkbox"/> Arts/Sciences | <input type="checkbox"/> Medicine |
| <input type="checkbox"/> Community service/Education | <input type="checkbox"/> Theology |
| <input type="checkbox"/> Dentistry | <input type="checkbox"/> Trades |
| <input type="checkbox"/> Engineering/Technology | |

Student's Study Period Costs

Provide the costs for the student's study period entered on this form. Enter all amounts in Canadian dollars only; don't indicate cents.

13. What are the tuition fees for the student's 2018-19 study period?

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

\$

First name:

Last name:

Student number at your school:

Student's 2018-19 program information (continued)

14. What are the compulsory fees for the student's 2018-19 study period?

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

\$

15. What are the book and equipment costs for the student's 2018-19 study period?

Don't include computer purchase or rental costs.

\$

School information

School name:

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:

Institution stamp or seal:

First name:

Last name:

Student number at your school:

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School declaration

Official's name:

Official's title:

Area code and telephone number:

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Email address:

I declare that the information provided on this form is complete and true and I am authorized to provide this information on behalf of the institution.

Signature of school official:

Date:

Day Month Year

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Required documents

Documentation is required to support the information that you entered in the application. There are 2 types of documents:

- Documents that you have to provide (e.g. proof of income).
- Forms that you have to complete (e.g. Verification of a Disability). A personalized form may be mailed to you. Forms referenced below can also be printed from the OSAP website (ontario.ca/osap) under the “Forms” section.

If you have difficulty obtaining the required documents, contact your financial aid office for assistance.

Deadline date

If your study period is:

- up to 20 weeks long, you must submit your application and supporting documents no later than 40 days prior to the end of your study period.
 - 21 weeks or longer, you must submit your application no later than 60 days before the end of your study period and supporting documents no later than 40 days prior to your study period end date.
-

Part 1: Registration and your profile.

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.

Verification of a disability

You must provide a completed Disability Verification form.

A copy of the form is available for printing from the Forms section of the OSAP website (ontario.ca/osap).

Proof of citizenship

The following documentation is required based on your response to your current citizenship status:

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

Section D: Ontario residency

If you selected the response, “I live in Ontario and none of the previous statements apply to me”:

You are not a resident of Ontario. To have your residency reviewed, provide the following documentation:

- 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.

Section E: Financial information

Proof of 2017 income:

- You must provide a copy of your 2017 proof of income statement issued by Canada Revenue Agency (CRA). This statement can be either your 2017 Notice of Assessment or your 2017 Income Tax Return Information document from CRA.
- **If the amount you entered in the Canadian non-taxable income and foreign income field is greater than zero:** you must provide a statement that lists the sources and amounts of your 2017 Canadian non-taxable and/or foreign income listed on your application. You must sign and date this statement.

If you previously received a grant and/or loan for part-time studies:

You must provide a transcript of your marks for your most recent part-time study period that you received a grant and/or part-time loan.

If you (and your spouse, if applicable) had no income in 2017:

You must provide an explanation of how you are paying for your daily living costs (e.g. housing, food, utilities, etc.). You must sign and date your letter.

Section F: Children information

If the weekly child care cost for any one child is greater than \$200 dollar:

You must provide proof of the hourly rate you are paying for child care for each of your children during your in-class hours.

Documentation must include the following:

- a signed statement from your child care provider or a copy of your child care agreement indicating that the child is in their care, and
- the hourly rate paid for each of your children in their care.

Section G: Spouse information

Proof of spouse's income:

- You must provide a copy of your spouse's 2017 proof of income statement issued by Canada Revenue Agency (CRA). This statement can be either their 2017 Notice of Assessment or their 2017 Income Tax Return Information document from CRA.
- **If the amount you entered for your spouse's Canadian non-taxable income and foreign income field is greater than zero:** you must provide a statement from your spouse that lists the sources and amounts of their 2017 Canadian non-taxable and/or foreign income listed on your application. Your spouse must sign and date this statement.

Definitions

Canadian Citizen:

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.

Canadian non-taxable income and foreign income includes:

- income earned in a country other than Canada that has not been reported to the CRA through line 104 (e.g. employment income, rental income or gains from investments),
- child support received,
- postsecondary school scholarships, fellowship and bursaries,
- income earned on a First Nations Reserve in Canada,
- lottery winnings,
- gifts and inheritances,
- life insurance compensation,
- strike pay you received from your union,
- income from TFSA.

Despite being exempt from tax, these earnings are still considered income for the purposes of determining eligibility for grants and loans through OSAP and must be included in the application.

Common-law relationship:

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.

Course load:

You must be taking from 20 to 59% of a full course load to be eligible for OSAP for Part-time Students. To determine your course load, compare the amount of credits or courses that you are taking, with the number of credits or courses in a full course load at your school. Your school will confirm this information once they process your application.

Note:

In determining your percentage of a full course load, course load averaging is NOT permitted. For example, if you are considered as having 70 percent of a full course load in your first term and 40 percent in your second term, the course loads cannot be averaged to equal 55 per cent for your entire study period.

Dependent children:

A dependent child is your and/or your spouse's natural or adoptive child who is:

- under 18 years of age and living with you (and your spouse, if applicable) for 50% or more of your study period; or
- 18 years of age or older; and
 - is enrolled in high school and taking at least 60% of a full course load and living with you (and your spouse, if applicable) for 50% or more of your study period; or
 - is a full-time postsecondary student and has been out of high school less than four years; or
 - has a disability and is wholly dependent on you (and your spouse, if applicable).

To be wholly dependent, a child over the age of 18 must meet all of the following conditions:

- The child is single and lives with you;
- The child is, by reason of a mental or physical disability, dependent on others for their personal needs and care; and
- The child is claimed by you (or your spouse, if applicable) for tax purposes and Canada Revenue Agency (CRA) has accepted the child as being wholly dependent upon you or your spouse for tax purposes.

Full-time postsecondary studies:

You're in full-time postsecondary studies if you're taking 60% of a full course load (or 40% or more if you're a student with a permanent disability).

Indigenous person:

An Indigenous person is considered those who reported being an Aboriginal person, that is, First Nations, Métis or Inuk (Inuit).

OEN:

OEN is a student identification number that is assigned by the Ontario Ministry of Education to elementary and secondary students across the province. This unique number is used as the key identifier on a student's school records, and follows the student through his or her elementary and secondary education. The OEN is nine digits long (eight digits plus a check digit), randomly assigned and tied to stable information about the student (name, gender, date of birth). For more information, contact the Ministry of Education at 416-325-2929 or 1-800-387-5514.

Part-time studies:

Part-time studies means taking from 20 to 59 percent of a full course load at the postsecondary level of study (e.g., degree, diploma or certificate level).

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.

Permanent Resident:

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 their permanent resident status. A Record of Landing form (issued prior to 2002), Confirmation of Permanent Residence form, and Permanent Residence Card all provide official proof of status of permanent residency in Canada.

Protected Person:

A protected person is an individual who holds a valid Verification of Status document issued by Citizenship and Immigration Canada, or a valid Protected Persons Status Document issued prior to January 1, 2013. A decision letter (“Notice of Decision”) from the Immigration and Refugee Board (IRB) is also a valid form of identification. 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).

Sole-support parent:

You are a sole-support parent you have your dependent child or children living with you on a full-time basis (50% or more) during your study period AND you are single, separated, divorced or widowed.

Spouse:

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

Study period:

Your study period is the time period during the current academic year in which you are considered to be in school. This time period, which is set by your postsecondary institution, is used to determine the amount of your aid, as well as various deadlines to submit applications or supporting documents.

Note:

If you are in school for more than one term (also known as a semester) during the current academic year and your course loads are different for each term, each term is considered a separate study period and you will have to submit a separate part-time application for each term. In that instance, the start date and end date that you enter for each application will correspond to the course load for the term in question.

Total outstanding balance:

The total outstanding balance is the total amount of part-time student loans that you have borrowed and still have to repay.

Term of study:

For OSAP purposes, the word “term” refers to the following:

- 1 term = 12 to 20 study weeks
- 2 terms = 21 to 40 study weeks
- 3 terms = 41 to 52 study weeks