

**Purpose**

Have you failed the credit check on your 2019-20 OSAP application?


You can request a review of your failed credit check if all of the following apply:

- Your financial difficulties were due to circumstances beyond your control.
- You are now financially stable.
- You will be able to repay any further student loans that may be issued to you.

Important:

Before you complete this form, contact your financial aid office. Let them know you would like to request a review of your failed credit check. They will request a copy of your credit report from the credit reporting agency contracted by the ministry. After your report is reviewed, your financial aid office will then let you know if you need to complete this form.

**Required documents**

Throughout this document you will see the following icon . This indicates you will have to provide documentation as part of your review request.

Include your name and student number on each required document you submit with your review.

**How to submit this form**

You can upload your completed form online. Log into the OSAP website and go to your application to use the “Print/Upload” feature. Or, you can submit a paper copy as follows:

**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: Credit Check Review, Student Financial Assistance Branch, Ministry of Colleges and Universities, 77 Wellesley Street West, Box 276, Toronto, Ontario M7A 1N3.

**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 2019-20 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 Colleges and Universities, 77 Wellesley Street West, Box 276, Toronto, Ontario M7A 1N3 or Email: [OICU@ontario.ca](mailto:OICU@ontario.ca).

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

- Telephone: 416-314-0714.
- TTY: 1-800-465-3958

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**Section A: Student's information**

**Social Insurance Number:**

**Ontario Education Number (OEN), if assigned to you:**

**Last name:**

**First name:**

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**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:**

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**Student's study period details**

**What is the name of the school you plan to attend or are currently attending for your 2019-20 study period?**

**Student number at your school:**

**What are the start and end dates of your 2019-20 study period?**

**From:**

**To:**

Month Year

Month Year

## Section B: Student financial history

### 1. History of events resulting in your financial situation

#### Required documentation:

There are two components to this documentation requirement.

#### a) Letter

You must provide a letter explaining how you ended up in the financial situation that impacted your credit rating. Your explanation must include:

- The timeline of events that caused these financial issues.
- How these events were beyond your control.

You must sign and date your letter.

#### b) Supporting documentation

You must provide documentation to support the events included in your letter that led to your financial issues. Examples:

- If you were laid off from your job, you would include a copy of your Record of Employment or a letter from your previous employer.
- If your marriage broke down, you would include a copy of your separation agreement or divorce judgement.
- If a third party was involved (e.g. police, social services, medical personnel), you would provide a report or letter from them.

Contact your financial aid office for further details if you are unsure of the above documentation requirements.

### 2. Have you ever filed for bankruptcy or initiated a related event?

#### Bankruptcy or related event:

If you initiated a bankruptcy or a related event, this means you have filed for bankruptcy under the *Bankruptcy and Insolvency Act (Canada)* (BIA), made a consumer proposal under the BIA that is approved or deemed to be approved by a court under that Act, obtained a consolidation order under the BIA or filed a document seeking relief for the orderly payment of debts.

Yes -  See Required documents.

No

 **Required documentation:** You must provide a copy of the Liabilities page of the Statement of Affairs from your bankruptcy documentation.

**3. Have you completed a credit counselling program?**

Yes

No

If “Yes”, answer the following:

a) What is the name of the credit counsellor and/or credit counselling agency you attended?

b) What city are they located in?

c) When did this counselling occur?

Month	Year		Month	Year
<input type="text"/>	<input type="text"/>	to	<input type="text"/>	<input type="text"/>

**Section C: Student financial current details**

4. What is your total estimated current debt from all sources (e.g. credit cards, utilities, liens, judgements) that is in arrears and/or in collection?

\$

**5. Monthly budget**

Provide your current average monthly income and expenses using the chart below. You must also include your spouse’s income if you are married or in a common-law relationship.

Enter a response for each of the categories listed below. If the category does not apply to you, enter a zero (0). Enter amounts in dollars only. Do not indicate cents or use commas or periods.

**Monthly income**

Earned income from all sources (after taxes and deductions): \$

Child and/or spousal support: \$

Other income not listed above: \$

Specify source(s) of other income:

**Total monthly income:** \$

**Monthly expenses**

Housing  
(e.g. rent, mortgage): \$ 

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Utilities  
(e.g. telephone, internet, electricity): \$ 

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Insurance premiums  
(e.g. tenant, house, car): \$ 

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Taxes  
(e.g. school, municipal): \$ 

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Household maintenance/repairs: \$ 

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Spousal and/or child support: \$ 

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Debt repayment  
(e.g. loans, credit cards): \$ 

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Transportation: \$ 

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Groceries: \$ 

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Clothing/Personal items: \$ 

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Entertainment  
(e.g. movies, dining out, vacation): \$ 

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Gifts: \$ 

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Other expenses not covered above: \$ 

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Specify other expenses:  

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**Total monthly expenses:** \$ 

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**6. Are your total monthly expenses more than your total monthly income?**

Yes - **See Required documentation**

No

- Required documentation:** You must provide a letter explaining:
- how you are paying for your outstanding expenses; and
  - the steps you are taking to balance your budget.

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## Section D: Career/employment plans

The following questions are based on when you have completed your current program of study:

### 7. What type of job will you be looking for?

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### 8. What is the total gross income you expect to earn on a yearly basis?

\$ 

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### 9. Within one year of graduating, how much do you expect to be working?

- full-time (more than 35 hours per week)
- part-time (less than 35 hours per week)
- not working (unemployed)



**Required documentation:** You must provide a letter indicating:

- the reasons for your response
- your employment search plans
- how you plan to cover your monthly expenses, including OSAP loan payments.

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## Section E: Student declaration and signature

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 2019-20 OSAP Application for Full-Time Students or 2019-20 OSAP Application for Part-Time Students (as applicable).

**Signature of student:**

**Date:** Month Day Year

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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 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 Colleges and Universities, PO Box 4500, 189 Red River Road, Thunder Bay, Ontario P7B 6G9; 807- 343-7260.