

## Purpose

Use this form if you have already submitted a 2019-20 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 2019-20 Parental Income Verification: Canadian Non-Taxable and Foreign Income form and applicable documentation if:

- your parent(s) entered \$15,000 or more in items 850 or 855 and/or
- your parent(s) do not have a Social Insurance Number

The 2019-20 Parental Income Verification: Canadian Non-Taxable and Foreign Income form is available for printing from the Forms section of the OSAP website ([ontario.ca/osap](http://ontario.ca/osap)).

## 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 or upload documents” button. 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: Student Financial Assistance Branch, Ministry of Training, Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario, 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 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 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 a.m. – 4:30 p.m. (Eastern Time)

- Telephone: 807-343-7260.
- Toll-free in North America: 1-877-OSAP-411 or 1-877-672-7411
- TTY: 1-800-465-3958





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**821 Is Parent 1's home within 30 km of the college or university you plan to attend in the 2019-20 academic year?** Yes No**830 Does Parent 1 have a Social Insurance Number (SIN)?** Yes No

If "Yes", provide SIN below:

**820 Parent 1's SIN**

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**Income reported on 2018 Canadian Income Tax Return**

Enter amounts from your parent's 2018 Canadian Income Tax Return. If it has not been filed for 2018, estimate the amounts.

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 estimating, do not include tax-free benefits or refundable tax credits (e.g. Canada Child Benefit, Ontario Trillium Benefit).

Pension income splitting and Universal Child Care Benefits information:

If parent 1 is splitting their pension income and entered an amount on Line 210 of their 2018 Canadian income tax return, subtract the amount entered in line 210 from the amount in line 150. Enter the revised amount in this item.

If parent 1 is receiving Universal Child Care Benefits and entered an amount on line 117 of their 2018 Canadian income tax return, subtract the amount entered on line 117 from the amount on line 150. Enter the revised amount.

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

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**880 Parent 1's Employment Insurance premiums from line 312:**

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**890 Parent 1's total tax payable from line 435:**

If parent 1 entered data on line 421 and/or 422 on their 2018 Canadian Income Tax return, subtract the amount(s) from line 435. Enter the revised amount in this item.

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### Income reported on 2018 Canadian Income Tax Return

Enter amounts from your parent's 2018 Canadian Income Tax Return. If it has not been filed for 2018, estimate the amounts.

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 estimating, do not include tax-free benefits or refundable tax credits (e.g. Canada Child Benefit, Ontario Trillium Benefit).

Pension income splitting and Universal Child Care Benefits information:

If parent 2 is splitting their pension income and entered an amount on Line 210 of their 2018 Canadian income tax return, subtract the amount entered in line 210 from the amount in line 150. Enter the revised amount in this item.

If parent 2 is receiving Universal Child Care Benefits and entered an amount on line 117 of their 2018 Canadian income tax return, subtract the amount entered on line 117 from the amount on line 150. Enter the revised amount.

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

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#### 885 Parent 2's Employment Insurance premiums from line 312:

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#### 895 Parent 2's total tax payable from line 435:

If parent entered data on line 421 and/or 422 on his or her 2018 Canadian Income Tax return, subtract the amount(s) from line 435. Enter the revised amount in this item.

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### Income from all other sources

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).

#### 855 All foreign income and Canadian non-taxable income Parent 2 received in 2018:

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Required documentation:

You must provide a completed 2019-20 Parental Income Verification: Canadian Non-Taxable and Foreign Income form and required supporting documentation if you are attending a postsecondary institution within Canada and:

- Your parent doesn't have a Social Insurance Number (SIN); or
- Your parent has a SIN and entered an amount equal to or greater than \$15,000 in "Canadian non-taxable and foreign income" field.

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

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## Parent's children details

A dependent child is the natural, foster, adoptive, or non-adoptive child from a previous relationship, of the parent, who is:

- under 18 years of age and living with the parent for 50% or more of the applicant's 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 the parent 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 six years; or
  - has a disability and is wholly dependent on the parent.

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 the parent;
- 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 the parent for tax purposes and Canada Revenue Agency (CRA) has accepted the child as being wholly dependent upon the parent for tax purposes.

**805 How many dependent children, including the student, do the parent(s) who are completing this section have?**

**815 How many dependent children, including the student, will be taking postsecondary studies in the 2019-20 academic year?**

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## Section C: Consents, declarations and signature of parents

### 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, and O. Reg. 282/13 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, Ontario, P7B 6G9; 807- 343-7260.



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## **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, 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 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 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 2019-2020 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, this will affect the applicant's eligibility for, and the type and amount of, financial assistance under OSAP.

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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.

**896 Signature of Parent 1:**

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**Date:**

Month Day Year

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**897 Signature of Parent 2:**

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**Date:**

Month Day Year

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**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. 70/17 as amended, and O. Reg. 282/13 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 2018, 2019 and 2020 taxation years and to any subsequent taxation year for which assistance is requested and my information is required.

**898 Signature of Parent 1:**

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**Date:**

Month Day Year

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**899 Signature of Parent 2:**

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**Date:**

Month Day Year

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