



ONTARIO STUDENT ASSISTANCE PROGRAM

How to Apply for OSAP via the web:

- Go to <http://osap.gov.on.ca>
- Click on: Apply online
- Go to the bottom of the screen and click on NEXT
- Create a password (remember it!) and make up to two Challenge Questions (remember the questions and answers!)
- Complete the application and save
- Look over your application information, make changes where required, and then submit.

Upon completion you have two choices:

1. Print out Consents, Declarations, and Signature Forms yourself (be sure to print out all the forms and then read the rest of the instructions). You must also provide photocopies of the applicable supporting documents to the Financial Aid Office at the campus you will be attending.

OR

2. Complete forms and present them with photocopies of the applicable supporting documents to the Financial Aid Office at the campus you will be attending.

IMPORTANT NOTICE

- You will receive only one notification from the Ministry's OSAP office. It is your responsibility to periodically check your OSAP status during the school year as you will not be notified of any reassessments to your original OSAP entitlement. However, the OSAP website allows you to choose an email option which will alert you to when changes are made to your OSAP assessment.
- For updates on status, go online or call 1-866-330-3331
- You will need your Social Insurance Number (SIN) or OSAP account number and password to access your information. If you forget your Challenge Questions, you must go to the Financial Aid Office with your SIN card and an approved government I.D. card and have your password reset.
- In most cases you will receive 60% of your entitlement during the first semester and the remaining 40% halfway through your study period. Please plan carefully.

ADDITIONAL INFORMATION ABOUT THE OSAP APPLICATION

Course load requirements:

- To be eligible for OSAP assistance you must maintain a minimum course load of 60%.
- If you have a documented permanent disability, you must maintain a minimum course load of 40%.
- If you do drop courses to less than the above requirements for the semester and program, it is considered a withdrawal from full time studies and your OSAP entitlement will be reassessed.
- Further funding for the academic year will be suspended.
- Your loan will be repayable 6 months from the date of your change in course load (This policy applies to a reduced course load for any reason including course exemption- advance standing OR when you stop attending college full-time).

SATISFACTORY SCHOLASTIC STANDARD:

- You must maintain a satisfactory scholastic standard to continue to be eligible for OSAP funding (successful completion of at least 60% of a full course load per semester).
- Failure to achieve scholastic standard will result in a probation period for the following semester.
- OSAP eligibility would continue for that period of study, however, all courses must be successfully completed to maintain eligibility for OSAP.
- You will lose eligibility for a minimum of 2 academic semesters if you do not successfully complete courses during the probation period.

CHANGES THAT MAY AFFECT YOUR OSAP ENTITLEMENT:

- Any income to be received during the school year from scholarships, bursaries, work-study, investments, etc. must be declared on your application and will be used to calculate your entitlement.
- You are required to notify the Financial Aid Office, in writing, of any change to your academic, financial, family or study-period.
- If you apply for your OSAP funding and then wish to extend your study period during the same academic year, please contact your Financial Aid Office to complete the appropriate form. Do not complete another OSAP form unless instructed to do so by the Financial Aid Office.

OTHER RESPONSIBILITIES:

- The Student Support Branch, Ministry of Training, Colleges & Universities will audit all OSAP files.
- Income information will be verified with Canada Customs and Revenue Agency.
- Vehicle ownership will be verified with the Ministry of Transportation.
- SIN, name, date of birth, and gender will be verified with Human Resources Development Canada.
- Credit status will be checked with a consumer reporting agency.

Note: If changes to your file result in an overpayment for two years of study, you will not be eligible for further funding.

MAINTAINING YOUR INTEREST-FREE STATUS:

- You are required to keep your lenders informed of your status as a full-time student.
- If you have negotiated Canada and/or Ontario Student Loans/Canada Access Grants, you will need the Financial Aid Office to complete a Schedule 2 (Continuation of Interest Free Status form).
- This also applies if you do not qualify for new loans each academic year.

Remember: If you have not negotiated a new OSAP loan, you must complete a Schedule 2 form for each semester you are registered as a full-time student.

LOAN REPAYMENT:

- It is your responsibility to contact your lender to arrange repayment of your loan, within 6 months of your last end date of your semester, or the last Schedule 2 completed.
- Your Consolidation Agreement (produced for you by the National Student Loans Service Centre) establishes the terms and conditions of your repayment schedule.
- If you are unable to make your loan payments, and are in danger of defaulting on your student loans, it is critical that you contact your lender immediately to discuss alternatives.
- You may be able to revise the terms of repayment or apply for Interest Relief.
- Do not default on your student loans.

CANADA STUDY GRANTS FOR STUDENTS WITH DEPENDENTS:

- A student is eligible to receive a Canada Study Grant for Students with Dependents if he/she has a calculated Canada portion of the Canada-Ontario Integrated Student Loan need of greater than \$275 per week of study and has dependent children.
- Grant eligibility will be determined when the Ministry processes your OSAP application for 2008/2009.
- You do not need to complete a separate application for this grant.

ONTARIO STUDENT OPPORTUNITY GRANTS:

- The Ontario Student Opportunity Grant is intended to assist students with managing their debt load.
- For more detailed information on the Ontario Student Opportunity Grant program visit the OSAP web site: <http://osap.gov.on.ca>.

ADDRESS UPDATES:

- Please make sure you update your permanent mailing address with the Financial Aid Office as well as with the Registration Office. Please note that changing your address with the Registration records even if the form asks if you have an OSAP file.
- You can also update your address for your OSAP records directly online at the OSAP web site: <http://osap.gov.on.ca>.

The penalties for defaulting on student loans are serious. possible consequences include no future student loan assistance, bad credit rating, collection proceedings, legal action, loss of income tax refunds, additional interest charges. it is in your best interest to make every effort to avoid defaulting.

