Ontario

Ministry of Training,
Colleges and Universities

2011-2012 OSAP
Program Information Form

HOW TO USE THIS FORM

This form is for students planning to attend a postsecondary institution outside Ontario or Canada (except Concordia University and McGill University) for a program that starts August 1, 2011 or anytime between August 1, 2011 and July 31, 2012 inclusive.

This form is used by the student's postsecondary institution to provide information about the student's program and education-related costs. This information and the information the student provided on his or her 2011-2012 OSAP application form (online or paper) is used to assess the student's financial need and determine of the amount of OSAP funding he or she is eligible to receive. It is very important that both this form and the student's OSAP application are received by the ministry by the deadline dates to ensure that they are processed successfully. Important deadline dates are listed on the OSAP website, at http://osap.gov.on.ca, or in the *2011-2012 OSAP Application and Instructions for Full-time Students*. It is important to note that, regardless of who forwards the form to the ministry, the student is responsible for ensuring that this completed form is received by deadline dates.

Important points to consider:

- This form is for a program that starts on August 1, 2011 or anytime between August 1, 2011 and July 31, 2012 inclusive.
- The student does not have to be registered or attending the institution in order for the institution to complete this form.
- A photocopy of this form or a copy printed from the OSAP website (http://osap.gov.on.ca) is acceptable.
- If an institution wishes to make changes to a student's original program information, such as a change to the student's program (e.g., start date or weeks of study) or cost information, the institution must notify the ministry in writing.
- Students in residency/internship programs are not considered full-time student for OSAP purposes.

The student is responsible for completing the "Student Information" section and forwarding the form to the institution he or she plans to attend. The institution is responsible for completing the "Institution Information" section and the "Program Information" section on the reverse. The institution or student must forward the completed form to:

Student Financial Assistance Branch
Ministry of Training, Colleges and Universities
189 Red River Road, 4th Floor
PO Box 4500
Thunder Bay ON P7B 6G9

Print in black ink.

STUDENT INFORMATION

Social Insurance Number _____ Area code and telephone number _____

First name _____ Initial _____ Last name _____

Mailing address _____ Apartment _____

City, town, or post office _____ Province _____ Postal code _____

Name of the program in which you plan to enrol _____

INSTITUTION INFORMATION

Institution stamp

Institution name _____

Mailing address _____

City, town, or post office _____

Province or state _____ Postal or Zip code _____

Country _____ Area code and telephone number _____

Official's name	Title	Signature	Date

The ministry uses your personal information, including your Social Insurance Number, to administer and finance the Ontario Student Assistance Program (OSAP) and by Human Resources and Skills Development Canada (HRSDC) to administer and finance the Canada Student Loans Program.

Administration includes: determining your eligibility for an award of financial assistance; verifying your application; verifying any award of financial assistance and any relief granted from any payment you are required to make; considering any applications for review or appeals of determinations relating to your financial assistance or eligibility for relief from any payment; maintaining and auditing your file; assessing and collecting loans, overpayments, and repayments; enforcing the legislation set out below and your agreements with the ministry, the Ontario Student Loan Trust, and HRSDC; 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 HRSDC includes planning, delivering, evaluating and monitoring student assistance programs for quality and improvements in both content and delivery; conducting risk management, error management, audit and quality assessment activities; conducting inspections or investigations; and conducting policy analysis, evaluation, and research related to all aspects of student financial assistance, including contacting you to participate in surveys and developing key performance indicators about your postsecondary institution such as the aggregated Ontario Student Loan default rates of its students. Financing includes: planning, arranging or providing funding of the programs.

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, R.R.O. 1990, Reg. 773, Reg. 774, and Reg. 775, as amended, and O. Reg. 268/01, 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. If you have any questions about the collection or use of this information, contact the Director, Student Financial Assistance Branch, Ministry of Training, Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, ON P7B 6G9.

PROGRAM INFORMATION

Institution code, if known

Student's Social Insurance Number

1. What is the name of the student's program?

2. Is the above program a co-op program?
   1. ☐ Yes 2. ☐ No
   Note: A co-operative education program is defined as having both work terms and study periods as part of the course of study.

3. Is the student taking the program through correspondence or by distance education?
   1. ☐ Yes 2. ☐ No

4. Does the student's program of study lead to degree, diploma, or certificate issued by your institution?
   1. ☐ Yes 2. ☐ No
   If "No", the student is not eligible for OSAP assistance. Do not complete this form.

5. What is the student's expected percentage of a full course load? ____ %
   Note: It is the institution's responsibility to calculate the percentage of a full course load that the student is taking.

6. Which year of the program will the student be entering (e.g., year 1, year 2)?

7. What is the total number of years in the student's program (e.g., 3 years, 4 years)?

8. What is the START date of the student's 2011-2012 study period?
   Day Month Year
   Note: Only use this form for a program with a starting date of August 1, 2011 or between August 1, 2011 and July 31, 2012 inclusive.

9. What is the END date of the student's 2011-2012 study period?
   Day Month Year

10. What is the number of weeks (cannot exceed 52) in the program of study?
    Note: Only include class time. Do not include non-education related time (e.g., Christmas break)

11. What is the student's level of study?
    1 ☐ Diploma 2 ☐ Certificate 3 ☐ Bachelor's degree 4 ☐ Master's degree 5 ☐ Doctoral degree

12. Is the student's program of study at the undergraduate or graduate level?
    1 ☐ Undergraduate 2 ☐ Graduate

13. What faculty/division is the program considered to be in?
    01 ☐ Administration/Business
    02 ☐ Agriculture/Related Sciences
    03 ☐ Arts/Sciences
    04 ☐ Community Service/Education
    05 ☐ Dentistry
    06 ☐ Engineering/Technology
    07 ☐ Health Sciences
    08 ☐ Law
    09 ☐ Medicine
    10 ☐ Theology
    11 ☐ Trades

14. What are the student's tuition and compulsory fees for the 2011-2012 study period? Do not include residence fees, book and equipment costs, and computer purchase or rental costs. *Enter amounts in dollars only, do not indicate cents.*
    $ ____ (Canadian dollars)

15. What are the student's book and equipment costs (do not include computer purchase or rental costs) for the 2011-2012 study period? *Enter amounts in dollars only, do not indicate cents.*
    $ ____ (Canadian dollars)