Ontario Ministry of Training, Colleges and Universities

2011-2012 OSAP
Supporting Documentation

Instructions

Fill in the STUDENT INFORMATION section and then list all the supporting documentation you are required to provide. Forward this form and all documentation to your financial aid office or the ministry. Faxes will not be accepted.

Deadline Date

There is a deadline by which all required supporting documentation must be submitted to your financial aid office or the ministry. If you are in a one-term program (12 to 20 weeks) you must submit the documentation within the first 30 days of the start of your study period. If you are in a two- or three-term program (21 to 52 weeks), you must submit the documentation no later than 90 days before the end of your study period. Supporting documentation received after the deadline will not be considered.

Student Information *(to be completed by the student)*

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 _____

Required Supporting Documentation

To make certain that you send all the documentation, please list the documentation that you are required to provide and check off each piece when you attach it to this form. A list of required supporting documentation is listed under “View Summary” off the Online Services web page.

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
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- ☐ _____

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Your personal information, including your Social Insurance Number (SIN), provided on this application form and in all other communications related to the applicant’s application and award of financial assistance, including previous applications and awards of assistance, will be used by the Ministry of Training, Colleges and Universities to administer and finance the Ontario Student Assistance Program (OSAP), and by Human Resources and Social Development Canada (HRSDC) to administer and finance the Canada Student Loans Program. The ministry and HRSDC may use contractors or auditors for any of these activities. Under agreement with HRSDC, the National Student Loans Service Centre (NSLSC) uses your personal information to administer OSAP and the Canada Student Loans Program. 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 the Canada Student Loans Program.

Administration includes: determining eligibility for an award of financial assistance; verifying the OSAP application; verifying any award of financial assistance and any relief granted from any payment the applicant is required to make; considering any applications for review or appeals of determinations relating to financial assistance or eligibility for relief from any payment; maintaining and 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 HRSDC; 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 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 assistance programs, including contacting you to participate in surveys and developing key performance indicators about the applicant’s 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.