

**Instructions**

Use this form to obtain updated income information from the student if their study period and/or program changes during the 2019-20 academic year, as long as the school they are attending has not changed.

- School completes Section A: Student and School Information, Section B: Change to Study Period and/or Program of Study and Section C: Declaration and Signature of School Official.
  - Student completes Section D: Student Income Update, Section E: Child Care Costs Update and Section F: Student Declaration and Signature of Student.
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**Section A: Student and School Information** (to be completed by student)

**Social Insurance Number:**

**Student number:**

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**First name:**

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**Last name:**

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**Institution name:**

**Institution code:**

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**Section B: Change to Study Period and/or Program of Study** (to be completed by school)

Provide the information listed below for the following two time periods:

- Study Period 1: From the student's study period start date to the date of the study period and/or program change.
- Study Period 2: From the date of study period and/or program change to student's study period end date.

**Study Period 1:**

Program name: \_\_\_\_\_

Study period 1 start and end dates:

From			To		
Month	Day	Year	Month	Day	Year

Cost code: \_\_\_\_\_ Year entering: \_\_\_\_\_ Number of weeks in study period 1: \_\_\_\_\_

**Study Period 2:**

Program name: \_\_\_\_\_

Study period 2 start and end dates:

From			To		
Month	Day	Year	Month	Day	Year

Cost code: \_\_\_\_\_ Year entering: \_\_\_\_\_ Number of weeks in study period 2: \_\_\_\_\_

**Section C: Declaration and Signature of School Official**

I confirm that the information I provided in Sections A, B, and C is complete and true.

Signature of school official:

Date:

\_\_\_\_\_

Month	Day	Year

**Section D: Student Income Update** (to be completed by student)

**Instructions**

Use the dates provided by your school in **Section B: Change to Study Period and/or Program** when providing the income details for **Study Period 1** and **Study Period 2**.

**Study Period 1 information:**

**623 Do you expect to earn or receive other income totaling more than \$5,600 per term during Study Period 1?**

Your OSAP assessment will take into account any amount of income you earn or receive earnings over \$5,600 per term when calculating the amount of OSAP funding you are eligible to receive. If you expect to earn or receive any other income totalling more than \$5,600 per term during your study period (e.g. Teaching or Research Assistantships, child support and/or spousal support, foster parent payments, rental income, investment income including interest and dividends) you must report the full amount here.

- Yes
- No

**Term of Study**

For OSAP purposes, the word “term” refers to the following:

- 1 term = 12 to 20 study weeks
- 2 terms = 21 to 40 study weeks
- 3 terms = 41 to 52 study weeks

**If “Yes”, estimate the amount of income you will earn or receive during Study Period 1:**

\_\_\_\_\_

**626 Do you expect to receive scholarships, bursaries, and/or awards during Study Period 1?**

- Yes
- No

If "Yes", indicate the estimated amount:

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**630 Do you expect to receive income from any government programs during Study Period 1?**

- Yes
- No

If "Yes", indicate the source and estimated amount of government income:

- Employment Insurance

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- Loss of Earnings Benefits (WSIB)

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- Ontario Disability Support Program

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- Ontario Works

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- Canada Pension Plan (Disability Benefits, Orphans' Benefits, Survivors' Benefits, Disabled Contributors' Child's Benefits)

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- Second Career

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- Canada-Ontario Job Grant

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- Other

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Specify program:

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**Scholarships, Bursaries and/or Awards**

- Report scholarships, bursaries or awards from external organizations (e.g., Pathways, Métis Nation of Ontario, Inspire, Clark Bursary, Children's Aid Foundation, etc.).
- Report all scholarships, bursaries, awards and/or tuition waivers from your school. If you are attending a public Ontario college or university, do not include any amounts that your school has told you in writing that they will report directly to OSAP.
- If you are over the age of 21 and receiving support from a Children's Aid Society or Child and Family Services Agency, report this funding here.
- Do not report OSAP funding you expect to receive or entrepreneurial grants you've received to start a business.

**How to report government income**

**Second Career or WSIB funding:**

If you receive Second Career or WSIB funding, enter the full amount of funding you are receiving to support this period of study, including amounts for tuition fees, books, transportation costs, dependent care, basic living costs, and any other costs. Do not include amounts you will receive, if any, for disability-related expenses.

**Ontario Disability Support Program or Ontario Works:**

If you receive income from the Ontario Disability Support Program or Ontario Works, enter the total amount you will receive during your study period. You MUST report the OSAP funding you will receive to your OW or ODSP caseworker. If your spouse or parent(s) receives income from ODSP or OW, do not enter it here. You will be asked to report their income elsewhere on the application.

**Study Period 2 information:**

**Income received before Study Period 2**

**601 Do you expect to receive social assistance from Ontario Works (OW) or Ontario Disability Support Program (ODSP) in the month before the start of Study Period 2?**

Example: If your Study Period 2 starts on January 8, 2020, let us know if you expect to receive OW or ODSP during the period of December 1, 2019 to January 8, 2020.

Yes

No

**If “Yes”, indicate source of income:**

Ontario Works (also known as social assistance)

Ontario Disability Support Program

**623 Do you expect to earn or receive other income totaling more than \$5,600 per term during Study Period 2?**

Your OSAP assessment will take into account any amount of income you earn or receive earnings over \$5,600 per term when calculating the amount of OSAP funding you are eligible to receive. If you expect to earn or receive any other income totalling more than \$5,600 per term during your study period (e.g. Teaching or Research Assistantships, child support and/or spousal support, foster parent payments, rental income, investment income including interest and dividends) you must report the full amount here.

Yes

No

**If “Yes”, estimate the amount of income you will earn or receive during Study Period 2:**

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**626 Do you expect to receive scholarships, bursaries, and/or awards during Study Period 2?**

Yes

No

**If “Yes”, indicate the estimated amount:**

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**Term of Study**

For OSAP purposes, the word “term” refers to the following:

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**Scholarships, Bursaries and/or Awards**

- Report scholarships, bursaries or awards from external organizations (e.g., Pathways, Métis Nation of Ontario, Inspire, Clark Bursary, Children’s Aid Foundation, etc.).
- Report all scholarships, bursaries, awards and/or tuition waivers from your school. If you are attending a public Ontario college or university, do not include any amounts that your school has told you in writing that they will report directly to OSAP.
- If you are over the age of 21 and receiving support from a Children’s Aid Society or Child and Family Services Agency, report this funding here.
- Do not report OSAP funding you expect to receive or entrepreneurial grants you’ve received to start a business.

**630 Do you expect to receive income from any government programs during Study Period 2?**

- Yes
- No

**If "Yes", indicate the source and estimated amount of government income:**

- Employment Insurance  

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- Loss of Earnings Benefits (WSIB)  

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- Ontario Disability Support Program  

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- Ontario Works  

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- Canada Pension Plan (Disability Benefits, Orphans' Benefits, Survivors' Benefits, Disabled Contributors' Child's Benefits)  

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- Second Career  

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- Canada-Ontario Job Grant  

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- Other  

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Specify program:

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**How to report government income**

**Second Career or WSIB funding:**

If you receive Second Career or WSIB funding, enter the full amount of funding you are receiving to support this period of study, including amounts for tuition fees, books, transportation costs, dependent care, basic living costs, and any other costs. Do not include amounts you will receive, if any, for disability-related expenses.

**Ontario Disability Support Program or Ontario Works:**

If you receive income from the Ontario Disability Support Program or Ontario Works, enter the total amount you will receive during your study period. You MUST report the OSAP funding you will receive to your OW or ODSP caseworker. If your spouse or parent(s) receives income from ODSP or OW, do not enter it here. You will be asked to report their income elsewhere on the application.



**Child 2**

First name:

Last name:

Child care costs for Study period 2:

**Child 3**

First name:

Last name:

Child care costs for Study period 2:

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**Section F: Declaration and signature of student**

I declare that I have given complete and true information on this form.

**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.