

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 | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Day | Month | Year | Day | Month | Year |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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 | | |
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| Day | Month | Year | Day | Month | Year |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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:

Day Month 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?

If you expect to earn or receive any other income totalling more than \$5,600 per term during Study Period 1 (e.g., income from employment, Teaching or Research Assistantships, child support and/or spousal support, foster parent payments, rental income, investment income including interest and dividends) report the full amount here.

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

Yes

No

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

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

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.

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.

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.

- 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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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?

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?

If you expect to earn or receive any other income totalling more than \$5,600 per term during Study Period 2 (e.g., income from employment, Teaching or Research Assistantships, child support and/or spousal support, foster parent payments, rental income, investment income including interest and dividends) report the full amount here.

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

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?

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.

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 2?

- Yes
- No

If “Yes”, indicate the source and estimated amount of 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.

- 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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Section E: Child care costs update

Complete this section if you have dependent children with child care costs during Study Period 2. Use the **Study Period 2** dates provided by your school in **Section B: Change to study period and/or program**. If you have more than three dependent children, provide the information requested in a separate letter and attach it to this form.

Dependent children:

A dependent child is your and/or your spouse's natural, foster or adoptive child who is living with you at least 50% or more of your study period and is:

- under 18 years of age; or
- 18 years of age or older, single; and
 - is enrolled in high school and taking at least 60% of a full course load; or
 - is a full-time college or university student and has been out of high school less than six years (if the child moved away to go to school and you are separated or divorced, you must be the parent(s) that the child last lived with); or
 - has a disability and is wholly dependent on you.

If the child has worked full-time at paid employment for 24 months in a row when they were not a full-time high school, college, or university student the child is not considered a dependent child.

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

Child 1

First name:

Last name:

Child care costs for Study Period 2:

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:

Section F: Declaration and signature of student

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

Signature of student:

Date:

Day Month Year

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 and in accordance with the consents you signed on your OSAP application. The Ministry of Colleges and Universities administers and finances OSAP under the legal authority set out on your OSAP application. 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.