

OSAP extension form – Spring-summer 2023

Who should complete this form?

Complete this application form if you applied for and received full-time OSAP assistance for fall 2022 or winter 2023 and are enrolled in spring-summer 2023 courses. However, if you are applying for OSAP assistance for September 2023, you must fill out the 2023-2024 OSAP application form, available on the [OSAP website](#).

Am I eligible?

Additional qualification courses in education (PED) do not qualify for OSAP assistance. Courses listed must count towards your current degree program. Students who have "special student status" do not qualify for OSAP.

How do I submit this form?

Please submit the completed form by e-mail to Financial Aid and Awards at loansandawards@uOttawa.ca.

SECTION A • STUDENT'S INFORMATION

First name(s)	Last name	Student number	Date of birth
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SECTION B • COURSE SELECTION

Program switches or dropped courses

To remain eligible for financial assistance, you must meet your program's academic requirements. The following changes can have an impact on your OSAP (e.g., overpayment, grant to loan conversion):

- Multiple program switches
- Dropping from full-time to part-time status
- Withdrawing, not completing or deferring courses

Courses taken at another institution

You must attach a letter of permission from your faculty to this form confirming that all courses taken at another institution will be credited towards your degree at the University of Ottawa. You must also provide proof of enrolment and of payment and be enrolled in at least one course at the University of Ottawa.

Adding courses

If you add courses to your timetable, you are entitled to **one re-assessment only**. Please inform our office immediately of any changes.

INITIAL HERE TO INDICATE THAT YOU HAVE READ AND UNDERSTOOD ALL THE ABOVE SECTIONS. _____

FACULTY

List the courses you are enrolled in (not including courses you are on the wait list for).																	FOR SERVICE USE ONLY		
	MAY				JUNE					JULY				AUGUST					
	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15		22	29
Course code	Units																		
e.g. ADM 1300	3																		
	X	X	X	X	X	X	X	X	X	X	X	X							

Financial Aid and Awards Service

55 Laurier Avenue East, Room 3156, Ottawa (Ontario) K1N 6N5

loansandawards@uOttawa.ca

For the best quality of service, [join our virtual line](#).



SECTION C • INCOME

Income you will receive during spring-summer 2023 (if you have no amount to declare, indicate \$0).

Total gross income from government benefits* to be received during this study period	▷	_____ \$	Specify type of assistance: _____
Gross income from scholarships or bursaries to be received during this study period	▷	_____ \$	_____
Gross income from all sources to be received during this study period (do not include government benefits*)	▷	_____ \$	_____

* Government benefits such as, but not limited to, Employment Insurance, Loss of Earnings Benefits (WSIB), Ontario Disability Support Program and Ontario Works.

SECTION D • DAYCARE COSTS FOR YOUR DEPENDENT CHILDREN

DAYCARE: Confirm the total costs you will incur during your spring-summer 2023 study period. ▷ _____ \$

SECTION E • STUDENT'S DECLARATION AND SIGNATURE

I must have assistance to continue my postsecondary studies and I will use this assistance to pay my academic fees first and then for education and living costs related to my studies. I have given complete and true information on this form and I understand that failure to do so may prevent my getting assistance in the future. I will not receive financial assistance from any other province, territory or country while receiving OSAP assistance. I will repay all or part of my assistance if the ministry finds my assessment inaccurate for whatever reason. I will notify the financial aid administrator in writing if my academic, financial, marital, or study-period status changes.

I agree that until my loans and any overpayments are repaid, the ministry can collect and exchange personal information about me with any Canadian government, educational institutions that I attend or will attend, and financial institutions that hold or will hold my loan(s). I appoint the ministry to act as my agent to receive my 2021 and 2022 income tax information from the Canada Revenue Agency.

By signing this document, I confirm to the best of my knowledge that my enrolment is final and that I do not expect to change it.

_____ Date _____ Signature (Student)

Please submit the completed form by e-mail to Financial Aid and Awards at loansandawards@uOttawa.ca

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Comments: _____

Initials: _____ Date: _____

Notice of Collection of Personal Information

Your personal information is collected under the authority of the *University of Ottawa Act, 1965*, in accordance with the *Freedom of Information and Protection of Privacy Act* of Ontario and University Policy 90. The personal information you provide on this form, in the required documentation and in all other communications related to your application and awarding of a scholarship and/or financial aid will be used by the University of Ottawa to assess, award, administer and finance all aspects of the scholarship and/or financial aid, for institutional planning and statistics, and for other related purposes.

If you have questions about the collection, use and disclosure of your personal information, please contact the University of Ottawa's Financial Aid and Awards Service at loansandawards@uOttawa.ca.

For general questions about privacy, see the University of Ottawa's **Policy 90** or contact the University's Access to Information and Protection of Privacy Office at aipo@uOttawa.ca or at 613-562-5800 ext. 1667.

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