

Planning to Apply for OSAP?

Please use this handy checklist as a guide for applying on-line.

2017-2018

Website: <http://ontario.ca/osap>

Your personal information (All Applicants)

- Social Insurance Number
- Institution name and program title
- Ontario Education Number (OEN) if known, otherwise enter all zeros (i.e. 000000000)
- Date you last attended high school full time.
- Course Load Percentage (%) (Enter 100% if you will be full time)
- Address and postal code
- Student Number (optional)
- e-mail address (optional)
- OAN (OSAP Access Number) – only needed if you have previously created an OSAP account
- OSAP Password (only if you previously applied)
- Cost of one return trip home

Your Financial Information (All applicants)

- Assets (include spouse's if applicable) as of the beginning of your study period start date, including RRSP's, bonds, stocks, GIC's, other registered items etc. (Do not include: Vehicles, principal residence, personal items)

You will be required to provide *estimates* of gross income (income before deductions) from all sources, including but not limited to:

- Government assistance (i.e. E.I. benefits, ODSP, CPP, Sponsorships, Second Career funding, etc.)
- All taxable and non taxable income such as: child support, alimony payments, monetary gifts, lottery winnings, bursary/scholarship/awards, foreign income and Canadian non-taxable income for 2016, RESP's etc.
- DO NOT INCLUDE** the following: GST rebate, child tax benefits, OSAP funding, other student loans, disability bursary, Canada study grant, etc.

For the following time periods:

Income from previous year:

- Line 150 of your 2016 Canadian Income Tax return (2016 notice of assessment from CRA)
- All foreign income & Canadian non-taxable income for 2016 that wasn't reported on your 2016 tax return

Income during your study period:

- Study period is defined as: from your start date to the end of your study period (i.e. September 6, 2017 – April 27, 2018)
- You will be asked to provide estimates of gross income from the following sources – bursary scholarships and awards; government income; RESP; employment income beyond a certain amount, all other income.

Please note: the actual dates for the various time periods that income reporting is required are determined by OSAP and will be provided to you on the electronic application when you apply.

Parental Information (where applicable)

If you are single, you will have to provide parental information **unless**: you have been out of high school for at least 4 years, or have not been a full time student for 12 consecutive months on two or more occasions since leaving high school or you are a current or former ward of the crown, receiving ECM, or both your parents are deceased.

Parent's Marital Status (if parents are separated or divorced, the parent with whom you currently live, or who last supported you must complete the parental section and sign the declaration. If parents are married, in a common-law or same sex relationship then both must complete the application.

- Parent's name(s)
- Social Insurance Number of parent(s)
- Parent's postal code
- Birth date of parent(s)

Parental Financial Information:

Students that are considered single dependent must provide their parents(s) financial information. The parental financial information is based on their 2016 income tax Notice of Assessment from CRA.

The following line items from their 2016 income tax notice of assessment must be provided:

- Total gross income from line 150
- CPP contributions from lines 308 & 310
- All foreign income and Canadian non-taxable income not on 2016 tax return
- E.I. contributions from line 312
- Total tax payable from line 435

Applicant's Spousal Information if you are Married/Common-law

Common Law is defined as: you and your partner have been living together in a conjugal relationship for at least three years, or you and your partner are the natural or adoptive parents of the child(ren) you are raising together.

- Spouse's name
- Spouse's S.I.N.
- Date spouse last attended high school full time
- Spouse's postal code
- Spouse's date of birth
- Marriage or Common-Law date
- Copy of marriage certificate or affidavit if common-law

Spouse's Income

- Spouse's total income as indicated on line 150 of their 2016 income tax return
- Spouse's EI contribution as indicated on line 312 of their 2016 income tax return
- Spouse's CPP contribution as indicated on lines 308 & 310 of their 2016 income tax return
- Spouse's Tax payable as indicated on line 435 of their 2016 income tax return

Spouse's Other 2016 Income

- Other taxable and non-taxable income from all sources not reported on 2016 tax filing

Applicants who are married/common-law or sole support parents who have dependant children

- Children's names and birth dates
- Proof of child(ren) date of birth
- Child care costs for children 11 yrs. & under
- Child care costs for disabled children 12 yrs +

*** NOTE: When an affidavit is required, you may contact the Financial Aid Office**

Remember: You are responsible for reporting any changes , to the Financial Aid Office, in writing if you have already submitted your application.