

## WHAT IS THE ONTARIO SPECIAL BURSARY PROGRAM?

The Ontario Special Bursary Program (OSBP) is a student financial aid program that offers bursary assistance to help cover your educational costs. You are eligible for such assistance if you are taking postsecondary courses on a part-time basis because you are unable to attend school full time and you have a low family income. You may also be eligible to receive a bursary if you have a low family income and are taking postsecondary courses on a full- or a part-time basis to upgrade your academic skills. The bursary does not have to be repaid if you complete the course(s) in which you register.

## HOW MUCH MONEY CAN I GET?

The maximum bursary amount you can receive is \$2,500 per academic year. The bursary may cover tuition and other compulsory fees and may provide an allowance for books, equipment, and local transportation. Help with child-care costs may also be available.

*Note:* If you have extra education-related expenses resulting from a disability, you may also be eligible for the Ontario Bursary for Students with Disabilities. Contact the financial aid office at the college or university you plan to attend for more information.

## WHAT CONDITIONS APPLY?

You cannot receive an OSBP and a loan through the Ontario Student Assistant Program (OSAP) at the same time. Contact the financial aid office at the college or university you plan to attend for more information.

If you leave school or drop a course, you will be required to repay a portion of the bursary. You are not entitled to the full amount if you do not finish your course as planned. If a portion of your tuition fees is to be refunded by your school, the refund will be paid to the Ministry of Training, Colleges and Universities in order to reduce the amount you have to repay. Ontario Special Bursary assistance is taxable. If you receive a bursary, you will receive a T4A form in February, which will indicate the total amount of bursary assistance you received.

## AM I ELIGIBLE?

You are eligible for the Ontario Special Bursary if you:

- are a Canadian citizen, permanent resident, or Protected Person as defined in the *Immigration and Refugee Protection Act* (Canada).
- are an Ontario resident;

You are considered to be an Ontario resident if you have lived in Ontario for 12 months in a row up to the beginning of your program of study. If you have been living in Ontario only for the 12 months preceding your program of study and you were attending a postsecondary institution during this 12-month period, you are not considered a resident of Ontario.

- have a low family income;
  - are not receiving assistance through OSAP;
  - are taking postsecondary courses on a **part-time** basis; “Part-time” means you are taking less than 60 per cent of a full course load. Usually, you can find out the number of courses or credits that make up a full course load by checking your school calendar. Once you know how many courses or credits make up a full course load, you can figure out whether you are taking less than 60 per cent. For example:
    - If 5 courses are considered a full course load, then 3 courses are 60 per cent ( $3 \div 5 \times 100 = 60$ ).
    - If 30 credits are considered a full course load, then 18 credits are 60 per cent ( $18 \div 30 \times 100 = 60$ ).
- In some cases, factors other than courses or credits are used to determine your course load. Contact the financial aid office at the college or university you plan to attend for information if you are unable to figure out your course load.
- are taking postsecondary courses on a full- or a part-time basis to upgrade your academic skills;
- Check with the financial aid office at the college or university you plan to attend to find out if the courses you plan to take are approved.
- are taking a course that is at least four weeks in length;
  - are taking a course that leads to a certificate, diploma, or degree.

## HOW DO I APPLY?

To apply, fill out the attached application form carefully. Then contact the financial aid office at the college or university you plan to attend to make an appointment to discuss your application.

Bring your completed application and all supporting documentation to the appointment.

Your application must be received by the financial aid office within the first 30 days of your study period start date.

## WHERE CAN I GET HELP?

Read the instructions on the back page of this form and on the application form itself before filling out the application form.

If you need help filling out the application form or if you need more information, contact the financial aid office at the college or university you plan to attend.

Information is also available on the OSAP website at <http://osap.gov.on.ca> or from:

Student Support Branch  
Ministry of Training, Colleges and Universities  
PO Box 4500  
189 Red River Road, 4th Floor  
Thunder Bay, ON P7B 6G9

Telephone: (807) 343-7260  
Telephone Device for the Deaf: 1-800-465-3958

## INSTRUCTIONS

You will find instructions for completing individual questions or items on the application form itself. Questions or items that need additional explanation are listed here. If you need more information, contact the financial aid office at the college or university you plan to attend.

If you are married or are in a common-law relationship, the application form must be completed by you **and** your spouse.

**SECTION 1: PERSONAL INFORMATION****104 - 108 Address**

All correspondence will be sent to the address you enter here. If you move, you must give your new address to your financial aid office.

**112 Marital status**

Indicate what your marital status will be as of the last day of the month in which your program begins.

If you are in a common-law relationship, check "Married". For the purposes of the Ontario Special Bursary, a common-law relationship exists when:

- you and your spouse have been living together in a conjugal relationship for at least three years; or
- you and your spouse are raising any children of whom you both are the natural or adoptive parents.

If you are a sole-support parent, indicate "Single".

**The following documentation is required:**

- If you are married, provide a photocopy of your marriage certificate.
- If you are separated or divorced, provide proof of separation (copy of your legal separation or court order) or divorce (copy of your divorce judgement or court order).
- If you are in a common-law relationship, provide an affidavit signed by you and your spouse confirming that you are in a common-law relationship.
- If you are widowed, provide a copy of your spouse's death certificate.

Indicate the name and address of your spouse if his or her address is different from yours.

**113 Citizenship Status****The following documentation is required:****Protected Persons**

A Protected Person is defined in subsection 95(2) of the *Immigration and Refugee Protection Act* (Canada). If you are a protected person, you must provide a photocopy of your valid Protected Persons Status Document and a photocopy of your temporary Social Insurance Number (SIN) card.

**Permanent Resident**

If you are a Permanent Resident, you must provide a photocopy of your Canada Immigration Record or of your Permanent Resident Card.

**114 Ontario Residency**

Time spent outside Ontario in full-time attendance at a postsecondary institution during summer breaks, or in the work term of a cooperative program should **not** be considered a change in residence.

**SECTION 3: INCOME INFORMATION****300 Type of government income**

Indicate the type of government income you expect to receive during your program of study. If you checked "Other", provide details about the type of assistance you will receive on a separate sheet and attach this sheet to your application form.

**301-303 Gross Income from the Current Year**

Include income from all sources, except GST rebates, Child Tax Benefits, assistance received through the federal Universal Child Care Benefit, and funding from the Ontario Bursary for Students with Disabilities.

Do not include pain and suffering awards, including WSIB Non-economic loss (NEL) awards, in amounts less than \$100,000. Any amount over \$100,000 is considered income in the period it was received. If payments are made for different incidents, the payments related to each incident are exempt up to \$100,000.

**Proof of Income**

You must provide proof of your income and your spouse's (including common-law) income, if applicable. Proof of income includes copies of pay stubs from Ontario Disability Support Program (ODSP) or Ontario Works (OW) (or a letter from a caseworker), pay stubs from other government income such as Canada Pension Plan Disability Benefits, Loss of Earning Benefits (WSIB) or Employment and Training Allowance, copies of employment pay stubs, and letters from employers confirming actual gross monthly income.

**SECTION 5: INFORMATION ABOUT YOUR COURSE OR PROGRAM**

If you are taking postsecondary studies on a part-time basis, attach a letter explaining why you are studying part-time.

**SECTION 6: NOTICE, CONSENT, DECLARATIONS AND SIGNATURES(S)**

Notice is provided to you and your spouse, if applicable, about the collection, use, and disclosure of your personal information in the course of the administration of the Ontario Special Bursary Program. In addition, there is a separate consent for the indirect collection and disclosure of your personal information.

You and your spouse, if applicable, must also declare that the information provided on the application form is true and complete.

This section must be signed and dated by you and your spouse, if applicable.

**REQUIRED DOCUMENTATION CHECKLIST:**

You are required to provide with your application, the following supporting documentation:

- Marital Status (If you are married, in a common-law relationship, separated or divorced).
- Citizenship Status (If you are a Protected Person or Permanent Resident).
- Proof of Income, including government assistance, for you and your spouse (if applicable).
- If you are studying on a part-time basis, provide a letter explaining why you are studying part-time.
- If you have defaulted on a student loan, contact the Financial Aid Office at your institution for further assistance.



## SECTION 4: EDUCATION HISTORY

**400** What is the highest grade you have completed?  
Grade

**401** When did you complete this grade?  
Month  Year

**402** Name of school and province or country in which school is located

**403** List all courses or programs you have taken at a postsecondary institution since you left high school. Attach a separate sheet if you need more space.

Name of postsecondary institution	City, province, and country	Full-time	Part-time	Program	From		To		Certificate or degree received
					Month	Year	Month	Year	

## SECTION 5: INFORMATION ABOUT YOUR COURSE OR PROGRAM

Name of postsecondary institution you plan to attend

600 Name(s) of course(s)	601 Course number	602 Course dates						603 Course length (number of weeks)
		From			To			
		Day	Month	Year	Day	Month	Year	

If you are taking postsecondary studies on a part-time basis, please attach a letter explaining why you are studying part-time.

## SECTION 6: NOTICE, CONSENT, DECLARATIONS AND SIGNATURE(S)

### Collection and Use of Personal Information

Your personal information provided on this application form and in all other communications related to this application and award of financial assistance, including the applicant's Social Insurance Number, is used by the Ministry of Training, Colleges and Universities to administer and finance the Ontario Student Assistance Program (OSAP). The applicant's SIN will be used as a general identifier in administering OSAP. In administering OSAP, the ministry also uses your personal information in respect of this and previous applications and awards of assistance to conduct policy analysis, evaluation and research related to all aspects of OSAP. The ministry may use contractors or auditors for any of these activities. 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.

Administration includes: determining the applicant's eligibility for and award of financial assistance; verifying the 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 the financial assistance or eligibility for relief from any payment; maintaining and auditing the applicant's file; collecting loans, overpayments, and repayments; enforcing the legislation set out below and the applicant's agreement with the ministry; monitoring and auditing the postsecondary institution or its authorized agents to ensure that they are administering OSAP appropriately; and conducting policy analysis, evaluation and research. Financing includes: funding or arranging funding of OSAP.

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; 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; the Canada Student Financial Assistance Regulations, SOR 95-329, as amended; and the Budget Implementation Act, 1998, S.C. 1998, c. 21, as amended. If you have any questions about the collection or use of this information, contact the Director, Student Support Branch, Ministry of Training, Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, ON P7B 6G9.

### Applicant's Declaration

- I have given complete and true information on this form and I will keep a copy of my application and all required supporting documentation in the event that I am required to produce this information for audit and verification purposes.
- I understand that I am responsible for providing all required supporting documentation as indicated on my application or as directed by my financial aid office or the ministry.
- I understand that I am responsible for promptly notifying my financial aid office or the ministry in writing of changes to the income reported by me (or my spouse/partner, if applicable), or of changes to my academic, financial, family, and/or study-period status, or if any other information that I have provided changes.
- I understand that information I provide may be verified and audited.
- I understand that any change to the information I provide and any change resulting from verification and audit will result in a reassessment.
- I understand that if my application is reassessed, it may affect my eligibility and the type and amount of assistance. If I received assistance in excess of my entitlement, I will promptly repay all or part of bursary or my future assistance may be reduced by the amount I owe.
- I understand that if I am not eligible for a particular OSAP financial assistance program, this may affect my eligibility for other loans, grants, awards, scholarships, or benefits.
- I will not receive student financial assistance from any other province, state, or country while receiving the bursary.
- I must have the assistance to continue my postsecondary studies, and I will use this assistance to pay my academic fees first and then to cover educational and living costs related to my studies.
- I understand that if I fail to provide complete and true information; fail to promptly notify my financial aid office or the ministry in writing of changes to the income reported by me (and my spouse, if applicable) or any changes to my financial, academic, family, and/or study period status; or fail to fulfil any obligations respecting the repayment of any overpayment; the ministry may restrict me from receiving OSAP assistance in the future, including the Ontario Student Opportunity Grant, and may take legal action and may require me to repay any assistance that I received. I further understand that it is an offence to knowingly provide false information for the purpose of obtaining or receiving OSAP assistance. If convicted, I may be liable for a fine of up to \$25,000 and one year in prison.

*I have read and understood this section, and my signature attests to my consent to the indirect collection and disclosure of my personal information and that my declaration is complete and true.*

Signature of applicant  \_\_\_\_\_ Date

*I have read and understood this section, and my signature attests that I have given complete and true information on this form.*

Signature of spouse  \_\_\_\_\_ Date

### FOR OFFICE USE ONLY

800 Name of program  801 Institution code  802 Percentage of full course load  803 If applicant is a previous bursary recipient, were courses in which he or she was registered successfully completed?  
 Yes  No  N/A

804 Tuition fees  805 Compulsory fees  806 Books & Equip  807 Travel costs  808 Child Care costs  809 Total requested  810 Cheque amount

Additional Information  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the above-named person is registered as a student in the course(s) shown in line 600 or in an approved upgrading program and that he or she is eligible to receive assistance under the Ontario Special Bursary Plan. I recommend that this applicant receive a bursary in the amount indicated in line 810.

FAA signature  \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_