

Purpose

If you're back in school full-time and have previous OSAP (Ontario Student Assistance Program) loans, then you must ensure that they are placed into interest-free status. When your loans are in interest-free status, you don't have to make payments on the interest and principal.

full-time OSAP loans.

When to Use this Application

Use this application if all of the following apply to you:

1. You are not submitting an OSAP Application for Full-Time Students for your study period.
If your full-time OSAP application is approved, your study period information is sent to the NSLSC when your school confirms your enrolment.
2. You have outstanding full-time loans issued from OSAP. This includes:
 - Canada-Ontario Integrated Student Loans (COISL)
 - Canada Student Loans (issued before August 1, 2000)
 - Ontario Student Loans (issued before August 1, 2001)
3. You are now in full-time studies or within 15 days of starting full-time studies.
For OSAP purposes, you're in full-time studies if you're taking 60% or more of a full course load (or at least 40% of a full course load if you have a permanent disability).
4. You meet the following eligibility requirements for your school, program and study period length:

School

You can apply for interest-free status if you are enrolled in a postsecondary school approved for OSAP purposes. Check out the list of approved schools on the OSAP website at ontario.ca/osap.

If you are enrolled at an Ontario secondary school (high school) or a private postsecondary school in Ontario not on the list of approved schools, you can also apply for interest-free status consideration.

Program and Study Period Length

To be considered for interest-free status, your study period must be between 6 and 52 weeks long.

All aspects of your study period, including co-op work terms and work placements, can be considered for interest-free status as long as your program is:

- Approved for full-time OSAP purposes and leads to a degree, diploma or certificate; or
- Considered as academic upgrading (e.g., high school equivalency programs, pre-university programs, English or French as a second language) and is offered by a public college or university in Ontario; or
- A pre-requisite (often referred to as "make-up year") for admission into a second entry level degree program (e.g., dentistry, law, medicine) or a university graduate studies program.
- The Law Society of Upper Canada's Law Practice Program only if it is taken through Ryerson University or the University of Ottawa.

The following programs are not eligible for interest-free status consideration:

- Practical training required for acceptance in a professional corporation, trade or profession (e.g., medical internship or residency, dietetic internship).
- Practical training in excess of the hours required for your program's degree, diploma or certificate requirements.
- The licensing process through the Law Society of Upper Canada or equivalent. (Exception: Students in the Law Society of Upper Canada's Law Practice Program at Ryerson University or the University of Ottawa).
- Post-doctoral programs.

When to Apply?

The earliest you can apply is 15 days before the start of your study period.

Deadline

Your application package must be received no later than 21 days before the end of your study period.

How to Apply

Your application package is divided into three parts. You complete:

- Part 1 (Registration and Your Profile)
- Part 2 (Continuation of Interest-Free Status Application)
- Part 3 (Enrolment Confirmation) - Section C: Student Information only

Take the following action based on where you are going to school:

If you're enrolled in a postsecondary school in Canada approved for OSAP purposes:

Send all parts of your completed application package to the financial aid office at your school.

If you're enrolled in:

- A postsecondary school outside of Canada
- A secondary school (high school) in Ontario
- A private postsecondary school in Ontario not on the list of approved schools for OSAP purposes

Forward Part 3 (Enrolment Confirmation) to your school for completion. Make sure they return the completed form to you. Send all parts of your completed application package to:

Student Financial Assistance Branch
Ministry of Colleges and Universities
PO Box 4500
189 Red River Road, 4th Floor
Thunder Bay, Ontario
P7B 6G9



Ministry of Colleges and Universities
Student Financial Assistance Branch

PART 1: Registration and Your Profile

OSAP user agreement

Before you can apply for financial assistance under the Ontario Student Assistance Program (OSAP), you must register as a new user. When you register, you will be asked to provide basic personal information for your personal profile on your OSAP account. This information includes your name, birthdate, gender, contact information, Social Insurance Number and other identification numbers, such as Ontario Education Number, if you have them. The necessary information will be used to create your OSAP Access Number (OAN). Your OAN will be your user identification for the OSAP website. If you want to use the OSAP website, you must visit your financial aid office to obtain a temporary password and your OAN. Otherwise, you can complete a OSAP Website: Forgot Password and/or OSAP Access Number form which is available on the OSAP website (ontario.ca/osap).

Collection, use and disclosure of personal information

Your personal information will be collected and used by the ministry, the National Student Loans Service Centre (NSLSC), your school, and other authorized agents in order to administer OSAP.

The Ministry of Colleges and Universities (ministry) may collect, use and disclose your personal information to administer OSAP under the authority of the *Ministry of Training, Colleges and Universities Act*, R.S.O. 1990, c.M. 19; R.R.O. 1990, Reg. 774; R.R.O. 1990, Reg. 775; O. Reg. 268/01; O. Reg. 282/13 and O. Reg. 70/17 made under the Act.

The Ministry will disclose your social insurance number, name, date of birth, and gender to Employment and Social Development Canada to verify that the personal information you have provided matches the personal information contained in the Social Insurance Registration Office.

When you apply for OSAP assistance, the information from your OSAP personal profile will be used to automatically populate your application. The ministry may ask you to enter additional information that may be added to your personal profile. Any subsequent OSAP application(s) that you submit will include information from your updated personal profile. The notice on the application will explain how the ministry intends to use and disclose all personal information requested as part of that application. If you have any questions about the collection, use or disclosure of your personal information you can contact the Director, Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, Thunder Bay, Ontario P7B 6G9 or call (807) 343-7260.

Consent to collection, use and disclosure of personal information

Your personal information is collected and can be exchanged with authorized agents in order to administer OSAP.

I agree that:

- The ministry can disclose my Social Insurance Number, name, date of birth, and gender to Employment and Social Development Canada to verify that the personal information I have provided matches the personal information contained in the Social Insurance Registration Office. This verification is solely for the purpose of confirming the accuracy of my identification information for the creation or subsequent updates to my personal profile.
- The information contained within my personal profile will be used as part of any OSAP application(s) that I submit.
- When I provide additional personal information in connection with an OSAP application, the information may be added to my personal profile. Any subsequent OSAP application(s) that I may submit will include information from my updated personal profile.
- The ministry and/or one of its authorized third party administrators such as financial aid office staff at a postsecondary school will have access to the information contained within my personal profile, and can change information based on direction that I provide (e.g. submitting a paper application with updated information).

Updates to Personal Profile Information

You are responsible to keep your personal profile information on your OSAP account up to date.

I agree that:

- I am responsible for ensuring that my personal profile information is up to date.
- I will update my personal profile information where there is a change to my personal information that I can update myself, such as an address change.
- I will request a change in writing to either the ministry, its contractors, agents, or other authorized third party administrators for personal information that I cannot update myself (for example, name change).
- I may be asked to provide documentation to the ministry, its contractors, agents, or one of its authorized third party administrators to support specific changes to information contained within my personal profile (for example, name change).

I have read and give my consent to the indirect collection and disclosure of my personal information and also understand and agree to the terms and conditions outlined above.

Signature of Applicant:

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Date:

Day Month Year

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Basic Personal Information

The information you provide will be verified against information contained in the Social Insurance Register to confirm the accuracy of your identification. If there is a problem with the verification of the information you provide, you will be contacted in writing by the ministry.

115 First name:

110 Last name:

155 Date of birth:

Identifiers

Permanent Canadian address

Mandatory. If you don't have one, enter the address of a friend or relative living in Canada.

034 Street number and name, rural route, or post office box:

035 Apartment:

036 City, town, or post office:

037 Province:

038 Postal code (e.g., P0T2E0):

039 Area code and telephone number (e.g., 807-555-1512):

Mailing address

Is your mailing address the same as your permanent Canadian address?

Yes

No - provide your mailing address below.

120 Street number and name, rural route, or post office box:

125 Apartment:

127 Street number and name, rural route, or post office box:

135 Province or state:

130 City, town, or post office:

140 Postal code or zip code:

137 Country:

145 Area code and telephone number (e.g., 807-555-1512):

Access to your OSAP information

If you want to give access to your OSAP information to a family member, friend, or someone close to you, you must provide us with that person's information. That person's information will stay on file for 5 years. Remember that your file contains a lot of personal information that you may want to keep secure.

- Yes - provide details below and sign declaration in item 720.
- No

Social Insurance Number:

I authorize the ministry or one of its authorized users (e.g., financial aid office staff at a postsecondary school) to release to the person(s) named in this section any information provided for the purposes of administering the Ontario Student Assistance Program (OSAP), including information related to any funding I may apply for or have already applied for. This consent is valid for a five year period starting from when I submit this consent. I understand that I can either amend or revoke my consent for the person(s) named here or extend this consent for an additional five year period.

720 Signature of Applicant:

Date:

Additional information

453 Do you want to self-identify as Indigenous? In the context of this question, an Indigenous person in Canada is a person who identifies as First Nations (Status/Non-Status), Métis or Inuit.

Yes - complete item 454

Section B: Application Agreement

Collection and use of personal information

Your personal information, including your Social Insurance Number (SIN), provided in connection with your student profile, this application, and any previous applications and financial assistance received will be collected and used by the Ministry of Colleges and Universities (ministry) to administer and finance the Ontario Student Assistance Program (OSAP) and by Employment and Social Development Canada (ESDC) to administer and finance the Canada Student Loans Program (CSLP). Your SIN will be used as a general identifier in administering OSAP. The ministry and ESDC may use other parties for any of these activities. Under agreement with ESDC, the National Student Loans Service Centre (NSLSC) uses your personal information to administer OSAP and CSLP. Under agreement with the ministry, your postsecondary institution and, where authorized by the ministry, its agents who administer OSAP and its auditors, use your personal information to administer OSAP and CSLP.

Administration includes: determining your eligibility for financial assistance; verifying your application, including verifying the amounts and types of any other form of provincial or federal government financial assistance; updating your OSAP profile; paying your financial assistance; verifying your financial assistance, any relief granted from any payment you are required to make and any loan rehabilitation; considering any applications for review of determinations relating to your financial assistance, eligibility for relief from any payment or loan rehabilitation; determining whether to convert any of your grants into student loans; auditing your file; assessing and collecting loans, overpayments and repayments; enforcing the legislation set out below and your agreements with the ministry and ESDC; and monitoring and auditing the NSLSC and your postsecondary institution or its authorized agents to ensure that they are administering the programs appropriately. In addition, administration by the ministry and ESDC includes public reporting on postsecondary education and training, including the administration and financing of student assistance programs and accessibility to and affordability of postsecondary education; planning, delivering, evaluating and monitoring student assistance programs for quality and improvements in both content and delivery, including establishing and monitoring the minimum amount of student aid your postsecondary institution is required to provide under the Student Access Guarantee, if applicable; conducting risk management, error management, audit and quality assessment activities; conducting inspections or investigations; and conducting research related to postsecondary education and training, including all aspects of student financial assistance and accessibility to and affordability of postsecondary education and training such as developing key performance indicators on the aggregated Ontario Student Loan default rates of your postsecondary institution's students or for the purpose of evaluating and developing programs. The ministry may also disclose your personal information to other ministries of the Ontario government for the purpose of conducting post-secondary education related research on behalf of the ministry. You may be contacted to participate in surveys related to postsecondary education and training. Financing includes: planning, arranging or providing funding of the programs.

The ministry collects your personal information under the authority of the *Ministry of Training, Colleges and Universities Act*, R.S.O. 1990, c.M.19, as amended, O. Reg. 70/17 as amended, and O. Reg. 282/13 as amended; s.10.1 of 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 and the *Canada Student Financial Assistance Regulations*, SOR 95-329, as amended and s. 266.3(4) of the *Education Act*, R.S.O. 1990, c.E.2. If you have any questions about the collection or use of this information, contact the Director, Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario, P7B 6G9; 807-343-7260.

The ministry may use your personal information for the administration and enforcement of other applications you make to the ministry for financial assistance and of any OSAP application made by your spouse, any dependent children and/or your parent(s).

Your declaration (continued)

- I understand that if I fail to provide complete and true information; fail to promptly notify my financial aid office or the ministry through my account on the OSAP website or in writing of changes to my financial institution or any changes to my address and/or financial, academic, family, and/or period of study status; or fail to fulfil any obligations respecting the repayment of any loan or overpayment, the ministry may restrict me from receiving financial assistance in the future, including the Ontario Student Opportunity Grant, and may take legal action and may require me to repay any financial 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 all parts of this section, including the notice of collection, use and disclosure of my personal information, and my signature attests to my consent to the indirect collection, use and disclosure of my personal information and that my declaration is complete and true.

Signature of Student:

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Date:

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Ontario Education Number (OEN):OEN):OEN):

What is the name of the student's program?

What are the start and end dates of the student's study period?

Study period start date:

Day	Month	Year

Study period end date:

Day	Month	Year

Is the student enrolled in any one of the following:

- practical training required for acceptance in a professional corporation, trade or profession (e.g.,

yes

no

Is the student enrolled as a full-time student (60% or more of a full course load or 40% or more if the student has a permanent disability)?

Institution stamp or seal (at private schools in Ontario or at schools outside of Ontario):

Note: if an institution stamp or seal cannot be provided on the form, please attach a letter on official school letterhead confirming why one was not provided.

Official's name:

Official's title:

Area code and telephone number:

Email address:

Declarations

I declare that:

- the above-named student is enrolled at this school and the information provided is correct.
- I am completing and signing this form no earlier than 15 days before the start of the student's study period indicated.
- If the information I have provided changes (e.g., student withdraws) I will promptly notify the ministry in writing of this change using the Student Activity Update form available on the OSAP website (ontario.ca/osap).

Signature of school official:

Date:

Day Month Year