2019 – 2020 Full Time (FT) OSAP Application Update Form

Use this form to report any updates to your status and/or changes that occur after you submitted your application. Submit your completed form via email (pdf format) or in-person at our office.

Last Name ___________________________________________ First Name ___________________________

Student # ___________________________ SIN (Optional) ___________________________

E-mail ___________________________ @mail.utoronto.ca Phone ___________________________

Obligations: As an OSAP recipient, you are required to report any changes to your personal income or assets that occur after you submitted your application. You are also required to correct or update any information originally given on your application.

Declaration: I am providing complete and accurate information to update my OSAP application. I understand I am responsible to promptly notify the UTSC Financial Aid Office, in writing, of further changes. I understand income information will be verified with the Canada Revenue Agency and that incorrect information may affect my future OSAP eligibility. If I report a reduction in the amounts I previously declared, I must explain the reason(s) for the changes and I understand that I must provide proof. I have used the Reference Guide to complete this form.

Your Signature (must be INK) ___________________________ Today’s Date ___________________________

INFORMATION TO BE CHANGED: Please attach any supporting documents to this form.

☐ Early Withdrawal - I became a part time student or dropped (or was removed from)
all my classes on:

☐ If you reported income on your application, you should update it to the date of withdrawal.

☐ Close my application.

☐ Open my application.

☐ Confirm my full time registration as there has been a problem with the automatic confirmation of enrolment. — This request must be presented in person and approved by a front line staff member.

Please add or change the program information on my application. Specify if it is co-op or non co-op:

☐ New Program: ___________________________________________ Year of Study: _____

Change is effective in this semester:

☐ Change my course load (examples for # of courses are based on a .5 credit course) – FULL TIME OSAP ONLY! See notations on reverse.

☐ 100% (5 courses per semester) ☐ 90% (9 courses in 2 semesters)
☐ 80% (4 courses per semester) ☐ 70% (7 courses in 2 semesters)
☐ 60% (3 courses per semester) ☐ 40% (2 courses per semester) *
☐ Other Specify: ___________________________
2019 – 2020 FT OSAP Application Update Form

I want to update information on my OSAP application. I have identified the items or sections I want to update or change below. If the information I want to change relates to my parent(s) or spouse, I have provided a separate letter with their signature(s). I have also attached the relevant page(s) of the OSAP paper application to this form.

---

Notations on Course Load Changes

- In order to be eligible for OSAP you must be a full time student.
- To be considered full time you must be registered in a minimum course load of 60% or 1.5 credits in each semester. **No averaging is allowed!**
- A student with a permanent disability is considered full time when he/she is registered in a minimum course load of 40% or 1.0 credit in each semester. **No averaging is allowed!**
- Part time students are **not** eligible for FT OSAP funding and you are considered part time if you drop below the minimum course load (60% or 40% as it applies to you). You will be placed on OSAP Academic Probation OR restriction and this change may result in a Loan Overpayment or loss of eligibility for OSAP.

University of Toronto Notice of Collection

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government agencies for statistical purposes. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.

Page 2 of 2 August 2019