

INTERSESSION AND/OR SUMMER OSAP 2018 INFORMATION AND APPLICATION

USE THIS EXTENSION APPLICATION IF:

- YOU HAVE A COMPLETE FALL 2017 AND/OR WINTER 2018 OSAP APPLICATION AT THE UNIVERSITY OF WINDSOR
- YOU ARE TAKING YOUR INTERSESSION/SUMMER COURSES AT UNIVERSITY OF WINDSOR

APPLY ON THE OSAP WEBSITE ONLY IF:

- YOU DO NOT HAVE A COMPLETE 2017-2018 OSAP FILE AT THE UNIVERSITY OF WINDSOR - go to <http://ontario.ca/osap> and check for a 'May Start' program.
- YOU ARE TAKING THE MAJORITY OF YOUR SUMMER COURSES ON A LETTER OF PERMISSION AT ANOTHER SCHOOL (see further detail below regarding Letter of Permission courses)

TO AVOID INTEREST CHARGES APPLY BY:

INTERSESSION only (studying MAY/JUNE): MAY 1
INTERSESSION & SUMMER (studying MAY-AUGUST): MAY 1
SUMMER SESSION only (studying JULY/AUGUST): MAY 19

FINAL DEADLINES FOR APPLICATIONS:

INTERSESSION only: MAY 7
INTERSESSION & SUMMER COMBINED: JUNE 14
SUMMER SESSION only: JULY 4

FINAL DEADLINES FOR APPEALS:

INTERSESSION only: MAY 7
INTERSESSION & SUMMER COMBINED: JULY 4
SUMMER SESSION only: JULY 4

➤ *If your Fall 2017/Winter 2018 OSAP is overpaid, your Intersession/Summer entitlement WILL be reduced. If you were OVERPAID in OSAP funding prior to 2017/2018, any OSAP overpayment resulting from this Inter/Summer Session may affect your eligibility for OSAP in 2018/2019.*

➤ **NOTE:** If your Fall 2017/Winter 2018 income has changed, you should update your file by submitting an Income Update form to our office. The Income Update form can be found at www.uwindsor.ca/studentawards under OSAP>OSAP Processing Forms

BEFORE YOU COMPLETE THIS APPLICATION:

- READ THE GENERAL REGULATIONS
- READ ADDITIONAL NOTES ON UNDERGRADUATE COURSE LOADS (ATTACHED)
- COMPLETE A DEGREE AUDIT REPORT TO ENSURE YOUR INTENDED COURSES ARE REQUIRED FOR YOUR DEGREE/CERTIFICATE.
- NON-REQUIRED AND REPEATED COURSES MAY NOT BE FUNDED. AUDITED COURSES ARE NOT OSAP ELIGIBLE.

MAIL application to: Student Awards & Financial Aid
University of Windsor
401 Sunset Ave. Windsor ON N9B 3P4

OR DROP OFF form in our (After Hours) **Drop Box**
Monday to Friday, 7:00 am – 10:00 pm
Located in the Faculty of Education Building–Basement Rm. 1124

OSAP funds will be sent directly to pay outstanding fees (referred to as fee redirection) on your student account at the University of Windsor **only** if you selected this option on the Fall/Winter 2017-2018 OSAP application. Students wishing to change the fee redirection must complete the *OSAP Fee Redirection Authorization Change Form* which can be found at www.uwindsor.ca/studentawards under OSAP>OSAP Processing Forms. The form must be submitted to the Student Awards & Financial Aid office no later than **May 1, 2018**.

GENERAL REGULATIONS ... DO NOT RISK YOUR FUNDING ... READ THIS BEFORE APPLYING!!

Course Load	You must take and successfully complete at least 60% (40% for a student with a permanent disability) of a full course load in EACH SESSION for which you receive OSAP funding. If you drop below the required course load, you will LOSE ELIGIBILITY for the rest of the study period and will be OVERPAID . Your 2018/2019 eligibility may also be affected . Note: Your enrolment will not be confirmed or funds released until you are registered in <u>ALL</u> courses for the entire study period being funded by OSAP .
Permanent Disability	Full-time status for students having a documented Permanent Disability is equivalent to taking 40% of a full course load.
Required Courses	OSAP funds only courses required for your degree. The Student Awards Office may complete a Degree Audit Report (DAR) and we encourage you to do the same. If you are taking courses toward a minor or are taking courses towards a second degree at the University of Windsor, attach a letter of explanation to your application.
Academic Progression	To remain eligible for OSAP you must maintain satisfactory academic progress. If you fail to complete the academic requirements of your program of study (i.e.failed courses, VW's), you may be ineligible for further OSAP funding . Please see our website for information if you wish to appeal an academic probation or restriction based on extenuating circumstances.
Courses	OSAP may not fund repeat courses which were passed previously and funded by OSAP.
Undecided Major	If you have not declared a major after 3 or more OSAP-funded semesters of part-time/full-time studies, you must contact the Registrar to apply for a degree program with a specific major. If denied, provide our office with a letter of explanation. You may be required to self-fund your studies until you are eligible for degree status or declare a major.
Non-Degree Status	You are NOT eligible for OSAP funding as a Non-Degree Student. You may however, provide a letter of explanation and relevant supporting documentation to explain your situation if, for example, you are studying at the University of Windsor on a Letter of Permission from another school.
Audited Courses	NOT Eligible - Courses must be taken for credit towards a specific degree, diploma or certificate.
Nursing Consolidation	Nursing Consolidation is already included as part of your Fall/Winter OSAP assessment. You will note that your study period ends in June and that you have been assessed accordingly.
Letter of Permission (LOP)	If taking ALL courses on a Letter of Permission AT ANOTHER SCHOOL and the study period is at least 12 weeks in length, apply directly to that school using the 2017/2018 online application on the OSAP website . If the majority of your intersession/summer courses are at Windsor, and you are taking others on a LOP, send a STUDIES AT ANOTHER INSTITUTION ON A LETTER OF PERMISSION FORM (available for download at www.uwindsor.ca/studentawards ; click OSAP Processing Forms) to the institution where you are taking courses, have them complete the form and fax to our office as soon as possible. Also attach a copy of your LOP to this application. For further clarification, please contact our office PRIOR to April 13. IMPORTANT NOTE: LOP courses taken in the United States are not eligible for OSAP.
Courses @ Athabasca on LOP	Please contact our office to discuss your intentions PRIOR to April 13 . Athabasca courses work very differently and there are certain guidelines that must be followed in order to allow these courses as part of your OSAP assessment at the University of Windsor.
Concurrent Studies	If studying in an approved University of Windsor concurrent studies program ie. B.Sc./Med. Lab or B.A./B.Ed./ECE, you may have received funding for your FULL study period already. Please refer to the study period end date on your file for 2017/2018.
Additional Qualification Courses/Faculty of Education	These courses are intended to enhance a teacher's qualifications and are not required for the student to obtain his/her degree. Therefore, they are not eligible for any OSAP assistance.
Field Placements / Education Through Music / Field Study Students	For these and any other special courses that are being offered by the University of Windsor, perhaps in collaboration with another post-secondary institution, please contact our office to discuss your situation and to determine your eligibility.

IMPORTANT WEB ADDRESSES

<http://www.uwindsor.ca/studentawards> - Student Awards & Financial Aid Office Website

<http://ontario.ca/osap> - OSAP Website - online applications, check your status, program information

<http://www.canlearn.ca> - National Student Loan Service Centre - Information on how to keep your loans in good standing.

ANY QUESTIONS? PLEASE CONTACT US!

Student Awards & Financial Aid · 519-253-3000, ext. 3300 · Fax: 519-973-7087 · Email: award1@uwindsor.ca

Additional Notes on Undergraduate Course Loads

Course Load Requirements!

Students must take *and maintain at least 60%* of a full course load (40% for students with a permanent disability) in order to be eligible for OSAP. If you take fewer courses than you indicate on this application, you will be reassessed and potentially overpaid. Once you drop below 60% (40% for students with a permanent disability), you will be **INELIGIBLE** and also **OVERPAID**. The following minimum course load requirements apply:

Course Type	= Course Weight	Inter	Sum
Full Intersession (May - June)	3.00 credit course	1	
Full Summer Session (July – August)	3.00 credit course		1
12 – Week Course (May - August)	3.00 credit course	.5	.5
1 st 3 Weeks or Last 3 Weeks of Inter	3.00 credit course	1	
1 st 3 Weeks or Last 3 Weeks of Summer	3.00 credit course		1

60% minimum course weight requirement = 1.5 Intersession &/or 1.5 Summer Session
 40% minimum course load requirement (for students with a permanent disability only) = 1 Intersession &/or 1 Summer Session.

Exceptions apply to Engineering students if your semester requires you to be in 6 courses. Minimum course weight requirement would equal 2 Inter and/or 2 Summer.

These are some sample course combinations that would qualify for OSAP funding for the intersession &/or summer period. Please note that courses offered for the 3 weeks count as a ‘one’ intersession or summer session course.

Intersession (May – June)	Summer (July – August)	12 - Week (May – August)	Course Load	Tuition Allowed For:	+ Living Allowance For:
One	Two		60%	3 courses	May - August
One		One	100%	2 courses	May - June
One	Two	One	80%	4 courses	May - August
Two	One		60%	3 courses	May – August
Two	One	One	80%	4 courses	May – August
Two	Two		80%	4 courses	May – August
	One	One	100%	2 courses	July – August
One	One	One	60%	3 courses	May - August
Two		One	60%	3 courses	May – August
Two		Two	80%	4 courses	May – August
Two		Three	100%	5 courses	May – August
		Three*	60%	3 courses	May – August
Two			100%	2 courses	May – June
	Two		100%	2 courses	July – August
One		Two	60%	3 Courses	May – August
	One	Two	60%	3 courses	May – August

***Engineering Students:** The number of courses required to meet OSAP's 60% course load requirement varies according to your program and the semester in which you will be registered in (e.g. 100% course load in Semester 7, Mechanical Engineering is 6 courses; you must take at least 4 courses to be eligible for OSAP). This requirement applies regardless of whether or not you are in a required semester or in an expected off/work semester.

If you have any questions or concerns about your OSAP funding eligibility for the intersession and/or summer session or if your course selections are not represented on these charts and you are unsure about your eligibility, please contact our office for clarification. You may also schedule an appointment to discuss your situation at 519-253-3000 Ext. 3300.

PROCEED TO PAGE 5 TO
COMPLETE INTERSESSION/SUMMER EXTENSION APPLICATION

OFFICE USE ONLY:

DATE RECEIVED: _____

FORTE CODING: _____

NOTES: _____

OSAP: 2018 INTERSESSION AND/OR SUMMER EXTENSION FORM for the UNIVERSITY OF WINDSOR

This form is only for U of Windsor students having a **complete** OSAP application for Fall 2017 and/or Winter 2018. **If you do not**, apply on-line via the **OSAP website, you are responsible** to ensure that you understand the terms and conditions outlined in information pages attached to this application.

PERSONAL INFORMATION

LAST NAME:	FIRST NAME:
STUDENT ID#:	UWINDSOR EMAIL:

Be sure that your address, phone and email address are **UP-TO-DATE** on your myUWindsor account.

A. CHECK THE BOX WHICH IDENTIFIES YOUR STATUS FOR OSAP AND ANSWER RELATED QUESTION

SINGLE DEPENDENT and SINGLE INDEPENDENT APPLICANTS ONLY:

- Where will you be living during your Inter/Summer study period: **With Parents** **Not with Parents**

MARRIED APPLICANTS ONLY (WITH OR WITHOUT CHILDEN):

- Status of your spouse during your Inter/Summer study period? **Full-time Student** **Employed** **Other:** _____
- If applicable, indicate your child care costs i.e. babysitting/daycare for your Inter/Summer study period: \$ _____

SOLE-SUPPORT PARENT APPLICANT (CHILDREN WHO RESIDE FULL-TIME WITH APPLICANT):

- Please indicate your child care costs i.e. babysitting/daycare for your Inter/Summer study period: \$ _____

B. FULL-TIME UNDERGRADUATE STUDENTS ONLY

Which academic program are you in? _____ **YEAR of STUDY:** _____
CO-OP: Yes No

SPECIFY STUDY SESSION AND COURSE NUMBER (DO NOT INCLUDE LABORATORY SECTIONS)				
	INTERSESSION (May-June) Course # xx-xxx-xx	SUMMER SESSION (July-August) Course # xx-xxx-xx	12-WEEK SESSION (May-August) Course #xx-xxx-xx	OTHER (Specify Dates) Course #xx-xxx-xx
1.				
2.				
3.				
4.				
5.				
6.				

C. FULL-TIME GRADUATE (MASTERS OR PHD) STUDENTS ONLY

I will be registering as a FULL-TIME graduate student for the entire May – August session Yes No
I will be completing my thesis/courses early and only require funding for May and June. Yes No
I will be registering as a FULL-TIME graduate student (specify dates if different than above): _____

D. INCOME UPDATE SECTION – PLEASE READ CAREFULLY

1. GOVERNMENT BENEFITS Do NOT include OSAP loans/grants, Ontario Tuition Grant, Child Tax Benefits, GST refunds, Income Tax refunds. Indicate type of government income below. <input type="checkbox"/> Canada Pension Plan (Orphan’s Benefits, Survivor’s Benefits) <input type="checkbox"/> Ontario Disability Support Program (ODSP) <input type="checkbox"/> Employment Insurance <input type="checkbox"/> Workplace Safety and Insurance Board (WSIB) <input type="checkbox"/> Native Postsecondary Student Support Program <input type="checkbox"/> Ontario Works <input type="checkbox"/> Other (Specify): _____	STUDY PERIOD	AMOUNT
	FALL 2017	\$
	WINTER 2018	\$
	INTERSESSION 2018	\$
	SUMMER SESSION 2018	\$

2. GROSS INCOME FROM EMPLOYMENT & OTHER Do NOT include Work Study earnings INCLUDE Graduate Assistant (GA), Research Assistant, Resident Assistant values and other employment	FALL 2017	\$
	WINTER 2018	\$
	INTERSESSION 2018	\$
	SUMMER SESSION 2018	\$

3. SCHOLARSHIPS, TUITION WAIVERS, OTHER SOURCES OF INCOME EXCEPT THOSE LISTED ABOVE: Do NOT enter undergraduate awards/bursaries administered by the University of Windsor. DO enter graduate awards. Please attach a copy of your recipient letter for non-university awards.	FALL 2017	\$
	WINTER 2018	\$
	INTERSESSION 2018	\$
	SUMMER SESSION 2018	\$

APPLICANT DECLARATIONS:

- I understand that if I am on OSAP probation, the Awards Office may not be able to release my OSAP funds until they are able to confirm my passing grades from the Winter 2018 semester. (Go to our website for further procedures should your grades not be posted and you require a grade confirmation form).
- I understand that if I withdraw from my Inter/Summer studies that I will be reassessed and will be considered overpaid regardless of the circumstances surrounding my withdrawal. Furthermore, I understand that any overpayment may affect my eligibility for 2018/2019 assistance, and that I may be required to repay the entire overpayment before additional OSAP funding is granted. I also understand that failure to complete my inter/summer studies after receiving my OSAP funding will result in me being placed on OSAP probation and may also affect future eligibility for OSAP funding.
- I understand that I will not receive OSAP assistance for any courses which are being AUDITED.
- I must have 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 have given complete & true information on this form. I understand that failure to do so may prevent my getting assistance in the future.
- I will notify the Financial Aid Office in writing if my academic, financial, family, or study-period status changes, because I understand that these changes may affect my assessment.
- I agree that, for the purposes of eligibility determination, verification, audit, and collection, the ministry can collect and exchange personal information about me with any federal, provincial, or municipal government in Canada, any educational institutions that I attend, financial institutions that hold my student loan(s) and collection agencies operated or retained by the federal and provincial governments. In addition, I agree to provide supporting documentation that the Ministry or Financial Aid Office may request.
- I acknowledge and agree that the educational institution must forward the full amount of any refund of fees that have been paid with the proceeds of my OSAP assistance to the lending institution or the government that holds my student loan(s) for credit against such loan(s).
- This information will be used solely for the purpose of verifying information on this application form and for the administration and enforcement of OSAP under the Ministry of Colleges and Universities Act.
- If any of the information provided is false, inaccurate, or incomplete, the ministry may request that I repay my previous OSAP assistance and may refuse to authorize further funding. In addition, I understand that I may be subject to prosecution under the Criminal Code of Canada. I agree that the above use and disclosure of my personal information is consistent with the purpose for which the information is collected.

E. SIGNATURE

Signature:	Date:
------------	-------

PRINT, SIGN AND SUBMIT TO THE STUDENT AWARDS & FINANCIAL AID OFFICE

Your application will be assessed based on THE NUMBER OF COURSES AND AMOUNT OF INCOME indicated on your application. If any changes are made, your OSAP will be reassessed. It is **ESSENTIAL** that you notify us IMMEDIATELY of any changes in course load or income for the entire Fall/Winter/Inter/Summer period. Please note that changes may significantly affect your eligibility for interest-free status, future loans, grants and loan forgiveness.

PLEASE CHECK WITH THE AWARDS OFFICE BEFORE MAKING CHANGES TO DETERMINE WHAT EFFECT THEY WILL HAVE!

The University of Windsor is committed to the protection of privacy and confidentiality of all its constituents. The information collected in this process is collected under the authority of the *University of Windsor Act, 1962* and is collected for the purposes of administering financial aid, scholarship and award programs. Your future success in acquiring financial support from the University of Windsor may include disclosure to award donors and/or public recognition of achievement. If you have any questions about the collection of information or the uses to which it will be put, please direct your questions to the Director, Student Awards & Financial Aid, 519-253-3000 Ext. 3300.