

**Purpose**

Use this form if both of the following statements apply to you:

- You are on academic probation or are returning to school after a period of academic probation.
- You have submitted a **2021-22 OSAP Application for Full-Time Students**.

Your eligibility for OSAP funding will be on hold until all pages of your completed form are received and reviewed by your financial aid office or the ministry.

**Required documents**

A copy of your transcripts for your academic probation period may be required. You do not have to purchase official transcripts.

See 'Section B: Required documents' to determine if you need to provide a copy of your transcripts.

**Review of academic probation**

You may be eligible to have your academic probation removed. Contact your financial aid office if any of the following impacted your ability to maintain satisfactory academic progress:

- a new or pre-existing medical condition;
- a disability-related issue; or
- a family crisis.

**How to submit this form**

The quickest way to submit your form is to upload it to your OSAP account. Log into the OSAP website and go to your application to use the "Print or upload documents" button. Or, you can submit a paper copy as follows:

**If you're going to a school in Ontario:**

Send your completed form and any required documents to your school's financial aid office.

**If you're going to a school outside of Ontario:**

Send your completed form and any required documents to: Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario P7B 6G9.

**Deadline**

This form and all required documents must be received by your financial aid office or the ministry no later than 40 days before the end of your 2021-22 study period.

**Help is available**

Your school cares about your academic success. Check with either the Student Services or Financial Aid Office at your school about different resources available, such as academic counselling and accessibility services. Using these resources may help you with your academic performance.

## Questions?

### **If you're going to a school in Ontario:**

Contact the financial aid office at your school.

### **If you're going to a school outside of Ontario:**

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

General inquiry telephone service is available Monday to Friday, 8:30 AM - 4:30 PM (Eastern Time)

- Telephone: 807-343-7260.
- Toll-free in North America: 1-877-OSAP-411 or 1-877-672-7411
- TTY: 1-800-465-3958



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## Section B: Required documents

Do any of the following statements apply to you:

- You are attending a different school than the institution which placed you on academic probation; or
- You are attending a private institution in Ontario; or
- You are attending Saint Paul University, Dominican University College, Michener Institute of Education at UHN, Royal Military College of Canada, Niagara Parks School of Horticulture; or
- You are attending a school outside of Ontario.

Yes – Required documents: You must include a copy of your postsecondary transcripts from your probation period.

No – Transcripts are not required.

## Section C: Student declaration

- I understand that to remain eligible for OSAP, I need to successfully complete a 60% course load (or 40% if I self-identified as having a permanent disability for OSAP purposes) each year I receive funding.
- I will take the necessary steps to improve my academic progress for the current academic year.
- I understand that if I fail to successfully maintain satisfactory academic progress for the current academic year, I may be restricted from OSAP for a minimum of one year.
- I will contact my financial aid office if I have any questions about the minimum academic standard required to remain eligible for OSAP consideration.

Note: if you are completing this form electronically, use the “Fill & Sign” feature in Adobe Reader or your PDF program to draw your signature. Typed signatures will not be accepted.

**Signature of student:**

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**Date:**

Day Month Year

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Your personal information will be used to administer and finance the Ontario Student Assistance Program (OSAP) as set out in the notice of Collection and Use of Personal Information on your OSAP application and in accordance with the consents you signed on your OSAP application. The Ministry of Colleges and Universities administers and finances OSAP under the legal authority set out on your OSAP application. If you have any questions about the collection, use and disclosure of your personal information, contact the Director, Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, Thunder Bay, Ontario P7B 6G9; 807- 343-7260.