Ontario

Ministry of Colleges and Universities
Student Financial Assistance Branch

2021-22 OSAP Application Update: Request to Use Student's Estimated Income

Purpose

Normally, your 2020 income information is used when assessing your 2021-22 OSAP Application for Full-Time Students. Use this form to request that your estimated 2021 income be used instead of your 2020 income. If your income in 2021 is lower than your income was in 2020, you may be entitled to increased Canada Student Grant, and reduced Canada Student Loan. However, your overall funding may not increase. This review will not impact your funding if you are a dependent student.

You can make this request if your financial situation changed in 2021 because of unexpected and/or one-time circumstances, such as:

- loss of income as a result of the COVID-19 pandemic;
- loss of full-time employment and/or new employment at a lower pay rate;
- illness, accident or retirement; and/or
- receipt of a severance package, insurance settlement or other one-time income payout.

To complete this form, you must have already submitted a 2021-22 OSAP Application for Full-Time Students.

Required documents

You must provide documentation (e.g. letter from employer, legal documents) that supports the circumstances that led to a change in income.

Verification of income

The ministry verifies income information provided for your application with the Canada Revenue Agency (CRA).

How to submit this form

You can upload your completed form online. Log into the OSAP web site 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 all required document(s) to your school's financial aid office.

If you're going to a school outside of Ontario:
Send your completed form and required document(s) 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.

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 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

Section A: Student's information

Social Insurance Number:

Ontario Education Number (OEN), if assigned to you:

Last name:

First name:

Student's mailing address

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

Apartment:

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

Province or state:

City, town, or post office:

Postal code or zip code:

Country:

Area code and telephone number:

Student's study period details

What is the name of the school you plan to attend or are currently attending for your 2021-22 study period?

Student number at your school:

Social Insurance Number:

Section B: Student's estimated income

Reason for change in income

- ☐ Loss of income as a result of the COVID-19 pandemic
- ☐ Loss of full-time employment and/or new employment at a lower pay rate
- ☐ Illness, injury, or parental leave
- ☐ Retirement
- ☐ Receipt of a severance package, insurance settlement, or other one-time income payout
- ☐ Significant change in annual income related to self-employment, (for example, farming or any other type of self-employment where income fluctuates significantly)
- ☐ Other: Provide a brief description of your circumstances below:

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_____

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Required documentation

You must provide the following:

- If the reason for the change in income is "loss of income as a result of the COVID-19 pandemic", provide a letter or copy of a notice of layoff from their employer, or proof of approval or receipt of government income replacement programs such as Employment Insurance or the Canada Recovery Benefit (CRB) (a copy of a statement or screenshot showing CRB deposit is acceptable).
- For all other reasons, provide documentation confirming the circumstances indicated, such as a letter from their employer, proof of approval or receipt of government support program such as Ontario Works or Loss of Earnings Benefits from the Workplace Safety and Insurance Board (WSIB), legal documents, Second Career Agreement, proof of sale of property, etc.

Estimated 2021 income

You must enter an estimate of your 2021 total income from January 1, 2021 to December 31, 2021. Enter the amount in dollars only; do not indicate cents or use periods or commas. If you expect to enter information on line 21000 (deduction for elected split-pension amount) on your 2021 income tax returns, subtract the amount that will be entered on line 21000 from the amount that will be entered on line 15000 and enter this as the estimated income amount.

If your final verified 2021 income is greater than the estimate you provide, your OSAP will be reassessed using your actual 2021 income.

Estimated total income as will be reported on line 15000 of your 2021 Canadian income tax return:

Government income replacement programs, including Employment Insurance and the Canada Recovery Benefit are taxable income and should be included here.

Do not include tax-free benefits or refundable tax credit (e.g. Canada Child Benefit, Ontario Trillium Benefit)

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Estimated Canadian non-taxable income and/or foreign income (taxable and non-taxable) that will not be reported on your 2021 Canadian income tax return:

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Social Insurance Number:

Student's declaration

- I have given complete and true information on this form.
- I understand that I am responsible for providing all required supporting documentation as indicated on this form or as directed by my financial aid office or the ministry.
- I understand that if my review request is approved, my OSAP application will be reassessed based on my estimated income provided on this form. This estimated income would be used because non-recurring and/or unexpected circumstances have occurred and my prior year income does not accurately reflect my current income situation.
- I understand that the ministry will verify my 2021 estimated income with Canada Revenue Agency (CRA) or through other means when income information becomes available.
- I understand that if my application is reassessed after my 2021 estimated income is verified, it may affect my eligibility for OSAP and the type and amount of financial assistance I may receive.
- If I received financial assistance in excess of my entitlement, I will be responsible for the repayment of the amount of excess financial assistance received and I acknowledge that any future amount of financial assistance I am entitled to receive may be reduced by the amount owed.
- I understand that any grants that I receive may be converted into loans if I do not meet the terms and conditions of the Ontario Student Grants in the Ontario Student Grants and Ontario Student Loans Regulation under the *Ministry of Training, Colleges and Universities Act* and the terms and conditions of the Canada Student Grant in the Canada Student Financial Assistance Regulations under the *Canada Student Financial Assistance Act*.

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:

Date:

Day Month Year

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 form and in accordance with the consents you signed on your OSAP application form. The Ministry of Colleges and Universities administers and finances OSAP under the legal authority set out on your OSAP application form. 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.