

Appeal of Parental Contribution – Step-Parent Issues

A step-parent's income can be omitted from the OSAP application on review if the student's situation meets ALL of the following criteria:

- The step-parent is refusing to support the student.
- The marriage between the natural parent and step-parent occurred **after** the student turned **16 years of age**.
- The step-parent has not supported the student either directly or indirectly since the marriage (e.g. If the student resides at home and the natural parent has minimal income, the step-parent may be deemed to have indirectly supported the student.)

Supporting Documentation Required:

- A letter from the student detailing the situation.
 - A letter from the natural parent providing the date of marriage and an explanation of how he/she has supported the student since the marriage.
 - A letter from the step-parent explaining the reason(s) why he/she will not support the student.
 - Appeal Coversheet – See attached or on reverse.
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When a situation does not meet the criteria above, but a breakdown in the family relationships has occurred, a review can be done to demonstrate that the step-parent is not contributing to the student's expenses either directly or indirectly. The reasons for the step-parent refusing to assist cannot be strictly financial and must be acceptable under OSAP policy.

Supporting Documentation Required:

- Appeal Coversheet – See attached or on reverse.
- A letter from the student detailing the relationship with the step parent, which must include:
 - date of the final rift with step parent;
 - date the student left home (if appropriate);
 - how the student has supported her/himself;
 - any steps taken by the student to correct the situation;
 - possibility of reconciliation;
 - the extent, if any, of professional involvement in the situation (e.g. social service agency, psychologist, counselor).
- A letter from the natural parent providing the date of marriage, the reasons why the step-parent is not contributing and a description of any prenuptial arrangements regarding the support of the children.
- A letter from the step-parent explaining the reason(s) why he/she will not support the student.
- A copy of the prenuptial/marriage contract, if one exists
- A family budget completed by the **natural parent** indicating only his/her actual monthly gross and net income, expenses, and amount of support being given to the student.

Appeal Submission Cover Sheet: Step-Parent Issues

Please forward to:
Financial Aid Administrator
Student Awards & Financial Aid Office
401 Sunset Ave. Windsor, ON N9B 3P4

Office Use: Date Received: _____ Date Reviewed: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> CAG-LID/MOAG/OAG Check

LAST NAME:	
FIRST NAME:	
U OF W STUDENT ID:	
SOCIAL INSURANCE #:	
APPEAL SUBMISSION CHECKLIST:	<ul style="list-style-type: none"> • OSAP Booklet Application (if on-line application could not be submitted); • Affidavit or letter from student requesting an appeal which outlines the nature of the circumstances surrounding the reasons for appeal; • Letter from the natural parents; • Letter from the step-parent; • Copy of premarital/marriage contract if one exists; • Letter from other parties directly involved with the situation; • Family budget completed by the natural parent; • Any other documentation that is applicable to the situation being appealed.

Financial Aid Administrator Notes:

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Updated: June, 2011/md