

Appeal of Parental Contribution – Switching Contributing Parent

The custodial parent or the parent with whom the student lives should complete the student's OSAP application. A student can, however, change the parent who completes the application from year to year provided the student actually changes residence. However, a student cannot live with one parent and use the income of the other parent because it is lower.

In some situations it may be difficult to establish which parent has been providing the student with primary support. Issues such as where the student last lived, or where the student spends the summer holidays should be considered when determining which parent should complete the application.

In any of the above situations, if the natural parent to whom the student is switching has remarried, the student's step-parent must also complete the application. If the step-parent refuses to provide assistance, a review may be applicable - See Appeal of Parental Contribution – Step Parent Issues

Supporting Documentation required:

- Documentation to confirm the residence change (e.g., drivers license);
- A letter from the student outlining the change in residence;
- A letter from the parent confirming the change in residence; and,
- A new OSAP application with the new supporting parent's financial information must be submitted.
- Appeal Coversheet – See attached or on reverse;

**Appeal Submission Cover Sheet -
Switching Contributing Parent**

Please forward to:
Student Awards & Financial Aid Office
University of Windsor
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"> • Documentation to confirm the residence change (i.e. Driver’s license); • A letter from the student outlining the change in residence; • A letter from the parent confirming the change in residence; • A new application with the new supporting parent’s financial information must be submitted. • Be sure that your letter(s) are SIGNED, DATED and that your name and student ID# appears on all of your supporting documentation.

Financial Aid Office Notes:

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 the Ontario Student Assistance Program (OSAP) on behalf of the Ministry of Training, Colleges & Universities and any other need-based financial assistance as administered by the University of Windsor. 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. The ministry administers OSAP under the authority of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, c. M.19, as amended, R.R.O. 1990, Reg. 773, Reg. 774, and Reg. 775, as amended, and O. Reg. 268/01, as amended; the Financial Administration Act, R.S.O. 1990, c. F. 12, as amended; the Canada Student Financial Assistance Act, S.C. 1994, c. 28, as amended; the Canada Student Financial Assistance Regulations, SOR 95-329, as amended; and the Budget Implementation Act, 1998, S.C. 1998, c. 21, as amended. If you have any questions about the collection or use of this information, contact the Director, Student Support Branch, Ministry of Training, Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, ON P7B 6G9.

Updated: June, 2011/md