

Student Awards & Financial Aid Office | University of Windsor

ASSET REVIEWS

1. Adjust contribution from RRSPs

a) RRSP loans taken out to purchase an RRSP

RRSP loans taken out to purchase RRSPs can be used to reduce the value of the RRSPs used in the student's need assessment.

When adjusting the value of RRSPs to be used in the need assessment, the RRSPs purchased by the student/spouse and the outstanding RRSP loan must be valued as at the asset valuation date.

Documentation Required:

- Letter of explanation from student; and
- Signed and dated statement from the student's/spouse's financial institution/investment broker/investment company stating the amount of the RRSP loan outstanding as of the asset valuation date.

b) Taxes on RRSP withdrawals

If a student/spouse reports the gross value of RRSPs withdrawn without taking into account the tax implications/hold-back for the withdrawal, the value of the RRSPs used in the need assessment can be reduced by the amount of tax the student/spouse would be required to pay for withdrawing the RRSPs.

Documentation required:

- Signed and dated statement from the student's/spouse's financial institution/investment broker/investment company indicating the value of the RRSP after taxes have been deducted.

c) Locked-in retirement savings

Students and their spouse, if appropriate, are not to report funds that are invested in a locked-in retirement savings account (i.e., Locked-in Retirement Account (LIRA), a Life Income Fund (LIF), or a Locked-in Retirement Income Fund (LRIF)) as an asset on the OSAP application.

Exception:

Once a student, spouse, or parent withdraws any money invested in these accounts as per the fund's usual withdrawal age (e.g., age 55), he or she must report the amount withdrawn as income in the applicable section of the student's OSAP application.

Note: A locked-in retirement savings account is an account into which an individual's pension benefit is transferred when the individual terminates their membership in a registered pension plan. The money payable to the individual from this locked-in account can be used only to provide retirement income and is therefore locked-in until the individual reaches the age of 55. In Ontario, there are three types of locked-in accounts: Locked-in Retirement Accounts (LIRA), Life Income Funds (LIF), and Locked-in Retirement Income Funds (LRIF).

Documentation required:

- No documentation is required; student/spousal income will be verified through the Income Verification Process if student does not report it originally on their OSAP application.
- If the student has reported it on the OSAP application and is requesting to have the asset removed, a copy of the financial statement for the funds invested to demonstrate that the status of the fund account is 'locked-in'.

Special Access to Locked-In Retirement Account

Students and their parents or spouse, if applicable, who gain special access to money invested in any of these Locked-In Retirement accounts prior to the usual withdrawal age (e.g., age 55) are not to report the amount withdrawn on the student's OSAP application as income.

If a student, their parents or spouse have reported income that was withdrawn under special access (e.g., to cover uninsured medical costs), the student may request a review to remove the income.

Documentation required:

- Proof of the amount withdrawn from the fund and proof that it was withdrawn under a circumstance of special access;
- To ensure the student is not disadvantaged when income is verified with CRA, the FAA must add explanatory note to the file.

2. Adjust contribution from other assets

The following reviews may be considered to adjust the expected contribution from other assets.

The amount listed on the OSAP application for other assets should include other assets which can be directed toward educational costs for the current study period.

OSAP funds from the previous study period (i.e., academic year) are not to be included in the value of financial assets available for the study period applied for. Students who are in receipt of OSAP during the four months prior to the start of the current study period can request an adjustment if they have included OSAP funds relating to this study period.

a) Items incorrectly included as other assets

A student has incorrectly included the value of personal items such as primary residence or other real estate property owned by the student or spouse, clothing, household items, and computers as other assets on their OSAP application or incorrectly reported RRSPs or RESPs as other assets.

Documentation required:

- Letter from student identifying the items that were incorrectly included as other assets on the application and the value of each item; and
- Additional supporting documentation showing the value of the item may be requested, such as, proof of value of personal item, primary residence, commercial property, RRSPs, or RESPs.

b) Pain and suffering awards

Pain and suffering awards, including amounts for medical costs, medications, and the general damages component of personal injury awards and WSIB Non-Economic Loss (NEL) awards are exempt from assets.

Note: "pain and suffering" is the legal term for the physical and emotional stress caused by an injury. A pain and suffering award would typically be part of a settlement resulting from a lawsuit. Some settlements will identify a portion that is for economic loss and a portion for pain and suffering or general damages; others do not. Only an identified non-economic portion can be exempt.

Documentation required:

- A copy of a letter from WSIB, legal court document, or payment stubs specifying a pain and suffering or NEL award, the amount(s) paid and the date(s) received.

c) Life Insurance Beneficiary

The beneficiary of a life insurance policy with a payout value that is less than \$100,000 will have that amount exempt from assets. Any amount over \$100,000 is considered an asset.

The exemption only applies to one-time lump-sum payouts of a life insurance policy and does not apply towards any income-generating trust funds or insurance policies.

This exemption does not apply to the cash surrender value of a life insurance policy and is only to be used in the case of a policy payout to a beneficiary in the event of the policy holder's death.

If there is an exemption regarding a payout already on file from a previous year, no further documentation is required to exempt the amount in the current year, except to confirm the amount of the payout remaining.

Documentation required:

- Verification of the amount of the life insurance payout and the date received, provided by the insurance company or applicant's lawyer.

d) Funding from an In-Trust Account

An in-trust account is an "informal trust" set up with a financial institution to invest funds for a minor (the "beneficiary"). A donor contributes to the plan for the beneficiary. The trustee (who can be different from the

donor) manages the investments in the account and acts on behalf of the beneficiary until the beneficiary reaches the age of majority. The assets belong beneficially to the child and must generally be held for the child until the age of majority.

As outlined below, money held in or withdrawn from a student's In-Trust Account may or may not be considered an asset or income when assessing the financial need.

i) In-Trust Accounts as Income

Withdrawals (payments) and/or interest/dividends received from an In-Trust Account in

the current study period that are made by the student or by the account's trustee and transferred to the student must be reported as either pre-study or study period income on the OSAP application, depending on when the amount was withdrawn/paid.

ii) In-Trust Accounts as Assets

The value of an In-Trust Account is not considered an asset.

e) Registered Disability Savings Plan (RDSP) held by student or spouse

These savings are not considered assets.

Documentation required:

- Documentation showing the value of an RDSP held by the student and/or spouse.

Savings held by new immigrants

Independent, married or sole support parents who are new immigrants may be required to use their savings that they brought with them to Canada to cover living costs during the pre-study period, if they are unable to find employment or if they are legally unable to work in Canada. Assets for these students may be reduced by an amount equal to the amount of OSAP living allowance for the pre-study period. For example, a sole support parent with two children would be eligible for an asset reduction of \$616.51 per week or \$9,864.16 for a 16 week pre-study period.

Documentation required:

- Proof that the individual immigrated to Canada within six months of the start of the pre-study period;
- Proof that they were seeking employment (e.g., a copy of their job search with the list of employers they have contacted) or proof that they do not have a permanent SIN; and
- Proof that they are incurring living costs for the pre-study period (e.g., copy of a lease)
- If a student is living with relatives and paying part of the living expenses or room and board, the student must provide a letter from the relatives confirming that the student resided with them during the pre-study period and the amount of room and board expenses they paid. In addition, the student would be required to provide cancelled cheques or bank statements showing the transactions occurred.

g) Student reported vehicle as "other assets"

If a student has mistakenly listed a vehicle as "other assets," they may request a review to have the amount of the vehicle removed.

Documentation Required:

- The student must provide a letter indicating:
- That the vehicle was incorrectly included in "other assets" and requesting to remove it; and
- The dollar value to be removed from assets.

NOTES:

An appraisal or additional documentation to support the value of the vehicle will not be required.

3. Review to adjust asset valuation date

The asset valuation date on the OSAP application for full time students is the date that is sixteen (16) weeks prior to the start of the study period. This date is used to avoid double counting students' savings from income earned during the pre-study period, which is a maximum of 16 weeks. However, some students have pre-study periods that are less than 16 weeks in length which means that the asset validation date may fall within a previous study period.

Students with pre-study periods that are less than 16 weeks in length may request their FAA to review the value of their assets considered as part of their OSAP need assessment using the day prior to their pre-study period start date as the asset valuation date. This adjustment to the asset valuation date may apply to any review in Section N where the asset valuation date is used.

To request a review, students must provide documentation to show that the value of their assets has decreased during the time between the date 16 weeks prior to the start of their study period and the pre-study period start date.

If the review is successful, the student's assessment may be adjusted to show the value of the assets held at the revised asset valuation date, that is, the day prior to the start of the student's pre-study period.

Documentation required:

- A letter from the student asking for a review and explaining their circumstances (e.g., the student was in school full time during summer and used assets to fund full time summer studies).
- Documentation showing assets held by the student at 16 weeks prior to the study period start date; and
- Same documents as above, showing assets held by the student at the day prior to the start of their pre-study period.

OSAP Appeal Submission Cover Sheet

ASSET REVIEWS

Please forward to:
 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

LAST NAME:	
FIRST NAME:	
U OF W STUDENT ID:	
APPEAL SUBMISSION CHECKLIST:	<input type="checkbox"/> Appeal Coversheet <input type="checkbox"/> A letter from you outlining your request for appealing your OSAP assessment and under what grounds you are appealing; <input type="checkbox"/> Supporting documentation to support your request for appeal; <input type="checkbox"/> 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 or awards based on academic merit 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 go to <http://www.uwindsor.ca/awards/Notice-of-Disclosure> or direct your inquiry to the Director, Student Awards & Financial Aid, 401 Sunset Ave. Windsor, ON N9B 3P4, award1@uwindsor.ca.

401 Sunset Ave. Windsor ON N9B 3P3 Phone: (519) 253-3000 Ext. 3300 Fax: (519) 973-7087
<http://www.uwindsor.ca/awards> Email: award1@uwindsor.ca