

# Student Awards & Financial Aid Office | University of Windsor

## Family Breakdown Reviews

Reviews are considered for the Ontario Student Assistance Program (OSAP) applications or the Ontario Tuition Grant-only (OTG) applications to allow an assessment without reference to one or both parent's financial information in situations where there is a serious rift in the family and the student is estranged from one or both parents due to documented mental, physical, sexual, and/or emotional abuse or drug or alcohol addiction in the student's family.

The following factors when administering family breakdown reviews are considered:

- severity and degree of the breakdown;
- length of time the rift has existed;
- reason for the final breakdown;
- parental treatment of other siblings;
- reasons for the family breakdown;
- attempts at, or likelihood of, reconciliation;
- if the problem/rift exists with only one parent, consideration of the other parent's position in the breakdown and his/her ability or willingness to assist the student.

Family breakdown reviews which are submitted where the parents' rationale for not supporting the student is deemed to be arbitrary and will not be considered for family breakdown review. A few examples include:

- Parents feel that it is the responsibility of the government to fund postsecondary education;
- Parents feel that once students reach the age of 18, the student is independent;
- Parents do not agree with the student's choice of program or institution;
- Parents do not approve of the student's living arrangements.

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### DOCUMENTATION REQUIRED FOR CONSIDERATION OF THIS APPEAL:

- A letter from the student detailing the situation:
  - 1) Date of the final rift with parent(s);
  - 2) If the rift is with both parents, date the student left home and how the student has supported her/himself since leaving home;
  - 3) Possibility of reconciliation.
  - 4) A letter from the student's parent(s) is not required. However, in situations where only one parent was involved in the problem/rift, the student may be asked to provide a letter from the parent who is not directly involved in the situation.
  - 5) The extent, if any, of professional involvement in the situation (e.g., social agency, psychologist, psychiatrist, counsellor)
  - 6) If the rift is with both parents, proof of the student's separate residence (e.g., copy of a lease or rental agreement).
- Written documentation from at least one third party individual, preferably a professional, who was directly involved with the situation (e.g., court reports; letters from police, social workers, children's shelters or physicians).
- If a professional third party was not involved, documentation from other reliable third parties who were directly involved with the situation is required. (e.g., siblings, grandparents, other relatives). Third party documents must contain the contact information for the third party, including telephone number and address, and the signature of the third party.

# OSAP Appeal Submission Cover Sheet

## FAMILY BREAKDOWN REVIEW

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

<b>Office Use:</b>
<b>Date Received:</b> _____
<b>Date Reviewed:</b> _____
<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Not Approved</b>

<b>LAST NAME:</b>	
<b>FIRST NAME:</b>	
<b>U OF W STUDENT ID:</b>	
<b>APPEAL SUBMISSION CHECKLIST:</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Appeal Coversheet</li><li><input type="checkbox"/> A letter from you outlining on what grounds you are requesting the family breakdown review;</li><li><input type="checkbox"/> Supporting documentation to support your request for review.</li><li><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.</li></ul>

### Financial Aid Office Notes:

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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](mailto: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](mailto:award1@uwindsor.ca)