



Information Session

#### What is OSAP?

The Ontario Student Assistance Program (OSAP) is a financial aid program that can help you pay for college or university.

#### OSAP offers funding through:

• Grants & Bursaries: money you don't have to pay back

Loans: money you need to repay once you're done school



### How is my OSAP calculated?

## OSAP can help you pay for:

- Tuition
- Books and equipment
- Fees charged by your school
- Computer costs for 1st year students
- Living expenses (full-time students only)
- Child-care (for full-time and part-time students with children)
- Return travel to home

### How is my OSAP calculated?

## OSAP expects you & your family to pay for:

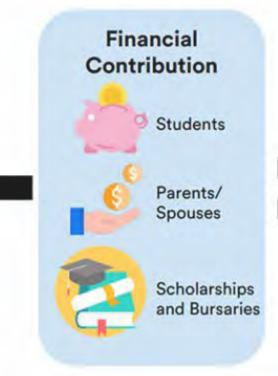
- Student contributions
- Report scholarships & awards
- Student, parental & spousal income
- Student & spousal assets



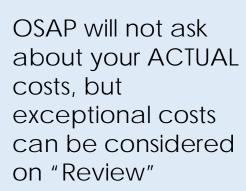
## How is my OSAP calculated?

## What OSAP thinks you need:









## Who is involved in my funding?

## What OSAP thinks you need:

OSAP (government)



School Financial Aid Office National
Student Loan
Center
(NSLSC)

## Three Options for Applying:

1

Finish the application(s) created when you "linked to OSAP from OUAC/OCAS

2

From OSAP, LINK to OUAC/OCAS to create applications for each of your programs and FINISH them

3

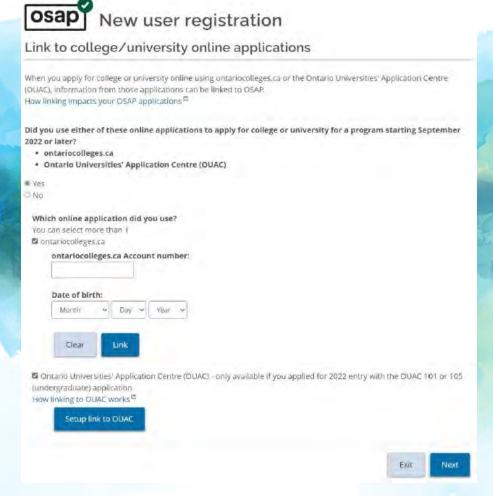
Select "New Registration" and skip the linking to complete a new application to the school of your choice



Forgot OAN or password?

#### Accessibility

We are committed to providing accessible customer service. If required, we can arrange for an accessible format that meets your needs. Contact us at Webmaster.tcu@ontario.ca.





#### My profile

#### Basic personal information

Fill this page out carefully as some of this information is verified with the Social insurance Registry to confirm your identity. Your first and last name must match the name on your Social Insurance Number (SIN) card.

first name:	Clear page
	and the
Last name:	
Date of birth:	
Month V Day V Year V	
Sender: ○ Male ○ Female ○ Other (for example, Trans, Non-Binary, Two-Spinit, Binary people a denuity)	nd people Who prefer not to disclose their gender
Social Insurance Number (SIN):	
Ontario Education Number (OEN); What is an OEN <sup>©</sup> This question is optional.	
OSAP password	
Password must:	
tie 8 to 12 characters     have at least 1 number     have at least 1 upper case letter     have at least 1 lower case letter     NOT be your Social insurance Number (5(N) or your name.	
Nrite it down! Keep your password safe and don't share it with any	one
What to do if you forget your password	
Password:	
Confirm password	

### **New User Registration:**

This is how OSAP will contact you:

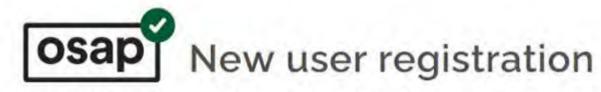
- Email address
- Preferred language
- Permanent Canadian address
- Mailing address
- Access to your OSAP information

#### **Email Validation:**

OSAP will email you to validate your email address. By clicking the link in the email, your email address with be validated automatically.

Alternatively, you can enter the "email validation code" included in the email.





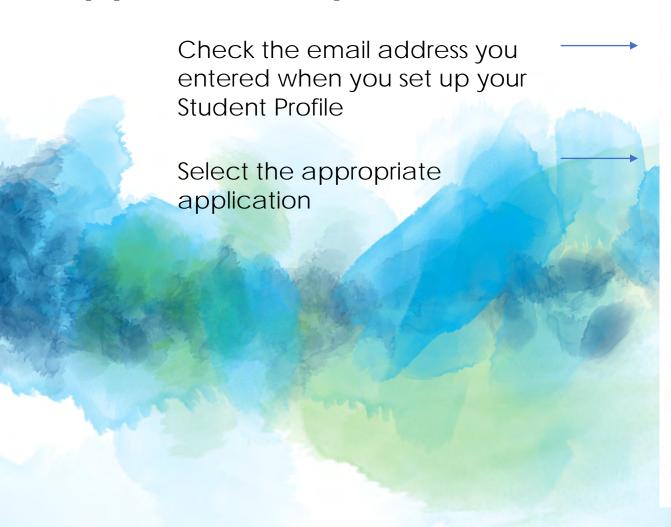
OSAP Access Number (OAN)

OAN: 822\*\*\*\*\*

Write it down and keep it safe!

You will use your OAN, along with the password that you created, to log into your OSAP account. You can also use your OAN to reset your password.

Next







#### Full-time studies

Use this application to apply for OSAP if you're taking 60% or more of a full course load, or 40% or more of a full course load if you have a permanent disability, or a persistent or prolonged disability\*.

\*Note: students who have a verified persistent or prolonged disability are only eligible for federal assistance if they are taking at least 40% and less than 60% of a full-time course load.

How to calculate your course load □

Apply for full-time

#### Micro-credentials programs

Use this application to apply for OSAP if you're taking a micro-credential.

How to determine if your program is eligible

Apply for micro-credentials

More information

Consents and agreements

#### Part-time studies

Use this application to apply for OSAP if you're taking 20% to 59% of a full course load.

How to calculate your course load

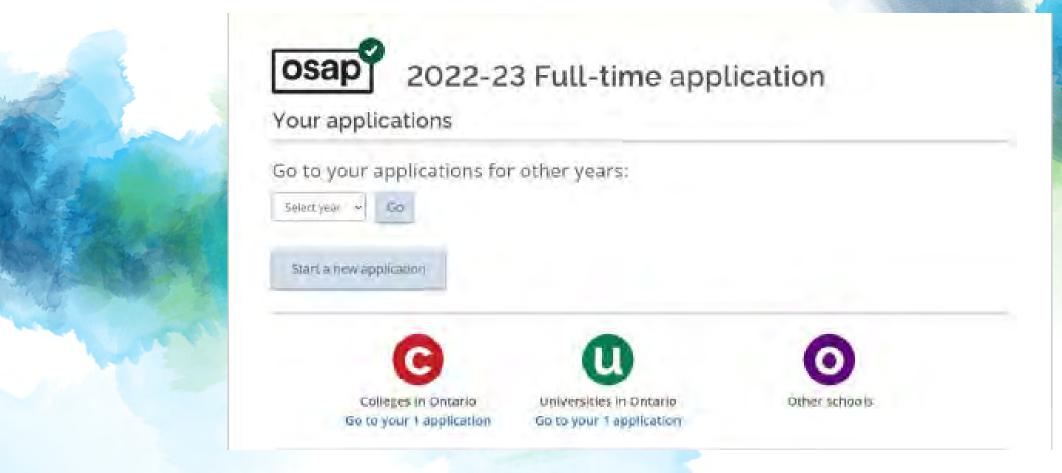
Apply for part-time

#### Interest-free status

Use this application if you're not applying for OSAP and are in full-time studies, it will keep your previous full-time OSAP loans. In interest-free status so you do not have to start repayment.

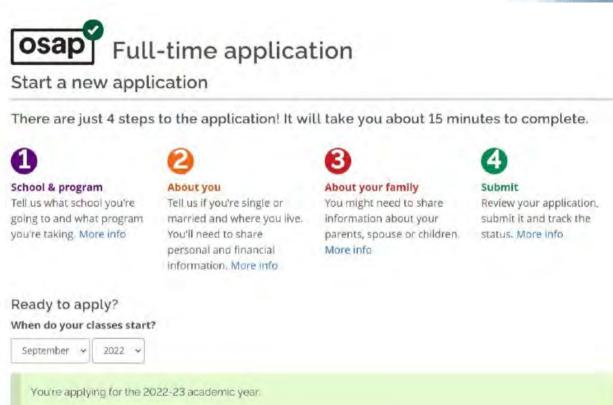
Apply for interest-free status

## Your application is specific to your school:



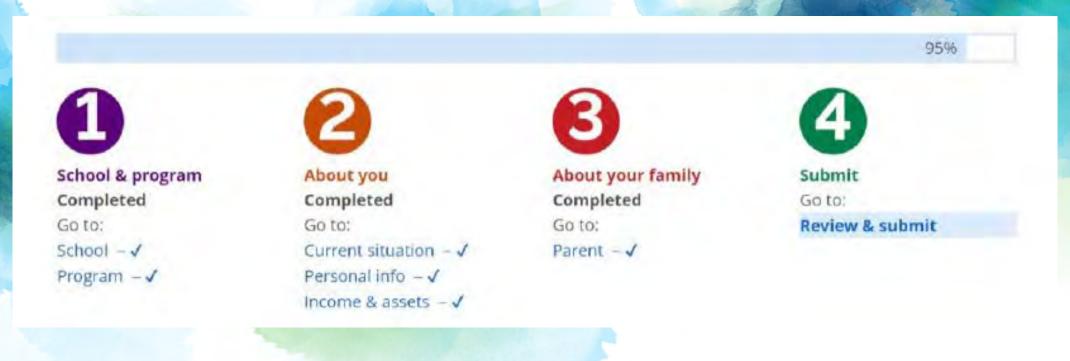
## Your application is specific to your program:







The status bar at the top of the page shows your progression through the application, and what still needs to be completed.





#### Confirm information

Before you start a new application, review your profile to ensure that it's up to date. If not, click on "Change" to update your information.

#### Basic personal information

Fill this page out carefully as some of this information is verified with the Social Insurance Registry to confirm your identity. Your first and last name must match the name on your Social Insurance Number (SIN) card.

First name: Test Last name: Student Date of birth: May 9/95

Gender: Male

Social Insurance Number (SIN): \*\*\*\*\*757

Ontario Education Number (OEN):

What is an OEN

This question is optional.

#### Email address and correspondence options

Email address: testemail1234ontario@email123.ca

Why we ask for your email address <sup>™</sup>

In which language do you want your information? English

How to check the status of all your application(s): You will check your status online

How to get all your personalized forms (e.g., signature pages): You will print your forms yourself

This section is asking about the STUDENT!

Change addresses

Addresses

Permanent Canadian address

Street name and number, rural route, or post office box: 189 Red River Road

Apartment:

City, town, or post office: Thunder Bay

Province: Ontario Postal code: P7B6G9

Telephone number: 807-343-7260

#### Mailing address

Is your mailing address the same as your permanent Canadian address? Yes

#### Access to your OSAP information

Do you want to give access to your OSAP information to a family member, friend or someone close to you?

Understand what type of information they can access

No

Change basic info

Change correspondence

Change access

Exit







## Additional information

This section is asking about the STUDENT!

Clear page

Before you can start the application process, we require the following information from you which will be added to your profile. Are you currently in high school full-time? What is full-time high school™ Q Yes · No When did you last attend high school full-time? Do you want to self-identify as a student with a disability? Students who self-identify as having a permanent disability may be eligible for additional funding. Students who self-identify as having a persistent or prolonged disability may be eligible for additional funding beginning in 2022-23-see the "Understanding disability statuses" link for details. You will be required to provide supporting documentation that validates the disability. @ Yes ONO Is your disability permanent? Understanding disability statuses □ O Yes ● No. Is your disability persistent or prolonged? O Yes O No

#### **Additional Information Questions:**

- Are you currently in high school full-time?
- When did you last attend high school full-time?
- Do you want to self-identify as a student with a disability?
   Is your disability permanent?
   Is your disability persistent or prolonged?
- What is your current citizenship status?
- Are you registered as a Status Indian under the Indian Act?
- Were you ever in the permanent care of a Children's Aid Society or Child and Family Services Agency?
- Do you want to self-identify as a Francophone student?
- Do you want to self-identify as Indigenous (First Nations (status/Non-Status, Métis, or Inuit?)

This section is asking about the STUDENT!

## Exceptional Students - Exceptional Circumstances:

### What is considered a Permanent Disability?

- Deaf or hard of hearing
- Blind or visually impaired
- Physical disability affecting mobility
- Learning Disability
- Carpal Tunnel Syndrome
- Chronic Back Pain
- Chronic fatigue/ fibromyalgia/myofascial pain syndrome
- Depression/anxiety
- Extreme allergies

- Arthritis
- Asthma
- Diabetes
- Epilepsy
- Permanent back injuries
- Seasonal Affective Disorder
- Sleeping Disorders
- Speech disabilities (e.g. stuttering)
- .... and others

If you have any of these conditions, and can provide medical confirmation, say "yes" to the permanent disability question on the OSAP application

## Exceptional Students - Exceptional Circumstances:

# What is considered a Persistent or Prolonged Disability?

A persistent or prolonged disability is any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment or a functional limitation that:

- restricts your ability to perform the daily activities necessary to pursue studies at a postsecondary school level or to participate in the labour force
- has lasted, or is expected to last, for a period of at least 12 months
- is not a permanent disability

#### Note:

Students who have a verified persistent or prolonged disability are only eligible for federal assistance if they are taking at least 40% and less than 60% of a full-time course load.

If this applies to you, say "yes" to the persistent or prolonged disability question on the OSAP application

**OSAP Information Module:** 



Are you attending a college, university or Indigenous Institute and need help paying for the costs? The Ontario Student Assistance Program (OSAP) may be able to help.

Ontario Student Assistance Program

Before you begin your OSAP application, you will need to complete a short information session.

This session will help you understand:

- How OSAP works
- · Your roles and responsibilities if you become an OSAP recipient
- Basic financial information (e.g., creating a budget, understanding credit and debt) to support you through your postsecondary education

At the end of each section you will be asked to answer a question about the information you just read. You will need to answer the question correctly in order to move to the next section. You can log in and out of the module at any time, and your progress will be saved.

Exit

Next

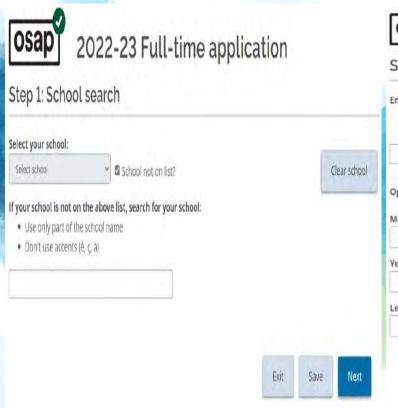
### **Application Agreement:**

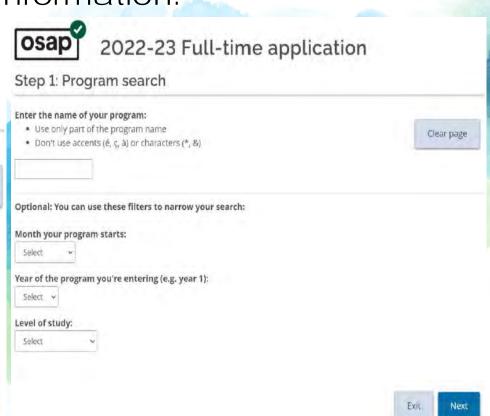
Before you can apply for Ontario Student Assistance Program (OSAP) assistance, you must read and agree to the terms and conditions in this OSAP Application Agreement.

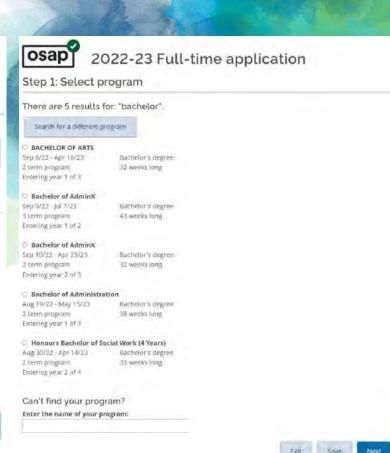
The terms and conditions are set out in the Consents, Declarations and Signatures sections below and include the following:

- Collection and use of personal information
- Consent to the indirect collection and disclosure of personal information
- Applicant's instruction to obtain a consumer report
- Applicant's declaration
- Consent to the indirect collection and disclosure of information from tax returns

School and Program Information:









## 2022-23 Full-time application

Step 2: Current situation

This page determines if someone in your family must provide information. For example, if you're considered to be a dependent student, we'll need information from your parent(s). This page also determines if you are considered to be a resident of Ontario and eligible for OSAP.

#### Current status

#### What is your status?

- O Married
- O In a common-law relationship What is a common-law relationship?
- O Sole-support parent with dependent children Who is a sole-support parent?<sup>™</sup>
- Single

This section is asking about the STUDENT!

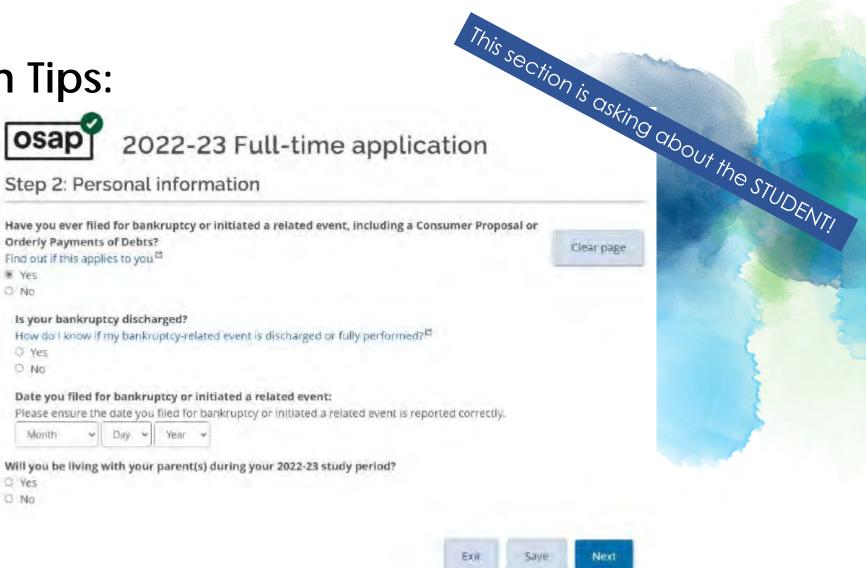
Clear status

This section is asking about the STUDENT

### **Application Tips:**

#### **Current Situation:**

- Have you been out of high school for at least 6 years as of the start of your 2022-23 study period?
- Have you been out of high school for at least 4 years as of the start of your 2022-23 study period?
- By the time you start your 2022-23 study period, do you expect to have worked full-time for at least 24 months in a row? Do not include months of full-time study in high school, college or university.
- Are you separated, divorced or widowed and have no dependent children living with you?
- Are both of your parents deceased?
- Have you lived In Ontario all of your life?



### **Student Information:**



## 2022-23 Full-time application

Step 2: Income and assets

Enter amounts in dollars only. Do not enter cents or use periods or commas. If the amount is not applicable or negative, enter zero (0).

Income received before your study period

Do you expect to receive social assistance from Ontario Works (OW) or Ontario Disability Support Program (ODSP) in the month before the start of your study period (Jul 1/22 to Aug 19/22)?

- W Yes
- O No

#### Type of income:

- O Ontario Works (also known as social assistance)
- Ontario Disability Support Program

Ontario.ca/OSAP

This section is asking about the STUDENT!

Clear page

You're making a "best guess" for now – you will have a chance to update your income in the fall (or you can email your financial aid office if there's a significant update over the summer)

### **Study Period Income and Assets:**

- Income received during your study period Scholarships, bursaries and/or awards during your study period? Income, and source(s), from any government programs during your study period?
- Continued care and support for Youth (CCSY) program allowance during your study period?
- Any other Income totaling more than \$11,200?
   (e.g., income from employment, Teaching or Research Assistantships, child support and/or spousal support, rental Income, Investment income Including Interest and dividends) report the full amount here.



### **Study Period Income and Assets:**

#### What to include:

- Estimate what you will have in your bank account as of the day before you start school. Include all bank accounts: chequing & savings
- Include any investments: TSFAs, GICs, & Bonds
- Trust Funds
- Cryptocurrency holdings

#### Do not include:

- your computer
- your vehicle
- jewelry, clothing, or other personal belongings
- RRSPs
- RESPs

### Parent Information:



Clear page



## osap 2022-23 Full-time application

#### Step 3: Parent information

This page determines if one or both of your parents must provide information. Parent refers to your birth or adoptive parent(s), step-parent, or official sponsor(s).

#### Marital status

My parents are married to each other or in a common-law relationship with each other.

What is a common-law relationship

- Yes
- O No

Provide information from both of your parents

### Parent Section of the Application

## Which parent needs to complete the application?

- If your biological parents are married, both parents
- If your biological parents are separated, divorced, widowed, your custodial parent
- If your custodial parent has remarried, or is in a common-law relationship, then the step-parent must also complete the application

#### **Parent Information:**



- Do your parents live within 30km of your post-secondary institution?
- Income reported on Parent's 2021 Canadian income tax return?
- Consent to the indirect collection and disclosure of information from tax returns
- Income from all other sources
- All foreign and Canadian non-taxable income your parent received in 2021
- Other dependent children information



### 2022-23 Full-time application

Step 4: Review & submit

#### You can now submit your application

It's a good idea to review each page before you submit your application. Use the links at the top of the page to review the information entered.

- . How to make changes to a submitted application "
- Check the application deadline dates<sup>™</sup>

After you submit your application, you'll get an estimate of the amount of aid you could get.

#### Declaration of Parent(s) Consent

□ I have advised my parent(s) that I have provided personal information about them on this application form. I have shown them this application form and I have obtained their consent to the disclosure and use of their personal information for the administration and financing of OSAP and purposes identified on this application form.

I understand that if I provide a false declaration the ministry may restrict me from receiving financial assistance in the future. The ministry may also take legal action against me and may require me to repay any financial assistance that I received. I further understand that it is an offence to knowingly provide false information for the purpose of obtaining or receiving OSAP assistance. If convicted, I may be liable for a fine of up to \$25,000 and/or one year in prison.

Exit

Submit





### 2022-23 Full-time application

#### Estimate

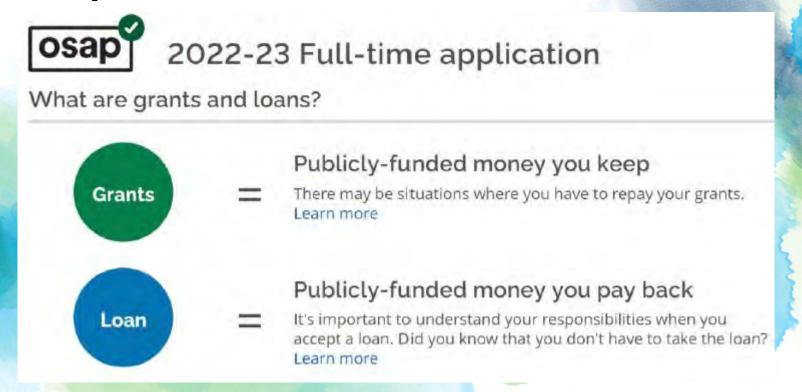
Test Student LAKEHEAD UNIVERSITY - Bachelor of Administration Aug 19/22 - May 15/23

Apr 26/22: Estimate calculated

This estimate is based on estimated tuition and ancillary/compulsory fees provided by your institution, as well as unverified information you provided on your application. Your estimate may change when final costs are provided by your school and your application is assessed.

How you get your OSAP money <sup>™</sup>





#### **Grant Only Option:**

You have the option co decline your OSAP loan and receive only grants. You can do this through your online OSAP account. If you find you need the loan later on, you can (under certain situations) get the loan.

### **Required Document List:**

1. Declaration and signature

#### Status as of May 13/19: Required

Provide all 4 pages of your personalized form. It's required before you can get your money.

#### Open and print your form:

Use the form password below to open your form in Adobe Reader. How to open and print your forms

Open form Form password: P38ndzYo

► Trouble using this password? Get a new one.

#### Provide your form:

Upload 1 PDF file with all 4 pages or submit all 4 pages to your financial aid office.

Click here for address.

Upload form

How to scan and create a PDF to upload [5]

2. Master Student Financial Assistance Agreement (MSFAA)

#### Status as of May 13/19: Required

The National Student Loans Service Centre (NSLSC) will send you an email when it's time for you to register for your online account and complete your online MSFAA. This is generally 2 - 3 business days from the above date. If you don't get it by that time, check back here for instructions. The email will have a link to the NSLSC website where you'll have to enter your MSFAA number (shown below). You must complete your MSFAA before you can get your money.

How to register and complete your MSFAA online

MSFAA number: 0119075923

3. Parents declaration and signature form

#### Status as of May 13/19: Required

Provide all 4 pages of both of your parent's personalized form. It's required before you can get your money.

#### Open and print your form:

Use the form password below to open your form in Adobe Reader. How to open and print your forms <sup>™</sup>

Open form Form password: P38ndzYc

Trouble using this password? Get a new one.

Everything on this list must be submitted and approved for your file to be "complete"



#### The MSFAA Process

### Registration with the NSLSC

The National Student Loan Centre is OSAP's 'bank'. This is the agency that will actually provide your funding, and this is where you will repay your loans.

- Take note of the Master Student Financial Assistance Agreement # shown on your "required documents" screen
- A few days after you "submit" your OSAP application you will receive an email from the NSLSC to create your e-MSFAA; you can also go back to your "required documents" screen and click for the hyperlink there.

Remember this login; this is where you will go in future to communicate banking changes, make payments on your loan, check your total OSAP debt, collect your tax slips, etc.

#### The MSFAA Process

### Registration with the NSLSC

You will be asked to "sign in" using one of two options:

#### Access my NSLSC account

You will be redirected to a third party website to log in to your account . After you complete this process, you will be redirected back to the NSLSC website.

At your next login, please use the same sign-in method that you used when you last logged in to your account.

IMPORTANT NOTE: If you can't remember the answers to your security questions, use the Verified.Me option to access your account.

### Choose from one of two options to access NSLSC Option 1

#### Continue to Sign-In Partner

- Use the same sign-in information you use for your online banking services.
- None of your information (e.g. financial, banking) will be shared with the NSLSC. Your Sign-In Partner will not know which
  government service you are using.
- You will temporarily leave the NSLSC site to use your Sign-In Partner
- . Do not register with a Sign-In Partner if you have already registered with GCKey (see option 2 below).





#### Option 2

#### Continue to GCKey

- Sign in to your secure NSLSC account with your existing GCKey username and password.
- Register for a GCKey username and password if you have forgotten your existing one or if you do not have one.
- Do not register for a GCKey username if you have already registered with a Sign-In Partner (see option 1 above).





Remember this login; this is where you will go in future to communicate banking changes, make payments on your loan, check your total OSAP debt, collect your tax slips, etc.

#### The MSFAA Process

### Registration with the NSLSC

 The last step takes you back to the Loans Centre website to enter bank account info and set up your DASHBOARD





### Assessment - Late June

Your Fall installment

You receive a lot more funding in fall than in winter, so budget accordingly!

Your winter installment

#### 1<sup>st</sup> payment

Estimated date

Total Amount: \$9,300

How this amount was calculated

\$1,000 Canada Student Grand for Persons with Permanent Disabilities

\$1,500 Canada Student Grant for Full-time Students

\$1,700 Ontario Student Grant \$5,100 Canada Student Loan

\$9,300

■ No loan option

Select this box if you only want grants!

Status: School must confirm your enrolment

How this works

2<sup>nd</sup> payment

Estimated date

Total Amount: \$5,700

\$1,000 Canada Student Grand for Persons with Permanent Disabilities

\$1,500 Canada Student Grant for Full-time Students

\$1,700 Ontario Student Grant \$1,500 Ontario Student Loan

\$5,700

Status: School must confirm your enrolment

## How do I get my funding?

- Your application must be <u>complete</u> & you must be registered in your full-time courses
- ~ 1 week before school starts, OSAP will allow schools to confirm your enrolment
- Your funding summary will change to look like this:

And any other fees owing for each term (if your school allows it)

Deposited	\$9,300	Total amount
amount:	<u>\$6,600</u>	Amount deducted to pay tuition directly to your school
	\$2,700	Amount to be deposited to your bank account on estimated date

## **OSAP** Recognizes:

## Life is Complicated!



### **OSAP Review/Appeal Options?**

"Real life" situations which may be considered include the following:

- Lower Estimated Income (parents)
- Step-parent refusal appeal
- Additional local travel (living at home & commuting to campus)
- Home within 30km but do not live with parents
- Family Breakdown review

### Remember this...if nothing else!

- Apply if you think you might need financial assistance you can always say "no" to loan
- YOU should complete the application not your parent(s)!
- Money will not be paid out unless your file is "complete", and you've registered for full time classes
- If you have family/living circumstances that should be considered

   call your Financial

  Aid office to explore appeals
- Check online for updates several times over the summer
- You and your parent(s) must file income tax each year to avoid having grants turned into loan!
- If you need to make a change after you've submitted your application, contact your school's Financial Aid Office

### The Full Picture!





While you are in school, your loan is interest-free and payment-free.



Once you graduate or leave full-time studies, interest will be charged on your loan but you don't need to make any loan payments.



After 6 months, you will have to start making payments on your loan.



**Questions:** 



finaid@canadorecollege.ca or finaid@nipissingu.ca