

You will find instructions for completing individual questions or items on the application form itself. Questions or items that need additional explanation are listed here. If you need more information, contact the financial aid office at the college or university you plan to attend.

If you are married or are in a common-law or same-sex relationship, the application form must be completed by you **and** your partner.

SECTION 1: PERSONAL INFORMATION**104 - 108 Address**

All correspondence will be sent to the address you enter here. If you move, you must give your new address to your financial aid office.

112 Marital status

Indicate what your marital status will be as of the last day of the month in which your program begins.

If you are in a common-law or same-sex relationship, check "Married". For the purposes of the Ontario Special Bursary Plan, a common-law or same-sex relationship exists when:

- you and your partner have been living together in a conjugal relationship for at least three years; or
- you and your partner are raising any children of whom you both are the natural or adoptive parents.

If you are a sole-support parent, indicate "Single".

The following documentation is required:

- If you are married, provide a photocopy of your marriage certificate.
- If you are separated or divorced, provide proof of separation or divorce, including proof of custody, if applicable.
- If you are in a common-law or same-sex relationship, provide an affidavit signed by you and your partner.

Indicate the name and address of your partner if his or her address is different from yours.

114 Date permanent resident status received

If you are a permanent resident, enter the date from the "Date and Port" section of your Canadian Immigration Identification Card or Canadian Immigration Record. You must submit a photocopy of your Canadian Immigration Record if it is not already on file at the financial aid office at the institution you plan to attend.

115 Ontario residency

Time spent outside Ontario in full-time attendance at a postsecondary institution, during summer breaks, or in the work term of a cooperative program should **not** be considered a change in residence.

SECTION 3: INCOME INFORMATION**300 Type of government income**

Indicate the type of government income you expect to receive during your program of study. If you checked "Other", provide details about the type of assistance you will receive on a separate sheet and attach this sheet to your application form.

SECTION 6: DECLARATIONS AND SIGNATURES

You are asked to sign a release that allows the Ministry of Training, Colleges and Universities to collect additional information or to disclose information about you through various government and institutional sources. This information is used only to administer the Ontario Special Bursary Plan. You must also declare that all the information provided on the application form is true and complete.

This section must be completed by you and by your partner if you are married or are in a common-law or same-sex relationship.

**WHAT IS THE ONTARIO SPECIAL
BURSARY PLAN?**

The Ontario Special Bursary Plan (OSBP) is a student financial aid program that offers bursary assistance to help cover your educational costs. You are eligible for such assistance if you are taking postsecondary courses on a part-time basis because you are unable to attend school full time and you have a low family income. You may also be eligible to receive a bursary if you have a low family income and are taking postsecondary courses on a full- or a part-time basis to upgrade your academic skills. The bursary does not have to be repaid if you complete the course(s) in which you register.

HOW MUCH MONEY CAN I GET?

The maximum bursary amount you can receive is \$2,500 per academic year. The bursary may cover tuition and other compulsory fees and may provide an allowance for books, equipment, and local transportation. Help with child-care costs may also be available.

Note: If you have extra education-related expenses resulting from a disability, you may also be eligible for a Bursary for Students with Disabilities. Contact the financial aid office at the college or university you plan to attend for more information.

WHAT CONDITIONS APPLY?

You cannot receive a bursary and a loan through the Ontario Student Assistant Program (OSAP) at the same time. Receiving an Ontario Special Bursary may also affect your ability to get a loan through OSAP in the future. Contact the financial aid office at the college or university you plan to attend for more information.

If you leave school or drop a course, you will be asked to repay a portion of the bursary. You are not entitled to the full amount if you do not finish your course as planned. If a portion of your tuition fees is to be refunded by your school, the refund will be paid to the Ministry of Training, Colleges and Universities in order to reduce the amount you have to repay.

Ontario Special Bursary assistance is taxable. If you receive a bursary, you will receive a T4A form in February, which will indicate the total amount of bursary assistance you received.

AM I ELIGIBLE?

You are eligible for the Ontario Special Bursary if you:

- are a Canadian citizen or permanent resident;
- are an Ontario resident;

You are considered to be an Ontario resident if you have lived in Ontario for 12 months in a row up to the beginning of your program of study. If you have been living in Ontario only for the 12 months preceding your program of study and you were attending a postsecondary institution during this 12-month period, you are not considered a resident of Ontario.

- have a low family income;
- are not receiving assistance through OSAP;
- are taking postsecondary courses on a **part-time** basis;

"Part-time" means you are taking less than 60 per cent of a full course load. Usually, you can find out the number of courses or credits that make up a full course load by checking your school calendar. Once you know how many courses or credits make up a full course load, you can figure out whether you are taking no more than 60 per cent. For example:

- If 5 courses are considered a full course load, then 3 courses are 60 per cent ($3 \div 5 \times 100 = 60$).
- If 30 credits are considered a full course load, then 18 credits are 60 per cent ($18 \div 30 \times 100 = 60$).

In some cases, factors other than courses or credits are used to determine your course load. Contact the financial aid office at the college or university you plan to attend for information if you are unable to figure out your course load.

- are taking postsecondary courses on a full- or a part-time basis to upgrade your academic skills;

Check with the financial aid office at the college or university you plan to attend to find out if the courses you plan to take are approved.

- are taking a course that is at least four weeks in length;
- are taking a course that leads to a certificate, diploma, or degree.

HOW DO I APPLY?

To apply, fill out the attached application form carefully. Then contact the financial aid office at the college or university you plan to attend to make an appointment to discuss your application.

The deadline for applying for an Ontario Special Bursary is the last day of the month in which your program begins.

WHERE CAN I GET HELP?

Read the instructions on the back page of this form and on the application form itself before filling out the application form.

If you need help filling out the application form or if you need more information, contact the financial aid office at the college or university you plan to attend.

Information is also available on the OSAP website at <http://osap.gov.on.ca> or from:

Student Support Branch
Ministry of Training, Colleges and Universities
PO Box 4500
189 Red River Road, 4th Floor
Thunder Bay, ON P7B 6G9

Telephone: (807) 343-7260
Telephone Device for the Deaf: 1-800-465-3958

Cette publication est également offerte en français sous le titre suivant : *Régime de bourses spéciales de l'Ontario*.

SECTION 1: PERSONAL INFORMATION

100

Social insurance number

101

Student number

Academic year (e.g., 2001-2002)

-

102

Last name

103

First name and middle initial

104

Address (number and street)

105

Apartment

106

City, town, or post office

107

Province

108

Postal code

109

Area code and telephone number

110

Date of birth

Month

Day

Year

111

Gender

☐ 1 Male

☐ 2 Female

112

Marital status (*attach proof)

☐ 1 Single

☐ 2 Married/common-law or same-sex relationship*

☐ 3 Divorced*

☐ 4 Separated*

☐ 5 Widowed*

Name and address of partner

113

Citizenship status

☐ 1 Canadian citizen

☐ 2 Permanent resident

114

If you are a permanent resident, indicate the date you received permanent status.

Month

Year

115

Have you lived in Ontario from birth to present?

☐ 1 Yes

☐ 2 No

116

If "No", when did you come to Ontario?

Month

Year

117

Number of children 11 years and younger that you and your partner (if applicable) support

118

Number of children 12 years and older that you and your partner (if applicable) support

119

Do you receive subsidized child care?

☐ 1 Yes

☐ 2 No

SECTION 2: EMPLOYMENT INFORMATION

200

Your current employment status

☐ Full-time

☐ Self-employed

☐ Part-time

☐ Unemployed

If unemployed, list source(s) of income/support.

Family Benefits, General Welfare, or Ontario Works number

201

Partner's current employment status

☐ Full-time

☐ Self-employed

☐ Part-time

☐ Unemployed

If unemployed, list source(s) of income/support.

Family Benefits, General Welfare, or Ontario Works number

202

Provide your employment history by listing your jobs and the periods in which you received General Welfare Assistance, Family Benefits, Ontario Works, or Employment Insurance. Start with your most recent position (attach a separate sheet if you need more space).

Name of employer	City, province, and country in which you worked	From		To	
		Month	Year	Month	Year

SECTION 3: INCOME INFORMATION

300

Type of government income you expect to receive during your program of study

☐ Employment Insurance

☐ Loss of Earnings Benefits (WSIB)

☐ Other

☐ Employment and Training Allowance

☐ General Welfare/Ontario Works

☐ Family Benefits

301

Your estimated gross income for the current year

302

What do you expect your weekly income to be during your program of study?

303

Partner's estimated gross income for the current year.

304

What does your partner expect his or her weekly income to be during your program of study?

305

Have you ever received assistance under any of the following programs?

Canada Student Loan

☐ Yes

☐ No

Ontario Student Loan

☐ Yes

☐ No

Part-Time Canada Student Loan

☐ Yes

☐ No

Ontario Special Bursary Plan

☐ Yes

☐ No

If you indicated "Yes", in which year did you receive an OSBP bursary?

306

Have you ever defaulted on a student loan?

☐ Yes

☐ No

If "Yes", attach a letter to your application form indicating the reason you defaulted on your student loan.

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SECTION 4: EDUCATION HISTORY

400

What is the highest grade you have completed?

Grade

401

When did you complete this grade?

MonthYear

402

Name of school and province or country in which school is located

403 List all courses or programs you have taken at a postsecondary institution since you left high school. Attach a separate sheet if you need more space.

Name of postsecondary institution	City, province, and country	Full-time	Part-time	Program	From MonthYear	To MonthYear	Certificate or degree received

SECTION 5: INFORMATION ABOUT YOUR COURSE OR PROGRAM

Name of postsecondary institution you plan to attend

600

Name(s) of course(s)

601

Course number

602

Course dates

From
MonthYear

To
MonthYear

603

Course length
(number of weeks)

604

Number of
hours per class

SECTION 6: DECLARATIONS AND SIGNATURES

Collection and Use of Personal Information

The Ministry of Training, Colleges and Universities uses relevant information to administer the Ontario Special Bursary Plan (OSBP) for the purposes of determining eligibility and verifying the application and any award, and collecting overpayments. The ministry collects and uses this information under the authority of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, c. M.19; and Regulation 773. If you have any questions about the collection and use of this information, contact the Director, Student Support Branch, Ministry of Training, Colleges and Universities, PO Box 4500, Thunder Bay ON P7B 6G9.

Applicant's Declaration

I have given complete and true information. I understand that failure to do so may prevent my getting assistance in the future.

I will notify the financial aid administrator of the college or university I plan to attend in writing of changes in my academic, financial, or marital status, or in my period of study.

I must have assistance to continue my postsecondary education.

I will use any assistance I receive to pay my academic fees first, then to cover educational and living costs related to my studies.

I will not receive financial assistance from any other province or country while receiving assistance through the Ontario Special Bursary Plan.

I will repay all or part of my assistance if the ministry finds my assessment inaccurate for any reason.

I agree that until my loans and any overpayments are repaid, the ministry can collect and exchange personal information about me with any Canadian government, educational institutions that I attend or will attend, and financial institutions that hold or will hold my loan(s).

Signature

Date

Applicant

X

Partner's Declaration

I have given complete and true information on this form. I will notify the applicant's financial aid administrator in writing if my financial status changes. I understand that personal information relevant to a reassessment or an appeal may be shown to the applicant if the applicant appeals his or her assessment, or if the ministry makes a reassessment of financial assistance.

Signature

Date

Partner

X

FOR OFFICE USE ONLY

800

Name of program

801

Institution code

802

Percentage of full course load

%

803

If applicant is a previous bursary recipient, were courses in which he or she was registered successfully completed?

☐ Yes

☐ No

☐ N/A

804

Tuition fees

805

Compulsory fees

806

Books and equipment

807

Travel costs

808

Child-care costs

809

Total requested

810

Cheque amount

Additional information

I certify that the above-named person is registered as a student in the course(s) shown in line 600 or in an approved upgrading program and that he or she is eligible to receive assistance under the Ontario Special Bursary Plan. I recommend that this applicant receive a bursary in the amount indicated in line 810.

FAA signature

Title

Date

X