Financial Aid Office
Office of the Registrar, Highland Hall 160
www.utsc.utoronto.ca/registrar
Email: askRO.utsc@utoronto.ca

2023 – 2024 Part Time (PT) OSAP
Application Update Form

First Name   Student #

Last Name   Phone #

U of T Email Address   @mail.utoronto.ca

Use this form to change or update the information on your application for Part Time OSAP. **Upload all documents to the OSAP website (Print/Upload section)**.

Please indicate the session/academic year for which you need the update to be made:

Information to be changed (attach supporting documents to this form):

☐   **Early Withdrawal** - I dropped one or more courses on:

☐   **Close** my PT OSAP application.

☐   **Open** my PT OSAP application.

☐   Change my course load – **PART TIME OSAP ONLY**. See Notations on Course Load Changes below.

  ☐ 40% (2 half credits per semester)   ☐ 20% (1 half credit per semester)

☐   I want to update information on my PT OSAP application. I have identified the items or sections I want to update or change on **Page 2**.

If your course load is different in the Fall and Winter semesters, you must submit two (2) online Part time OSAP applications: one for the Fall and a second one for the Winter.

Notations on Course Load Changes
- In order to be eligible for Part-time OSAP you must be a part-time student. To be considered part-time you must be registered in a course load of 20% (1 half credit) or 40% (2 half credits) in **each** semester.
- Study periods cannot overlap with a study period that is funded through Full-time OSAP, Part-time OSAP or through another application or Institution-Funded Special Bursary.
- To maintain eligibility for Part-time OSAP, you must successfully complete **all courses** for which funding was issued. Not meeting this requirement may result in being placed on PT OSAP restriction. This change may result in a loan and/or grant overpayment. To regain PT OSAP eligibility, you will be required to successfully complete one semester through self-funding. Doing so will make you eligible for funding in a subsequent part-time study period.
- Students registered in a Co-op program are **NOT** eligible for Part-time OSAP funding during a co-op work term.

Update/Change Information on My PT OSAP Application

Please be specific and, if necessary, include any supporting documents with this form. If the space is insufficient, attach a separate page.

OSAP Obligations: As an OSAP recipient you are required to report any changes to: personal information, study period and program information, as well as study period income and financial resources. You must ensure <u>all</u> the information on your application is accurate and up-to-date.

Declaration: I am providing complete and accurate information to update my OSAP application. I understand I must promptly notify the Financial Aid Office, in writing, of any future changes. I understand that income information for me and my parent(s) (or spouse) will be verified with the Canada Revenue Agency (CRA). Verification of income, when it occurs, may result in a reassessment of my funding for the academic year and should an overpayment in loan and/or grant funding result, this overpayment may affect my future OSAP eligibility. Failure to verify the income on my application will result in grant funding being converted to a loan. If I am reporting a reduction in RRSPs and/or Other Assets, I must provide an explanation and attach proof.

Signature		Date	

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