

Deadline to submit request for review: 8 weeks before the end of the study period.
Reviews submitted after the deadline date will not be considered.

The information provided on this sheet will assist you in preparing and initiating a review of your OSAP application on the basis of a step-parent Family Breakdown. The documentation that you provide must be detailed enough to ensure that the Financial Aid Office clearly understands the facts relating to your appeal.

For students whose natural parent re-married (or entered a common-law relationship) after student turned 16 years of age:

A family breakdown case involving a dependant student and his/her step-parent may be accepted if the student's situation meets all of the following criteria:

- The step-parent is refusing to support the student;
and
 The step-parent has not supported the student directly or indirectly since the marriage. If the student resides in the parental home and the natural parent has a minimal income, the step-parent may be deemed to have indirectly supported the student.

Documentation required:

1. A letter from the student detailing the situation and outlining the relationship with the step-parent.
2. Detailed letter from step-parent explaining why he or she will not support the student.
3. Letter from the natural parent providing the date of marriage or common-law relationship, and an explanation of how she or he has supported the student since the union.

For students whose natural parent re-married (or entered a common-law relationship) before student turned 16 years of age:

To consider this review, the documentation must demonstrate that the step-parent is not contributing to the student's expenses either directly or indirectly, and that the reasons for refusing to contribute are not strictly financial or an arbitrary refusal to assist the student, as set out at the beginning of this section.

* The term Step-parent would include common-law parent, legal guardian, official sponsor or nominator

Documentation required:

1. A letter from the student detailing the situation and outlining the relationship with the step-parent.
2. Detailed letter from step-parent explaining why he or she will not support the student.
3. Letter from the natural parent providing the date of marriage or common-law relationship, the reasons why the step-parent is not contributing and a description of any prenuptial arrangements regarding the support of the children.
4. A copy of the prenuptial agreement/marriage contract, if one exists.
5. A family budget completed by the natural parent indicating only his or her actual monthly gross and net income, expenses and the amount of support provided to the students.

If a Step-parent Family Breakdown review is accepted, then the student's application will be processed with only the natural parent's financial and dependant information.

All letters should be specific in stating the reasons relating to, and the circumstances of, the family breakdown. Please send all documentation to the Financial Aid Office at Nipissing University.

Once review documentation has been gathered, it will be reviewed by the Manager of Financial Aid who will contact you if any further documentation is required.

Contact/ Mailing information:

Student Awards & Financial Aid Office
Nipissing University
Box 5002, 100 College Dr.
North Bay, ON P1B 8L7

Phone: (705) 474-3450 x4311
Email: finaid@nipissingu.ca