

Purpose

All income information provided on your **2019-20 OSAP Application for Full-Time Students** is used to determine the amount and type of your OSAP funding. The ministry verifies income information provided on the application.

If your spouse's income can't be verified with the Canada Revenue Agency (CRA), they must complete this form. This includes signing the declaration and providing the required documents.

How to complete this form

This form has 3 sections.

- **Section A:** Provide basic information about yourself, as well as the name of the school that you're attending during your 2019-20 study period. Your signature is required to confirm that you agree with the declaration statement.
- **Section B:** Spouse must provide basic information about themselves, as well as their 2018 income. Their signature is required to confirm agreement with the declaration statement.
- **Section C: Required documents.** Documentation is required based on the response provided by spouse.

How to submit this form

You can upload your completed form and all required documents online. Log into the OSAP website and go to your application to use the "Print or upload documents" button. Or, you can submit a paper copy as follows:

If you're going to a school in Ontario:

Send this completed form and all attachments to your school's Financial Aid Office.

If you're going to a school outside of Ontario:

Send this completed form and all attachments to: Student Financial Assistance Branch, Ministry of Training, Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario, P7B 6G9.

Deadline

This form and all required documents must be received no later than 12 months after the start of your 2019-20 study period. If the income information cannot be verified, Ontario Student Grant funding you receive may be converted to a loan that you must repay. See the terms and conditions of the Master Student Financial Assistance Agreement (MSFAA) for more information.

Questions?

If you're going to a school in Ontario:

Contact the financial aid office at your school.

If you're going to a school outside Ontario:

Contact the ministry at: Student Financial Assistance Branch, Ministry of Training, Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario, P7B 6G9.

General inquiry telephone service is available Monday to Friday, 8:30 a.m. – 4:30 p.m. (Eastern Time)

- Telephone: 807-343-7260.
- Toll-free in North America: 1-877-OSAP-411 or 1-877-672-7411
- TTY: 1-800-465-3958

Section A: Student information

Social Insurance Number:

Ontario Education Number (OEN), if assigned:

Last name:

First name:

Student mailing address

Street number and name, rural route, or post office box:

Apartment:

Street number and name, rural route, or post office box:

Postal code or zip code:

City, town, or post office:

Province or state:

Country:

Area code and telephone number:

Student school details

What is the name of the school you plan to attend or are currently attending for your 2019-20 study period?

Student number at your school:

Section B: Spouse's information

Spouse's details

Spouse's first name:

Spouse's last name:

Spouse's date of birth:

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Spouse's income information

Select the section that apply to income received by spouse in 2018 (January 1, 2018 to December 31, 2018) and provide the information required.

1. **Spouse's total 2018 non-taxable income received in Canada was greater than zero.**

Examples: income earned as a Status Indian on a First Nations reserve, scholarships/ bursaries not included in your Canadian taxable income, lottery winnings, gifts, inheritances, life insurance awards, strike pay, interest earned on a Tax Free Savings Account (TSFA) and child support received.

Enter amount in Canadian dollars.

\$ See Required documentation, Section C, Part 1.

2. **Spouse's total 2018 foreign income (non-Canadian source) was greater than zero and not reported to the Canada Revenue Agency (CRA).**

Examples: employment income, rental and/or investment income from foreign sources.

Spouse's total 2018 foreign income (non-Canadian source) not reported to CRA:

Enter amount in the currency the income was received.

\$ See Required documentation, Section C, Part 2.

Currency of income:

Country of currency:

3. **Spouse received no income in 2018.**

Spouse to sign Declaration of spouse. See Required documentation, Section C, Part 3.

Declaration of spouse

I declare that the income information that I provided is an accurate reflection of the income I received in the 2018 year, and that I have provided all required supporting documentation that substantiates the source(s) of my income. I understand that the ministry may verify this information with the government, my employer and/or the source(s) of my non-taxable income. If there is a discrepancy, the student’s funding will be reassessed, which may change the amount of grant(s) and/or loan(s) for which the student is eligible.

Signature of spouse:

Date:

Month	Day	Year

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Your personal information will be used to administer and finance the Ontario Student Assistance Program (OSAP) as set out in the notice of Collection and Use of Personal Information on your spouse’s OSAP application form and in accordance with the consents you signed on your spouse’s OSAP application form. The Ministry of Training, Colleges and Universities administers and finances OSAP under the legal authority set out on your spouse’s OSAP application form. If you have any questions about the collection, use and disclosure of your personal information, contact the Director, Student Financial Assistance Branch, Ministry of Training, Colleges and Universities, PO Box 4500, 189 Red River Road, Thunder Bay, Ontario, P7B 6G9; 807- 343-7260.

Section C: Required documentation

Part 1: Spouse’s Canadian non-taxable income was greater than zero

Spouse must provide this completed form along with documents issued by the agency, organization or government department recording the 2018 non-taxable income information:

- If the non-taxable income is from child-support payments, spouse must also provide a copy of their separation agreement or court order detailing the amount and frequency of the support payments.
- If the non-taxable income is from a scholarship or bursary, spouse must provide a copy of documents confirming the source and amount of the award (e.g. award notification, award funds transfer to their account).
- If spouse is a Status Indian who earned 2018 income on a First Nations Reserve in Canada, they must provide a copy of their 2018 T4 slip showing the amount in Box 71 or a letter from their employer (on the employer’s letterhead) that specifies their total amount of 2018 income earned while working on a First Nations reserve.

Part 2: Spouse’s foreign income (non-Canadian source) was greater than zero and not reported to CRA

Spouse must provide this completed form along with the following documentation as applicable:

- Proof of their 2018 income from a foreign (non-Canadian) source with documentation issued by that country’s government/tax agency. Working copies of tax documents and/or tax returns are not acceptable.
- Official documentation from their employer that specifies the gross income (before any deductions) they received in 2018. The documentation must be on the employer’s letterhead or other official format.

If spouse’s 2018 foreign income was from self-employment, investments, rental income or other means, they must provide documentation confirming the source and amount of their income. Acceptable documentation could include bank statements, letter(s) from a financial representative, lease agreements, and/or proof of rent income. This applies only if spouse is living outside of Canada and have not claimed their 2018 income to CRA.

If spouse is unable to provide their documentation by the deadline listed on page 1, they can submit an affidavit (see definition, below) that includes the following:

- The reasons why they are unable to provide the required documentation.
- The amount, currency and sources of their 2018 foreign income.

Lower Estimated Income Review : Letter to explain one-time circumstance & income estimate

(This form must be completed by each parent submitting an appeal)

Student's Name	Student #
Parent's Name	

**Please explain the unique circumstances that lead to your current year's income being lower than last year's:
(remember to attach proof – i.e. severance letter, proof of buyout package, Record of Employment, etc.)**

Provide details on how you calculated this year's estimated income:

Source of (GROSS) income <i>(attach proof of each source)</i>	Monthly/ weekly amount	X #	Months/wks	Total for current year
Government income -specify:	\$	X	mos/wks.	1 \$
Pension income	\$	X	mos/wks	2 \$
Employment income	\$	X	mos/wks	3 \$
Employment Insurance	\$	X	mos/wks.	4 \$
Other – specify:	\$	X	mos/wks	5 \$
Other – specify:	\$	X	mos/wks	6 \$
Total income for current year (1+2+3+4+5+6) <i>This number should match the amount you entered on the official OSAP estimated income form!</i>				\$

Parent Declaration:

I hereby confirm that I have given true and complete information on this form.

Parent Signature

Date

Protection of privacy

The information on this form is collected under the authority of the Nipissing University Act, 1992. The University uses relevant personal information on this form to administer scholarships, bursaries, awards, loans, work study, and OSAP for the purposes of determining eligibility, verifying the application and calculating entitlements. The personal information may be disclosed to employees of the university, donors, the federal government, and ministries of the Ontario government for the purpose of notification and verification of the application of any award. If you have any questions about the collection, use, and disclosure of this information please contact the Financial Aid Office, Nipissing University, 100 College Drive, North Bay, ON P1B 8L7, (705) 474-3450 ext. 4297.