Purpose
All income information provided on your 2017-18 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 parent(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 4 sections.

• **Section A:** Provide basic information about yourself, as well as the name of the school that you’re attending during your 2017-18 study period. Your signature is required to confirm that you agree with the declaration statement.

• **Section B:** Parent 1 must provide basic information about themselves, as well as their 2016 income. Their signature is required to confirm agreement with the declaration statement.

• **Section C:** Parent 2 (if applicable) must provide basic information about themselves, as well as their 2016 income. Their signature is required to confirm agreement with the declaration statement.

• **Section D:** Required Documents. Documentation is required based on the responses provided by parent(s).

Refer to your 2017-18 OSAP Application for Full-Time Students to determine which parent(s) is required to complete this form.

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/Upload” feature. 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 Advanced Education and Skills Development, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario, P7B 6G9.

Deadline
This form and all required documents must be received by your financial aid office or the ministry by the end of your 2017-18 study period. If the income information cannot be verified, grant funding you receive may be converted to a loan that you must repay. See the terms and conditions on 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 Advanced Education and Skills Development, 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: ____________________________

Province or state: ____________________________

City, town, or post office: ____________________________

Postal code or zip code: ____________________________

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 2017-18 study period?

Student number at your school: ____________________________

Student Declaration

I understand that my OSAP application will be assessed based on my parent(s) income information provided on this form which may affect the amount or type of funding for which I am eligible. I further understand that the ministry may verify this information with the government, their employer(s) and/or the source(s) of the income. If there is a discrepancy, my funding will be reassessed, which may change the amount of grant(s) and or loan(s) to which I am entitled.

Signature of Student: ____________________________

Date: ____________________________

Month Day Year

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 OSAP application form and in accordance with the consents you signed on your OSAP application form. The Ministry of Advanced Education and Skills Development administers and finances OSAP under the legal authority set out on your 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 Advanced Education and Skills Development, PO Box 4500, 189 Red River Road, Thunder Bay, Ontario, P7B 6G9; 807-343-7260.
Section B: Parent 1 Information

Parent 1 Details

Parent 1’s first name:

Parent 1’s last name:

Parent 1’s date of birth:
Month  Day  Year

Parent 1’s Income Information

Select the statement that best describes the total amount of income received by Parent 1 in 2016 (January 1, 2016 to December 31, 2016).

☐ 1. Parent 1’s total income received during 2016 was greater than zero.
   Complete all fields that apply to parent 1’s income sources in 2016.
   a) Parent 1’s 2016 total gross income received in Canada (before deductions).
      Examples: employment income, rental/investment/spousal support etc.
      $ ___________________ See Required Documentation section.
   b) Parent 1’s 2016 total non-taxable income from a Canadian source(s).
      Examples: income earned as a Status Indian on a First Nations reserve, most lottery
      winnings and child support received. Enter amount in Canadian dollars.
      $ ___________________ See Required Documentation section.
   c) Parent 1’s total income received from a foreign (non-Canadian) source in 2016 not
      reported to Canada Revenue Agency (CRA).
      Examples: employment, rental and/or investment income from foreign sources. Enter
      amount in the currency the income was received.
      $ ___________________ See Required Documentation section.
      Currency of income: ___________________
      Country of currency: ___________________

☐ 2. Parent 1 received no income in 2016.
   Sign Declaration of Parent 1. See Required Documentation section.
Declaration of Parent 1
I declare that the income information that I provided is an accurate reflection of the income I received in the 2016 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 Parent 1: ____________________________
Date: ___________ Month ___________ Day ___________ Year ___________

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 child’s OSAP application form and in accordance with the consents you signed on your child’s OSAP application form. The Ministry of Advanced Education and Skills Development administers and finances OSAP under the legal authority set out on your child’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 Advanced Education and Skills Development, PO Box 4500, 189 Red River Road, Thunder Bay, Ontario, P7B 6G9; 807-343-7260.

Section C: Parent 2 Information

Parent Details

Parent 2’s first name: ____________________________
Parent 2’s last name: ____________________________
Parent 2’s date of birth: ___________ Month ___________ Day ___________ Year ___________

Parent 2’s Income Information
Select the statement that best describes the total amount of income received by Parent 2 in 2016 (January 1, 2016 to December 31, 2016).

☐ 1. Parent 2’s total income received during 2016 was greater than zero. Complete all fields that apply to parent 2’s income sources in 2016.
   
a) Parent 2’s 2016 total gross income received in Canada (before deductions).
Examples: employment income, rental/investment/spousal support etc.
   
   $ ____________________________  See Required Documentation section.

b) Parent 2’s 2016 total non-taxable income from a Canadian source(s).
Examples: income earned as a Status Indian on a First Nations reserve, most lottery winnings and child support received. Enter amount in Canadian dollars.
   
   $ ____________________________  See Required Documentation section.
Parent 2’s Income Information (Continued)

c) Parent 2’s total income received from a foreign (non-Canadian) source in 2016 not reported to Canada Revenue Agency (CRA).

Examples: employment, rental and/or investment income from foreign sources. Enter amount in the currency the income was received.

$ ________________________ See Required Documentation section.

Currency of income: ________________________

Country of currency: ________________________

☐ 2. Parent 2 received no income in 2016.

Sign Declaration of Parent 2. See Required Documentation section.

Declaration of Parent 2

I declare that the income information that I provided is an accurate reflection of the income I received in the 2016 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 Parent 2: ________________________

Date: ________________________

Month | Day | Year

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 child’s OSAP application form and in accordance with the consents you signed on your child’s OSAP application form. The Ministry of Advanced Education and Skills Development administers and finances OSAP under the legal authority set out on your child’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 Advanced Education and Skills Development, PO Box 4500, 189 Red River Road, Thunder Bay, Ontario, P7B 6G9; 807-343-7260.
Section D: Required Documentation

If parent(s) completed 1a:
Parent(s) must provide a copy of their 2016 Notice of Assessment issued by the CRA (Canada Revenue Agency).

If parent(s) completed 1b:
Parent(s) must provide proof of their 2016 annual non-taxable income with documents issued by the agency, organization or government department recording the income information:
- If the non-taxable income is from child-support payments, parent(s) must also provide a copy of their separation agreement or court order detailing the amount and frequency of the support payments.
- If parent(s) is a Status Indian who earned 2016 income on a First Nations Reserve in Canada, parent(s) must provide a letter from their employer (on the employer’s letterhead) that specifies their total amount of 2016 income earned while working on a First Nations reserve.

If parent(s) completed 1c:
Parent(s) must provide proof of their 2016 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.

If parent’s income is from a country without a foreign tax department/tax agency, parent(s) must provide official documentation from their employer that specifies the gross income (before any deductions) received by parent(s) in 2016. The documentation must be on the employer’s letterhead or other official format.

If parent(s) completed 2 (no income in 2016):
Parent(s) must provide documentation issued by the CRA or the government/tax agency from the country where parent(s) resided in 2016 confirming they had no income in 2016.

If the country does not have a foreign tax department/tax agency or parent(s) is a Status Indian who lived on a First Nations Reserve in Canada and did not file their taxes with CRA, parent(s) must provide an affidavit explaining where they resided in 2016 and why they had no income in 2016. Status Indians may provide a letter from a Band Council official in lieu of an affidavit.

Definition: Affidavit
An "affidavit" is a sworn document that is signed before a lawyer, a commissioner of oaths (who may not be a lawyer), or a notary public, swearing or affirming that the contents of the affidavit are true. A commissioner of oaths is generally available at courthouses, community legal clinics, municipal or township offices, and law offices.