



STUDENT AWARDS & FINANCIAL AID Ira
 G. Needles Hall (NH)
 Waterloo, Ontario, Canada N2L 3G1
 519-888-4567 | ext. 33583 | safai.uwaterloo.ca
 email: safainfo@uwaterloo.ca

**2020-21
 OSAP Review
 Non-Supporting
 Step Parent**

Student ID Number

Last Name

First Name

Email

Phone

To allow a full-time OSAP application to proceed without providing a step-parent's income information, the situation must meet the following criteria:

- the step-parent is refusing to support the student
- the reason for refusing support are not arbitrary reasons (e.g.
- If the natural parent's income is minimal (less than \$20,000), the step-parent may be deemed to be indirectly supporting the student.

Section A: Required Documentation

- A signed and dated letter from the student detailing the family situation, and their relationship with their step parent.
- A signed and dated letter from the natural parent providing the date of marriage or common-law union, a description of any prenuptial arrangements regarding support of the children, and an explanation of how they have supported the student since the union
- A signed and dated letter from the step-parent explaining the reason(s) why they will not support the student.
- A copy of the prenuptial agreement/ marriage contract, if one exists.
- If prior year taxable income for the natural parent has not been verified, a copy of their CRA Notice of Assessment is required for the prior year

If the parental union began before you turned 16 years of age, the following is also required:

- A family budget completed by the natural parent showing their actual monthly gross income and net income, their expenses and the amount of support they provide to the student.
- Evidence of formal arrangements/ prenuptial agreements that show the step-parent is not directly or indirectly contributing to the student's expenses.
 - The document must be signed by both parents, and witnessed by at least two individuals and dated prior to the marriage
 - If signed by witness only and not notarized or done in consultation with a lawyer, the name and address of witnesses and date of witness signatures must be included on the document

Submit all documents through your OSAP application using the "Review Documents" upload option.

Section B: Student signature

Student signature

Date

Section C: University of Waterloo Internal use only

Reviewed by	Decision	Date
Internal Audit	Decision	Date