



STUDENT AWARDS AND FINANCIAL AID  
 Ira G. Needles Hall (NH)  
 Waterloo, Ontario, Canada N2L 3G1  
 519-888-4567 | ext. 33583 | fax 519-746-2882 | [safainfo@uwaterloo.ca](mailto:safainfo@uwaterloo.ca)  
 email: [safainfo@uwaterloo.ca](mailto:safainfo@uwaterloo.ca)

## OSAP Academic Progress Template

UW ID Number \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Email Address \_\_\_\_\_

Phone number \_\_\_\_\_

Your OSAP application has been compared to your two most recent study periods and there is evidence that you may not be satisfactorily progressing through your program.

Examples include multiple program or institution switches, or multiple study periods for the same academic year/level of your program.

Before any OSAP funding can be released, a review of your academic progress is required. In order to initiate that review, you must provide explanation using the form below that covers the following:

- **A letter explaining your academic goals and steps taking to achieve these goals**
- **The circumstances (if any) that have affected your academic progression through your program**
- **Anticipated completion date of your program**
- **A copy of your transcripts if you were not attending University of Waterloo in the 2 most recent study periods. You do not have to purchase official transcripts**

To Whom It May Concern:

Student signature \_\_\_\_\_

Today's date \_\_\_\_\_

*This template is not used for OSAP Academic Probation.  
 Please use the **OSAP Acknowledgment of Academic Probation form***