

**Student Number****Last Name****First Name**

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

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

**Required Documentation**

- A signed and dated letter from the student detailing the family situation, and their relationship with their stepparent.
- 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. Electronic signatures are not accepted.
- A signed and dated letter from the stepparent explaining the reason(s) why they will not support the student. Electronic signatures are not accepted.
- 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 stepparent is not directly or indirectly contributing to the student's expenses. We are unable to approve this appeal without a formal arrangement/ prenuptial agreement.
- 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**