

Purpose

All income information provided on your **2024-25 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.

Your spouse must complete this form in either of the following situations:

- The ministry was unable to verify your spouse's income with the Canada Revenue Agency (CRA)
- The ministry indicated that your spouse must provide information so their Canadian non-taxable and/or foreign income (see definition below) can be verified.

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 2024-25 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 2023 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 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 2024-25 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 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 2024-25 study period?

Student number at your school:

Student declaration

I understand that my OSAP application will be assessed based on my spouse’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. In particular,, my Ontario Student Grant may be converted into a loan if the income my spouse has reported cannot be verified to the satisfaction of the Minister of Colleges and Universities.

Signature of student:

Date:

Day Month 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 OSAP application and in accordance with the consents you signed on your OSAP application. The Ministry of Colleges and Universities administers and finances OSAP under the legal authority set out on your OSAP application. If you have any questions about the collection, use and disclosure of your personal information, contact the Director, Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, Thunder Bay, Ontario, P7B 6G9; 807-343-7260.

Section B: Spouse's information

Spouse's details

Spouse's first name:

Spouse's last name:

Spouse's date of birth:

Day	Month	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 2023 (January 1, 2023 to December 31, 2023) and provide the information required.

1. **Spouse's total 2023 non-taxable income received in Canada was greater than zero.**

Examples: income earned that is tax-exempt under the *Indian Act*, 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 (TFSA) and child support received.

Enter amount in Canadian dollars.

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

2. **Spouse's total 2023 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 2023 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 2023.**

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 2023 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. In particular, the Ontario Student Grant for which the student is eligible may be converted into a loan if the income I have reported cannot be verified to the satisfaction of the Minister of Colleges and Universities.

Signature of spouse:

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Date:

Day	Month	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 spouse’s OSAP application and in accordance with the consents you signed on your spouse’s OSAP application. The Ministry of Colleges and Universities administers and finances OSAP under the legal authority set out on your spouse’s OSAP application. If you have any questions about the collection, use and disclosure of your personal information, contact the Director, Student Financial Assistance Branch, Ministry of 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 and/or statements issued by the agency, financial institution, organization or government department recording the 2023 Canadian non-taxable income. Documents must indicate the source and amount of income, and additional information below as applicable:

- If the Canadian 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 during the 2023 year.
 - If the separation/divorce agreement or court order was dated more than one year ago, spouse may submit the outdated documentation along with confirmation of the payments received during the 2023 year.
 - If the separation/divorce agreement or court order is not available, spouse must provide:
 - Documentation confirming the payments received in 2023 (e.g. bank statements, copies of void cheques) and one of the following:
 - a dated and signed letter from the payor confirming the value, reason and total for all payments made during the 2023 year; or
 - an affidavit (see definition below) from spouse confirming the value, reason and total for all payments received during the 2023 year.
- If the Canadian 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 indicates 2023 income earned that is tax-exempt under the *Indian Act*, they must provide a copy of their 2023 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 2023 income earned that is tax-exempt under the *Indian Act*. Self-employed individuals may provide the letter as their own employer, and must include an explanation that a letter from another employer is not available.

