



Student Number

Last Name

First Name

Your current OSAP application has been compared to your prior application(s) in which you applied for OSAP, and there are indications that you may not be satisfactorily progressing through your program. OSAP reviews these study periods to ensure students are progressing academically while receiving OSAP funding.

Common reasons for this are multiple study periods in the same academic level/ year of your program, multiple program or institution switches.

Before any OSAP funding can be released, a review of your academic progress is required. To initiate the review, you must submit the following documentation:

- An explanation of your academic goals, the circumstances (if any) that have affected your academic progression through your program and the steps you are taking to achieve your goals.
- If applicable, documentation that supports the circumstances and steps you've described in your letter (for example, medical documentation, or a letter from your academic counsellor).
- A copy of transcripts showing your final grades from your most recent study periods is only required if you attended a school other than University of Waterloo. You do not have to purchase official transcripts.

An academic concern may *not* apply to you if you are in one of the following situations and can be indicated in the text box below.

- You are studying at a reduced course load and have permanent or persistent/ prolonged disability on file with OSAP.
- You are enrolled in a co-op program with work terms.

An academic progress concern does *not* apply to me because:

I am studying at a reduced course load and have permanent or persistent/ prolonged disability on file with OSAP.  
I am enrolled in a co-op program with work terms.

An academic progress concern does apply to me and my explanation is below or attached

Student signature

Date

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