



Purpose

All income information provided on your **2017-18 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.

If your parent(s) income can't be verified with the Canada Revenue Agency (CRA), they must complete this form. This includes signing the declaration and providing the required documents.

How to Complete this Form

This form has 4 sections.

- **Section A:** Provide basic information about yourself, as well as the name of the school that you're attending during your 2017-18 study period. Your signature is required to confirm that you agree with the declaration statement.
- **Section B:** Parent 1 must provide basic information about themselves, as well as their 2016 income. Their signature is required to confirm agreement with the declaration statement.
- **Section C:** Parent 2 (if applicable) must provide basic information about themselves, as well as their 2016 income. Their signature is required to confirm agreement with the declaration statement.
- **Section D: Required Documents.** Documentation is required based on the responses provided by parent(s).

Refer to your **2017-18 OSAP Application for Full-Time Students** to determine which parent(s) is required to complete this form.

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/Upload" feature. 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 Advanced Education and Skills Development, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario, P7B 6G9.

Deadline

This form and all required documents must be received by your financial aid office or the ministry by the end of your 2017-18 study period. If the income information cannot be verified, grant funding you receive may be converted to a loan that you must repay. See the terms and conditions on 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 Advanced Education and Skills Development, 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

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Parent 2's Income Information (Continued)**c) Parent 2's total income received from a foreign (non-Canadian) source in 2016 not reported to Canada Revenue Agency (CRA).**

Examples: employment, rental and/or investment income from foreign sources. Enter amount in the currency the income was received.

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 See Required Documentation section.

Currency of income:

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Country of currency:

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2. Parent 2 received no income in 2016.

Sign Declaration of Parent 2. See Required Documentation section.

Declaration of Parent 2

I declare that the income information that I provided is an accurate reflection of the income I received in the 2016 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.

Signature of Parent 2:**Date:**

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

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Section D: Required Documentation

If parent(s) completed 1a:

Parent(s) must provide a copy of their 2016 Notice of Assessment issued by the CRA (Canada Revenue Agency).

If parent(s) completed 1b:

Parent(s) must provide proof of their 2016 annual non-taxable income with documents issued by the agency, organization or government department recording the income information:

- If the non-taxable income is from child-support payments, parent(s) must also provide a copy of their separation agreement or court order detailing the amount and frequency of the support payments.
- If parent(s) is a Status Indian who earned 2016 income on a First Nations Reserve in Canada, parent(s) must provide a letter from their employer (on the employer's letterhead) that specifies their total amount of 2016 income earned while working on a First Nations reserve.

If parent(s) completed 1c:

Parent(s) must provide proof of their 2016 income from a foreign (non-Canadian) source with documentation issued by that country's government/tax agency. Working copies of tax documents and/or tax returns are not acceptable.

If parent's income is from a country without a foreign tax department/tax agency, parent(s) must provide official documentation from their employer that specifies the gross income (before any deductions) received by parent(s) in 2016. The documentation must be on the employer's letterhead or other official format.

If parent(s) completed 2 (no income in 2016):

Parent(s) must provide documentation issued by the CRA or the government/tax agency from the country where parent(s) resided in 2016 confirming they had no income in 2016.

If the country does not have a foreign tax department/tax agency or parent(s) is a Status Indian who lived on a First Nations Reserve in Canada and did not file their taxes with CRA, parent(s) must provide an affidavit explaining where they resided in 2016 and why they had no income in 2016. Status Indians may provide a letter from a Band Council official in lieu of an affidavit.

Definition: Affidavit

An "affidavit" is a sworn document that is signed before a lawyer, a commissioner of oaths (who may not be a lawyer), or a notary public, swearing or affirming that the contents of the affidavit are true. A commissioner of oaths is generally available at courthouses, community legal clinics, municipal or township offices, and law offices.