



Academic Progress

Automated File Check

Student Financial Services

King's University College

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<u>Last Name:</u>	<u>First Name:</u>
<u>Student No.:</u>	<u>UWO Email:</u>

All OSAP applications are subject to a series of automated checks that look at a student's academic history for possible academic progress issues. Students are expected to progress through their post-secondary studies and move into the work force. Frequent or multiple program switches, drops/withdrawals, and/or multiple repeats of a program may demonstrate a lack of progress and academic direction.

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

- A letter explaining your academic goals and steps you are taking to achieve these goals
 - The circumstances that have affected your academic progression through your program
 - A copy of your transcripts if you were not attending King's University College in the 2 most recent study periods.
1. Please outline your academic goals for the future and an expected time of completion (i.e., 1 year). If you are registered as a special student, you must also provide a detailed explanation as to why the courses you are registered in are required to achieve your goals.

 2. Please provide a detailed explanation of the circumstances that prevented you from progressing to the next year of your program. If additional space is required, please attach a separate letter (signed and dated). You must also include any relevant documentation that verifies medical and/or other extenuating circumstances (i.e., Doctor's note, third-party letter).

Student Declaration:

I agree that all of the information I have submitted above is true and accurate to the best of my knowledge.

Student Signature

Date