



OSAP Academic Edit Letter

Why do I have to complete this form?

All OSAP Applications are subject to a series of automated checks that look at a student's academic history for possible academic progress issues. OSAP information is used to identify situations where the student may be making multiple program switches, taking multiple programs at the same level, taking multiple one year programs, or not progressing through their program. A student is expected to progress through the different years of the program. It is expected that a student will complete school their program and move into the workforce. Frequent or multiple program switches, drops, withdrawals, and/or multiple repeats of a program may demonstrate lack of progress and academic direction.

Last Name **First Name**

Student # **Western Email**

Have you received OSAP from another post-secondary institution, other Western, King's, Huron or Brescia? Yes No

If yes, please specify which post-secondary institution

If yes, please indicate which program you were studying

If yes, please indicate if you completed the program Yes No

If you did not complete your previous program for which you received OSAP, please indicate why and any extenuating circumstances.

Will you be/Are you in the same year of study for the upcoming academic year? Yes No

If yes, explain any extenuating circumstance why you have not progressed to the next year of study for your program?

Have you switched programs? Yes No

If yes, please provide an explanation.

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

Signature **Date**

Privacy of Information

All student information collected and recorded by King's University College at the University of Western Ontario is considered **Confidential** and will be released only to the student concerned or to University staff for use in the course of their duties, or with written consent of the student as outlined in the [UWO Guidelines on Access to Information and Protection of Privacy Policy](#) and the [Official Student Record Information Privacy Policy](#). Such authorization will be considered in effect until the student cancels the authorization.

FOR OFFICE USE ONLY

Approved Denied

Initials: **Date** **FAO Comments**