



Instructions for Applying to OSAP for the Summer Term

Eligibility

All King's students requesting Full Time OSAP for the Summer Session (May to August 2021) must complete a "King's-Full Time Undergraduate Summer 2021 Supplemental OSAP Application." Please refer to the Eligibility Chart on the Application to determine whether you should be requesting Full Time OSAP or Part Time OSAP for the Summer Session. For example: students enrolling in one distance studies half course, one distance studies full course or one evening half course ONLY must complete the online OSAP application for Part Time Students. Students with a Permanent Disability enrolling in one full distance studies course have the option to apply to Part Time or Full Time OSAP.

Deadline

The deadline to apply and submit all supporting documentation for both full time and part time OSAP for the Summer Session is 6 weeks (42 days) prior to the end of your study period. Please note: if you are only taking a 3 week intersession course; the deadline to apply and submit all supporting documentation would be 3 weeks prior to the course start date.

Students wishing to automatically defer their tuition payment to OSAP need to have their application and all supporting documents submitted by April 1st, 2021.

How to Apply

If you did not receive Full Time OSAP funding during the Fall/Winter 2020-2021 academic year, you must be enrolled for a minimum of 12 weeks during the Summer Session. You must also complete a 2020-2021 Full Time OSAP Application online, in addition to completing the Summer Supplemental Paper Form. The online application is located at: <https://www.ontario.ca/page/osap-ontario-student-assistance-program>

If you have received Full Time OSAP funding during the Fall/Winter 2020-21 academic year, you only need to submit the King's-Full Time Undergraduate Summer 2021 Supplemental OSAP Application.

All forms and documents should be submitted by email to studentfinance@kings.uwo.ca, by mail to Student Financial Services at King's University College, Wemple 144, or by fax to 519-963-0975.

When possible, your handwritten signature should be provided for the signature section of the application. When you are not able to provide your handwritten signature, you may for the student signature provide an electronic signature. In accordance with OSAP policy regarding signatures, accepted electronic signatures for students include:

- A digital image of an original signature inserted into a document.
- A digital image of a completed form including digital signature.
- A digitally derived signature (e.g., stylus/touch screen) applied to a document.
- A signature authenticated by software (e.g., DocuSign, Adobe Sign, etc.).

How to Update your Application

If there is a change in your courses, income, status or otherwise from your original application, please notify Student Financial Services at King's immediately using an Summer 2021 OSAP Change Form located in the Money Matters section of our website or you can ask for a copy at our service counter (check the King's website for hours of operation).

Changing your courses after your application has been processed may cause a change in your OSAP assessment and an overpayment of funding. Any false or misleading information on your application may result in suspension of funding and prosecution. All applications are subject to audit.

If you have questions, you can email studentfinance@kings.uwo.ca or call us at 519-433-3491 ext. 4319.