



## Instructions for Applying to OSAP for the Summer Term

**Your summer course enrollment must be finalized prior to applying for OSAP for the Summer Term**

### Eligibility

All King's students requesting Full Time OSAP for the Summer Term (May to August 2022) must complete a "2022 King's Full Time Summer Supplemental OSAP Application." Please refer to the Eligibility Chart on page 2 of the Application to determine whether you should be applying for Full Time OSAP or Part Time OSAP for the Summer Session.

### 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 1<sup>st</sup>, 2022.

### How to Apply to Full Time OSAP

Consult the Eligibility Chart on page 2 of the "2022 Kings Full Time Summer Supplemental OSAP Application". If your total courseload during the Summer Term will be 60% or greater (40% if you have permanent disability designation on your OSAP profile), you are eligible for Full Time OSAP.

If you received Full Time OSAP funding during the Fall/Winter 2021-22 academic year, you are only required to submit the "2022 King's Full Time Summer Supplemental OSAP Application". This form will be used to extend your current OSAP into the summer term for the duration of your summer courses.

If you did not receive Full Time OSAP funding during the Fall/Winter 2021-22 academic year, you must be enrolled for a minimum of 12 weeks during the Summer Session. You must also submit an online 2021-22 Full Time OSAP Application in addition to completing the Summer Supplemental Paper Application. The online application is located at: <https://www.ontario.ca/page/osap-ontario-student-assistance-program>. Hints: When asked what University you will be attending-choose Western University. When asked what program you will be taking, type "King's Summer Term".

### How to Apply for Part Time

If your total courseload is 59% or less and you do not have permanent disability designation on your OSAP profile, you must submit an online Part Time OSAP Application on the osap website. You must remain registered below 59% courseload for the duration of the summer term to remain eligible for part time OSAP. Required documents for Part Time applications can be uploaded to the OSAP website.

### Signatures on Forms

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**

It is recommended to finalize your courses prior to applying for OSAP for summer. If there is a change in your courses, income, status or otherwise from your original application, you must notify Student Financial Services at King's immediately using an "2022 Summer OSAP Change Form" located on the King's Website: Money Matters/ Financial Aid/OSAP.

Changing your courses after your application has been processed may cause a change in your OSAP assessment/funding. Any false or misleading information on your application may result in suspension of funding and prosecution. All applications are subject to audit by the Ministry of Education and Training; Colleges and Universities.

### **Processing of Applications**

Applications may take 4-6 weeks to be processed at our busiest times. You are encouraged to apply by April 1<sup>st</sup> where possible. Summer Funding is not released until the start of your study period at the earliest.

If you have questions, you can email [studentfinance@kings.uwo.ca](mailto:studentfinance@kings.uwo.ca) or call us at 519-433-3491 ext. 4319.