

# SUMMER 2025 OSAP INSTRUCTIONS

## Step 1: Enroll in Summer Courses

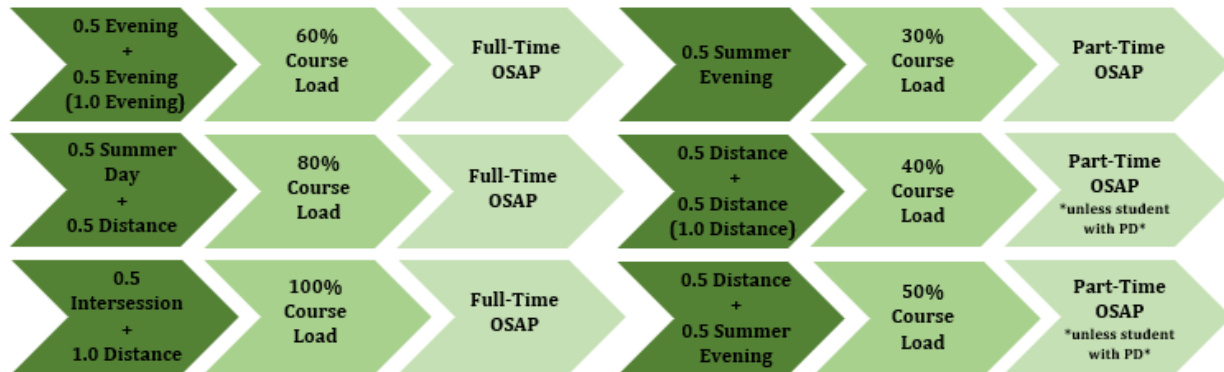
Your Summer 2025 Enrolment must be finalized prior to applying for OSAP in the summer term.

Changes to your courses and/or course load after your application has been processed may impact your OSAP assessment/funding. Please contact Student Financial Services before changing your enrolment.

## Step 2: Determine Your OSAP Eligibility

During the summer term (May to August 2025), your combined course load percentage must be at least 60% of a full course load to be eligible for Full-Time OSAP. **Note:** Students with a permanent disability must be in at least 40% of a full course load.

Please review the chart below for examples of a combined course load:



## Step 3: Submit an OSAP Application

### Full-Time OSAP:

→ **Returning OSAP students** with a current Full-Time 2024-25 F/W OSAP applications must complete a *King's Full-Time Summer 2025 Supplemental OSAP Application*.

- The summer is an extension of your current application and only requires completion of the supplemental form.

→ **Students who DID NOT receive F/W Full-Time OSAP** must be enrolled in a course or course combination that spans a **minimum of 12 weeks in length**.

- An online 2024-25 OSAP application is required to complete in addition to submitting a *King's Full-Time Summer 2025 Supplemental OSAP Application*.
- For the online application, select 'Western University' as your institution and type 'King's-Summer' as your program. An example can be found on Page 2.

**KING'S APPLICATION DEADLINE**

April 1<sup>st</sup>, 2025 to defer your tuition payment to OSAP

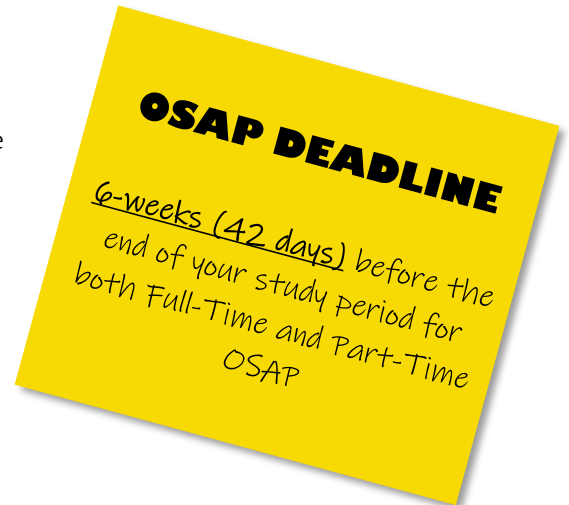
## Continuation of Step 3: Submit an OSAP Application

### Part-Time OSAP:

- If your **total course load** is 59% or less, and you do not have a permanent disability, you must submit a Part-Time OSAP application **online**.
- You must remain enrolled below 59% for the duration of the summer term to remain eligible for part-time OSAP funding.

### Example of Submitting an Online Full-Time OSAP Application:

(for students who did not have a current 2024/25 Full-Time application from Fall/Winter)



**1**

#### Step 1: Program search

Enter the name of your program:

- Use only part of the program name
- Don't use accents (é, ç, à) or characters (\*, &)

If the search says it cannot find your program –  
Click **NEXT** to get to Step 2.

**3**

What will be your level of study?

Diploma

Certificate

Bachelor's Degree

Master's Degree

Doctoral Degree

Are you taking a co-operative education (co-op) program?

Yes

No

What percentage of a full course load will you be taking?

[How to calculate your course load](#)

 %

Are you taking all of your courses online, through correspondence or distance education?

Yes

No

**2**

#### Step 1: Your program

What is the name of your program?

Search for new program

What is the start date of your 2024-25 study period?

May 5 2025

What is the end date of your 2024-25 study period?

What is a study period?

August 19 2025

Which year of your program will you be entering?

2

What is the total number of years in your program?

How long can I access OSAP for this program?

4

## Changes to OSAP

If there is a change to your courses, income, or status, you **must** notify Student Financial Services by submitting a Summer 2025 OSAP Change Form. This can be submitted in-person or emailed to [studentfinance@kings.uwo.ca](mailto:studentfinance@kings.uwo.ca).

**Note:** Any false or misleading information on your application may result in the suspension of funding and prosecution. All applications are subject to audit by the Ministry of Education and Training: Colleges and Universities.