



376 Wallbridge-Loyalist Road  
P.O. Box 4200  
Belleville, Ontario  
K8N 5B9  
T: 613-969-1913

## OSAP: Academic Progress

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Loyalist ID: \_\_\_\_\_ Loyalist Email: \_\_\_\_\_

Your OSAP application has been compared to your two most recent study periods and there is evidence that you may not be satisfactorily progressing through your program. For example, you may have made multiple program or institution switches, or taken multiple one-year programs or you may have multiple study periods for the same year of your program.

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

- A letter explaining your academic goals, the circumstances (if any) that have affected your academic progression through your program and the steps you are taking to achieve your goals.
- A copy of transcripts showing your grades from your most recent study period. You do not have to purchase official transcripts.
- Documentation that supports the circumstances and steps you have described in your letter, if applicable (for example, medical documentation, or a letter from your academic counsellor).

Your academic progress letter must include the following information (if more space is required please attach additional pages):

1. Please explain, in detail, the circumstances that have affected your academic progression resulting in the repeating of an academic year OR the reason for multiple program, institution switches or multiple one-year programs. **Note:** If you cite medical circumstances, you must provide doctors' notes etc. to go with your explanation.



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2. What steps/strategies are you going to put into place for the upcoming academic year/semester to ensure academic success?

3. A description of your academic/career goals and your expected graduation date.

Please submit this form to Loyalist College Financial Aid Office for Review. Drop off, upload to OSAP portal, email this form to: [financialaidoffice@loyalistcollege.com](mailto:financialaidoffice@loyalistcollege.com) or mail to Loyalist College, 376 Wallbridge Loyalist Road, Box 4200 Belleville, ON K8N5B9.

**REQUIRED:**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_