

**Purpose**

Use this form to request only the grant(s) you are eligible to receive and to decline the Canada-Ontario Integrated Student Loan. In order to make this request, you must have already submitted a 2023-24 OSAP Application for Full-Time Students.

**To decline all of your loan:**

Your form must be received by your financial aid office no later than 40 days before the start of your study period.

**To decline only the second instalment of your loan:**

Your form must be received by your financial aid office no later than 40 days before the release of your 2nd loan installment.

**If you've received all of your loan:**

It is too late to request grant only. However, you can repay your loan immediately. Contact the National Student Loans Service Centre (NSLSC) for details.

**Changed your mind?**

If you decide later that you want the loan, contact your financial aid office no later than 40 days before the end of your study period. You will receive the amount of loan that hasn't already been released. If you have not received any of your loan, you will get both installments.

**Why your grants could be turned into a loan**

Normally, OSAP grants are money you don't need to pay back. However, all or part of your OSAP grants may be converted into a loan if:

- You withdraw from studies or stop taking the minimum course load within the first 30 days of starting school and don't return as a full-time student within 5 months in the same academic year.
- As a result of an OSAP reassessment, you're not entitled to all or part of the grant that you received (e.g., dropped courses, underreported income).
- The income provided by you and/or your family cannot be verified within one year from the start of your studies (this applies only to the Ontario Student Grant).

If your grant is converted to a loan, it's:

- added to your loan balance.
- included in the calculation of the monthly loan payment you'll make once you're done school.

**How to submit this form**

You can upload your completed form online. Log into the OSAP web site and go to your application to use the "Print or upload documents" option. Or, you can submit a paper copy as follows:

**If you're going to a school in Ontario:**

Send your completed form to your school's financial aid office.

**If you're going to a school outside of Ontario:**

Send your completed form to: Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario, P7B 6G9.

## Questions?

### **If you're going to a school in Ontario:**

Contact the financial aid office at your school.

### **If you're going to a school outside Ontario:**

Contact the ministry at: Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario, P7B 6G9.

- General inquiry telephone service is available Monday to Friday, 8:30 AM – 4:30 PM (Eastern Time)
- Telephone: 807-343-7260.
- Toll-free in North America: 1-877-OSAP-411 or 1-877-672-7411
- TTY: 1-800-465-3958

**Section A: Student's information**

**Social Insurance Number:**

**Ontario Education Number (OEN), if assigned:**

**Last name:**

**First name:**

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**Student's mailing address**

**Street number and name, rural route, or post office box:**

**Apartment:**

**Street number and name, rural route, or post office box:**

**Province or state:**

**City, town, or post office:**

**Postal code or zip code:**

**Country:**

**Area code and telephone number:**

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**Information about student's school and program**

**What is the name of the school you plan to attend or are currently attending for your 2023-24 study period?**

**Student number at your school:**

**What are the start and end dates of your 2023-24 study period?**

**From:**

Month    Year

**To:**

Month    Year

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## Section B: Student declaration

- I am requesting:
  - To receive only grant funding for which I am eligible, and
  - To decline any Canada-Ontario Integrated Student Loan that has not yet been released for the study period indicated on this form.
- I understand that after submitting this form, I may not be able to reverse this request.
- I understand that any grants that I receive may be converted into loans if I do not meet the terms and conditions of the grants. Specifically, I understand that any Ontario Student Grants that I receive may be converted into loans if I do not meet the terms and conditions of the grant under the *Ministry of Training, Colleges and Universities Act*, R.S.O. 1990, c. M.19, as amended.
- I will be bound by the Declarations on my 2023-24 OSAP Application for Full-Time Students.

**Signature of student:**

**Date:**

Day      Month      Year

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Your personal information will be used to administer and finance the Ontario Student Assistance Program (OSAP) as set out in the notice of Collection and Use of Personal Information on your OSAP application and in accordance with the consents you signed on your OSAP application. The Ministry of Colleges and Universities administers and finances OSAP under the legal authority set out on your OSAP application. If you have any questions about the collection, use and disclosure of your personal information, contact the Director, Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, Thunder Bay, Ontario, P7B 6G9; 807-343-7260.

## Office use only section

**Date entered:**

Day      Month      Year

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**Signature of financial aid office staff:**

**Staff name:**

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