

**Purpose of this form**

You may request that your OSAP application be processed without information and consent from one or both parents because:

- You are estranged from or have been disowned by your parent(s) (i.e., there has been a serious rift in the family that has resulted in a severe and/or permanent breakdown in the parent-child relationship **or**
- Your parent(s) is/are unable to sign required OSAP documentation due to situations such as political unrest or civil war in the country that they live, their being in a refugee camp, or their whereabouts being unknown because of the political climate in their country.

**Required documents**

If you are estranged from or have been disowned by your parent(s) due to extenuating circumstances, see **Section B** for required documents you must provide.

And/or, if your parent is unable to sign required OSAP documentation due to extreme circumstances, see **Section C** for required documents you must provide.

**How to submit this form**

You can upload your completed form and required documents online. Log into your OSAP account at [ontario.ca/osap](https://ontario.ca/osap) and go to your application to use the “Print or upload documents” button. Or, you can submit a paper copy as follows:

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

Send the completed form and all required documents to your school’s financial aid office.

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

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

**Deadline**

If you have submitted an OSAP Application for Full-Time Students, this form must be received by your financial aid office or the Ministry of Colleges and Universities (the ministry) no later than 40 days before the end of your 2024-25 study period.

If you have submitted an OSAP Application for Micro-credentials, this form must be received by your financial aid office no later than 5 days after the end of your 2024-25 study period.

## Getting help

### **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 of 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



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## **Section B: Required documents if you are estranged from or have been disowned by your parent(s) due to extenuating circumstances**

You must provide documentation to support your request for the review of your application. If you have questions about documentation requirements, contact your financial aid office for help. Your request will not be considered if your application is incomplete (i.e., you do not provide all required documentation).

Note: The ministry considers this situation to go beyond normal disagreements between parents and children. For this review to be approved, the situation must involve a serious rift in the family that has resulted in a severe and/or permanent breakdown in the parent-child relationship.

### **All of the following documentation is required:**

1. Provide documentation from at least one professional third party who was directly involved with the parent-child relationship (e.g., social worker, physician, psychologist, psychiatrist, counsellor, children's shelter staff). This documentation must include **all** the following information:

- Outline the reason(s) why you are estranged from or have been disowned by one parent or by both parents;
- Provide relevant date(s)/timeline(s) pertaining to this situation and additional supporting documentation, if appropriate (e.g., court reports, police reports, medical documentation);  
**and**
- Contain the signature and contact information for the third party, including telephone number, address and e-mail address.

Note: If a professional third party was not involved, documentation from at least two other appropriate third parties who were familiar with the situation can be submitted for consideration (e.g., neighbours, siblings aged sixteen or older, grandparents). This documentation must include **all** the following information:

- Outline the reason(s) why you are estranged from or have been disowned by one parent or by both parents;
- Provide relevant date(s)/timeline(s) pertaining to this situation and additional supporting documentation, if appropriate (e.g., court reports, police reports, medical documentation);  
**and**
- Contain a handwritten signature (i.e., an electronic/digital signature will not be accepted) and contact information for each non-professional third party, including telephone number, address and e-mail address. [Note: a digital or scanned copy of a completed document can be accepted.]

2. Provide a letter from you including **all** the following information:

- A general explanation of the situation and the event(s) or action(s) that led to the rift with parent(s), including the date of the final serious rift and the date when you left home;
- Indication the rift is severe and/or permanent;
- Description of the communications, if any, with your parent(s) since the rift;
- How you have supported yourself since leaving home; **and**
- Possibility of reconciliation with parent(s).

3. Provide proof that you are not living with your parent(s) (e.g., a copy of your lease or rental agreement, or, if you do not have a lease or rental agreement, a letter confirming your residence from the individual who owns or rents the home you are living in).

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## **Section C: Required documents if your parent(s) is/are unable to sign required OSAP documentation due to extenuating circumstances**

You must provide documentation to support your request for the review of your application. If you have questions about documentation requirements, contact your financial aid office for help. Your request will not be considered if your application is incomplete (i.e., you do not provide all required documentation).

### **All of the following documentation is required:**

1. Provide a letter of explanation of why parental signatures cannot reasonably be provided. Include your name, date, and detailed information on the extenuating circumstances that support why your parent(s) is/are unable to sign the required documentation. Reasons may include, but are not limited

- Political unrest, civil war or refugee camp conditions in the country that they live make it difficult for your parent(s) to provide their signature(s).
- You are unaware of the whereabouts of your parent(s) because the political climate in your their country.
- In the country that your parent(s) live, mail cannot be delivered or technological access is limited

Note: If you have made attempts to obtain parental signatures, the letter must also include information regarding the communication attempts made to obtain them.

2. Provide at minimum, one of the following supporting documents proving why parental signatures cannot reasonably be provided:

- A letter supporting your claim from a third-party settlement or immigration organization that works with you or your family (example a., World University Service of Canada) on the organization's letterhead. The letter should be signed and dated by a senior representative of the organization and include their name, contact information, and position within the organization.
- A Reasons and Decision document from the Immigration and Refugee Board that confirms you arrived in Canada without your parent(s) due to extenuating circumstances in your home country.
- Any other relevant refugee/immigration documentation that supports your independent status and the extenuating circumstances occurring in the country where your parent(s) live.

**Section D: Student declaration**

- I have given complete and true information on this form.
- I understand that I am responsible for providing all required supporting documentation as indicated on this form or as directed by my financial aid office or the ministry.
- I understand that any grants that I receive may be converted into loans if I do not meet the terms and conditions of the Ontario Student Grant in the Ontario Student Grants and Ontario Student Loans Regulation under the Ministry of Colleges and Universities Act and the terms and conditions of the Canada Student Grant in the Canada Student Financial Assistance Regulations under the Canada Student Financial Assistance Act.
- I understand that I am bound by the Declarations I signed on my 2024-25 OSAP Application for Full-Time Students or 2024-25 Application for OSAP for Micro-credentials.

Note: if you are completing this form electronically, use the “Fill & Sign” feature or “Digital ID” in Adobe Reader or your PDF program to add your signature.

**Signature of student:**

**Date:**

Day      Month      Year

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.