

Bachelor of Education

Tip Sheet: Applying for OSAP 2018-2019

Step 1: Who can apply for OSAP: Ontario Student Assistance Program?

To apply for OSAP, you must:

- Be a Canadian citizen, Permanent Resident or protected person (Convention Refugees)
- Be an Ontario resident (must have resided in Ontario for the last 12 consecutive months)
- Be enrolled in an approved program of study (all Tyndale **degree programs** are approved by OSAP)
- Be registered full-time in the Bachelor of Education Program

Step 2: Complete and Submit Your OSAP Application

- Apply online at <https://osap.gov.on.ca/>. Returning users can access their OSAP account by entering their OAN and password. First time users must register with OSAP to receive an OSAP Access Number (OAN) and create a password.
- All students should submit their application and supporting documents by 2 months prior to the start of the program to give your application the best opportunity to be processed and approved by the start of the program.

Full-Time Application

Application if you're taking 60% or more of a full course load or 40% if you have a permanent disability.



Start New App

My Apps

Part-Time Application

Application if you're taking 20% to 59% of a full course load.

Start New App

My Apps

- On the next page, select the classes start date as **August 2018**. It will prompt you to use the **2018-19** application.

When do your classes start?

August ▼

2018 ▼

You're applying for the 2018-19 academic year.

On the next page, under **Other postsecondary schools**, choose **Start a new application**

Select your school

- Select the [School not on list] box, type “TYNDALE” in the search bar, then click [Next].

Select your school:

☒ School not on list?

Search for your school:

- Use only part of the school name
- Don't use accents (é, ç, à)

- You will see the following message:
Private Career Colleges or other private postsecondary schools are approved annually. The earliest the results of the school approval process will be released is mid-July. In the meantime, you can submit your OSAP application and it will start processing but the amount of your OSAP funding will not be calculated. If your school is approved, it will finish processing if all outstanding items have been completed.
- This message explains that Tyndale will be approved for OSAP by mid-July, therefore your application will be processed and completed after this date. However, we encourage students to apply for OSAP as early as possible as applications are approved on a first come first serve basis.

Search for Your Program of Study

- Enter the keyword ‘Education’ in the search box, do not change the 3 filters on the bottom of the page, click [Next]

Enter the name of your program:

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

- Select
 - BACHELOR OF EDUCATION YR 1** for students entering **semester 1-3**
 - BACHELOR OF EDUCATION YR 2** for **semester 4**

Input the correct Start and End Date for Your Program

Programs	Study Start Date	Study End Date
Bachelor of Education (Semesters 1-3)	August 1, 2018	July 31, 2019
Bachelor of Education (Semester 4)	August 1, 2018	November 23, 2018

Step 3: Receive OSAP Estimate:

- You can choose to receive an estimate of your OSAP funding once you submit your application.
- If you are asked to enter cost and program length information, please refer to the chart below:

Programs	Tuition	Compulsory costs	Book costs	No. of weeks
Bachelor of Education (Semesters 1-3)	\$21,870	\$0	\$1250	50
Bachelor of Education (Semester 4)	\$7,154	\$0	\$750	17

Step 4: Submit Your OSAP Signature Pages and Supporting Documents

- Your completed OSAP Signature Forms and other Required Documents **MUST BE** uploaded to the site or submitted to our Student Financial Services (SFS) office as soon as possible.
- Normal processing time is eight weeks after your documentation is received. **Do not delay!** You are encouraged to check the OSAP website on a regular basis as OSAP might post new requests there.

Step 5: Complete your online Master Student Financial Assistance Agreement (MSFAA)

- **For first time OSAP applicants only**
 1. After you submit your OSAP application, you will be given a **10-digit MSFAA number** in your **Required Documents** section
 2. You will receive a **welcome email** from **National Student Loans Service Centre (NSLSC)** in 2 business days to register for your loan account and submit your MSFAA. You will be directed to this link: <https://msfaa-emafe.cibletudes-canlearn.ca/en/welcome>
 3. You can register for your NSLSC account using one of these two options:
 - a. **SecureKey Sign-In Partner** – your online banking login with a major Canadian bank
 - b. **GCKey** – your access login to online federal government servicesMore information can be found here: https://msfaa-emafe.cibletudes-canlearn.ca/en/sign-in-method?AppCode=CSLP_NSL
 4. Once you have registered for your NSLSC account, you will need the following information to complete your MSFAA:
 - a. **Date of Birth**
 - b. **MSFAA #**
 - c. **Social Insurance Number (SIN)**
 - d. **Banking Information** (Transit, Institution and Account Number)

Step 6: Factors affecting your OSAP funding and appeals

- Your income (especially during the summer and study period).
- Your assets (and your spouse's) include savings accounts, TFSA, mutual funds, savings bonds, stocks, GICs, etc. (Note: Assets do not include the value of your vehicles nor the value of any owned real estate)
- Parent(s)/spouse's income for the last taxation year.
- Academic Progress (e.g. student has not met the satisfactory academic standard; is enrolled in the same year of an academic program for the third time; is continually switching programs; does not attend courses funded by OSAP; switched from full-time to part-time status)

Step 7: Receive your OSAP funding

- Once your funding is ready to be released, you will receive an email from the SFS office and you **must** meet with one of our Student Financial Services advisors (in the fall semester) to complete your “**Confirmation of Enrolment**”.
- OSAP funds are disbursed in two installments. (60% in fall and 40% in winter)
- **In October**, complete “**Update Income**” on the [OSAP website](#) in order to receive the second installment of your funds at the start of classes in January.

Step 8: Pay Your Tuition Fees

- Please allow the Ministry to use a portion of your OSAP funding to pay on your behalf to the school in your application. Otherwise, you need to pay your fees promptly once the OSAP funds are deposited into your bank account. Please be aware of our payment deadlines.
- You can access your updated statement from www.mytyndale.ca or contact the SFS office. The school charges a monthly interest fee beginning on October 31st for the fall semester and every month thereafter on the balance of all outstanding fees.

Step 9: Know Your Responsibilities

- Promptly update changes to your gross income to OSAP by providing a signed and dated letter to the SFS office.
- Promptly update changes of your course load to the SFS office.
- OSAP also expects you to pass 60% of a full course load (40% if you have a documented permanent disability).

Step 10: Keep Your Previous OSAP Loans in Good Standing

- Your previous OSAP loans will go into repayment 6 months after you were last a full-time student.
- If you confirm your status as a full-time student prior to the expiry of this 6-months grace period, your previous student loans will not enter repayment and remain interest-free.
- If you’ve received OSAP funding before your 6-months grace period ends, your previous loans will remain interest-free.

If you are not receiving OSAP or if your OSAP is delayed, you must complete a "Continuation of Interest-Free Status" (CIFS) form available at the SFS office in September so OSAP will be aware that you are continuing your studies.

Please notify us when you apply for the 2018-19 OSAP.

Do not hesitate to contact us for assistance. You can book an appointment with the Student Financial Services to have us:

- **Apply for OSAP with you**
- **Review your application before submission**

Please contact the us at:

sfs@tyndale.ca

416-226-6620 ext. 6735

Student Financial Services

Tyndale University College & Seminary

3377 Bayview Ave, Room E302

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