



Bachelor of Education

Tip Sheet: Applying for OSAP 2017-2018

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 June 30th to give your application the best opportunity to be processed and approved by the start of the fall semester.

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

Select your school

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

- OSAP has simplified the application process and consolidated many of our programs into a comprehensive program. Please refer to the OSAP Program Key below. When searching for your program of study, please find your Tyndale program under the left column and type part of or the full name of the corresponding “OSAP Approved Program” (under the right column) on the search bar and click [Next].

e.g. If your program is “Bachelor of Education”, your OSAP approved program will be “Bachelor of Education”

OSAP Program Key

Tyndale Programs	OSAP Approved Programs (use this when searching for your program of study)
Bachelor of Education	Bachelor of Education

Input the correct Start and End Date for Your Program

University College Programs	Fall	Winter	Study Start Date	Study End Date
Bachelor of Education (Semesters 1-3)	Full	Year	August 1, 2017	July 31, 2018
Bachelor of Education (Semester 4)	Full	Year	August 1, 2017	November 24, 2017

Step 3: Submit Your OSAP Signature Pages and Supporting Documents

- Your completed OSAP Signature Forms and any required supporting documentation **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 4: Take Your MSFAA to a Designated Canada Post Outlet Now

- This is for first time OSAP applications only. If you have previously applied for OSAP, you do not need to do this step.
- After submitting your OSAP application you must also print your personalized **Master Student Financial Assistance Agreement (MSFAA)**.
- Take your completed MSFAA, along with your Social Insurance Number Card, valid photo identification issued by the federal or provincial government (e.g. driver's license) and your banking information (i.e. a void cheque or direct deposit form) to a [designated Canada Post Outlet](#).
- The designated Canada Post Outlet will confirm your identity and forward your MSFAA to the National Student Loans Service Centre (NSLSC) to set up Direct Deposit for your OSAP funds.

Step 5: 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 6: 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 7: 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 8: 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 9: 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 month grace period, your previous student loans will not enter repayment and remain interest-free.
- If you've received OSAP funding before your 6 month 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 before submitting your 2017-18 OSAP application. For any assistance, please contact the Student Financial Services Office:

sfs@tyndale.ca or 416.226.6620 x 6735

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