

Important note:

The Doctor of Ministry program academic year runs from May to April. For your academic year starting in May 2024, **PLEASE USE THE 2023 - 2024 OSAP APPLICATION.**

If you require assistance in applying for OSAP or reviewing your application before submission, feel free to make an appointment to meet with a Student Financial Services Advisor.

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 without being a full-time student at a post-secondary institution)
- Be enrolled in an approved program of study (all Tyndale degree programs are approved by OSAP)

STEP 2: COMPLETE AND SUBMIT YOUR OSAP APPLICATION

- Apply online at www.ontario.ca/OSAP. Returning users can access their OSAP account by entering their OAN and password. First-time users must register to receive an OSAP Access Number (OAN) and create a password. You will need your Social Insurance Number (SIN) to create your OSAP account.
- All students should submit their application and supporting documents **2 months prior to the start of the program** to give their application the best opportunity to be processed and approved by the start of the program.

What you'll need to complete the OSAP application:

- Information about your school and program (found in this OSAP Tip Sheet)
- Your 2022 tax information
- Your (and your spouse's, if applicable) RRSP, value of savings and other financial assets as of the start of the study period
- Your parents' or spouse's SIN (if applicable)
- Your parents' or spouse's 2022 tax information (if applicable)
- Most questions will have a pop-up screen to provide details on the information required

Select your application:

Start a new **Full-time** application

On the next page, select the classes start date as **May 2024**. It will prompt you to use the **2023-24** application.

On the next page, under **Other 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].

Search for Your Program of Study

Enter the keyword '**MINISTRY**' in the search box, **do not change the 3 filters on the bottom of the page**, click [Next]

On the next page, select **DOCTOR OF MINISTRY YR 1 or 2 or 3**

Full-time application

Use this application if you're taking 60% or more of a full course load or 40% if you have a permanent disability.
[How to calculate your course load](#)

Apply for OSAP

When do your classes start for the current academic year?

May 2024

You're applying for the 2023-24 academic year.

Select your school:

Select school School not on list?

Search for your school:

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

Tyndale

Enter the name of your program:

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

Ministry

Input the correct Start and End Date for Your Program

Programs	Study Start Date	Study End Date
DOCTOR OF MINISTRY	May 1, 2024	April 30, 2025

STEP 3: RECEIVE OSAP ESTIMATE

- You can choose to receive an estimate of your OSAP funding once you submit your application.

STEP 4: SUBMIT YOUR OSAP SIGNATURE PAGES AND SUPPORTING DOCUMENTS

- Your completed OSAP Signature Forms and other Required Documents MUST BE uploaded to your OSAP account as soon as possible.
- Normal processing time is eight weeks after your documentation is submitted. Do not delay! You are encouraged to check your OSAP account on a regular basis as OSAP may send you additional requests in your message centre.

STEP 5: COMPLETE YOUR ONLINE MASTER STUDENT FINANCIAL ASSISTANCE AGREEMENT (MSFAA) *For first time OSAP applicants only*

- After you submit your OSAP application, you will be given a 10-digit MSFAA number in your Required Documents section
- 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://www.csnpe-nslsc.canada.ca/en/home>
- You can register for your NSLSC account using one of these two options:
 - SecureKey Sign-In Partner** – your online banking login with a major Canadian bank
 - GCKey** – your access login to online federal government services
- Once you have registered for your NSLSC account, you will need the following information to complete your MSFAA:
 - Social Insurance Number (SIN)
 - MSFAA #
 - Banking Information (Transit, Institution and Account Number)

STEP 6: FACTORS AFFECTING YOUR OSAP FUNDING AND APPEALS

- Your assets (and your spouse's) include savings and chequing 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 Student Financial Services office. New students **must** meet with one of our Student Financial Services advisors to **confirm your enrollment**.
- OSAP funds will be disbursed in two installments (May 2024 and November 2025).
- Please update any income changes in your OSAP application prior to the second disbursement.

STEP 8: PAY YOUR TUITION FEES

- Tyndale will direct your funding to pay for your tuition. Any OSAP funding over and above the amount due for tuition will be directed to you. You are responsible to pay for any remaining balance not covered by OSAP. Please adhere to the payment schedule provided at the Confirmation of Enrolment meeting.

STEP 9: KNOW YOUR RESPONSIBILITIES

- Promptly update changes to your gross income to OSAP by providing a signed and dated letter to the Student Financial Services office.
- Promptly update changes of your course load to the Student Financial Services 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 have an outstanding OSAP loan and are not receiving OSAP this year or if your OSAP is delayed**, you must complete a "Continuation of Interest-Free Status" (CIFS) form available online when you log into your OSAP account.

PLEASE NOTIFY US WHEN YOU APPLY FOR 2023-24 OSAP

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

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