

Tip sheet for applying OSAP

Step 1 : Who can apply for OSAP?

To apply for OSAP, you must:

- Be a Canadian citizen, Permanent Resident or protected person (Convention Refugees)
- Be an Ontario resident (must reside in Ontario for the last 12 consecutive months)
- Be enrolled in an approved program of study (all Tyndale programs are approved by OSAP)
- Be registered in Full-time studies (i.e., register in at least 60% of a full course load in each semester; 40% for students with documented permanent disabilities). Every 3-credit hour course carries 20% course load.

Note: OSAP doesn't allow course loads to be averaged over the fall and winter semesters. Example: If you are registered in 40% of a course load from September to December (fall semester) and 80% course load from January to April (winter semester), you **cannot** indicate an average of 60% course load on your OSAP application. According to OSAP regulations you would not be eligible for OSAP for the fall semester but will be eligible to apply for the winter.

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 at OSAP to receive an OSAP Access Number (OAN) and create a password.
- **Returning students:** submit application and supporting documents **by July 15.**
- **First Year students:** submit application and supporting documents **by July 31.**

Select your school

- Please type "TYNDALE" in the search bar and press 'save & next'.

Search for Your Program of study

- Please type part of or the full name of your program on the search bar and press 'save & next'.

Input correct start and end date for Your Program

- Please contact the Financial Aid office to ensure you have the correct dates before submitting your OSAP application.

Step 3 : Submit Your OSAP Signature Pages and Supporting Documents

- After submitting your OSAP application, you will be given the option of your Signature forms, and the Signature forms for your parents or your spouse, if required.

Printing these forms will save time !

- The OSAP website will give you a list of supporting documents that are required to complete your application.
- Your completed OSAP **Signature forms** and all of the supporting documentation **MUST BE submitted to our Financial Aid Office** as soon as possible. You are recommended to come in person so that our advisor can verify the important information with you to avoid unnecessary delay.
- No Minimum Payment is required if the Signature forms are submitted before August 1st, 2012. For detail payment plan, please contact Student Account office.
- Normal processing time is eight weeks after your documentation is received. **Don't delay!** You can check the status of your application by logging in to OSAP with your OAN and password. You are encouraged to check it on a regular basis as OSAP might post up new requests on it.

Step 4 : Take Your MSFAA to a Canada Postal Outlet Now

- 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 and your banking information (voided cheque) to a [designated Canada Postal Outlet](#).
- The Postal Outlet will confirm your identity and forward your MSFAA to the National Student Loans Service Centre to set up Direct Deposit of 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): bank accounts, mutual funds, GIC's, RRSP's, etc.
- Any vehicles that you (and your spouse) own, lease or co-own.
- Parent(s)/spouse's income for the last taxation year.
- Academic Progress

Step 6 : Receive your OSAP funding

- You must be registered in a full-time course load in each term of study in order to receive your OSAP funds.
- OSAP funds are disbursed in two installments. Generally, for a regular two-term study period, 60% of the full funding is disbursed in the fall term and the remaining 40% in the winter term.
- First installment will be deposited directly into your bank account after the School confirms your full-time registration.
- **In October**, complete the "**Confirmation of Student Income**" form on the [OSAP website](#) to receive the second installment of your funds at the start of classes in January.

Step 7 : Pay Your Tuition Fees

- **Allow the Ministry to use a portion of your OSAP funding** to pay on your behalf to school in your application. If not, you need to pay your fees promptly once the OSAP funds are deposited into your bank account.
- You can access your updated statement from the www.mytyndale.ca or contact the Student Account office. The School charges a monthly service charge beginning on November 15 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 Financial Aid office..
- Maintain at least 60% of a full course load in each semester (40% if you have a documented permanent disability). **No averaging of course load over the two semesters.**
- 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 do not receive OSAP or if your OSAP is delayed, you must complete a "Continuation of Interest Free Status" (CIFS) form available at the Financial Aid Office in September so OSAP will be aware that you are continuing your studies.