

As an OSAP recipient, you are required to report any personal income/resources changes that occur after you completed the application.

On the next page, you will find a form to assist you in reporting your updated information as accurately as possible. Before completing the form, read the information below to make sure you are reporting correctly.

**Do NOT report the following:**

- HST/GST Rebates
- Canada Child Tax Benefit
- Universal Child Care Benefit
- Ontario Child Benefit
- Ontario Child Benefit Equivalent Savings Program
- Ontario Trillium Benefit
- Tax Refunds
- Rental Opportunity for Ontario Families (ROOF)
- Registered Education Savings Plans (RESPs)
- OSAP funding, including:
  - student loans
  - Queen Elizabeth II Aiming for the Top Scholarships
  - Canada Student Grants, Ontario Access Grants
  - Ontario Access Grant for Crown Wards
  - Ontario Student Opportunity Grants, Distance Grants
  - Textbook and Technology Grants, and
  - Transition Grants
- DO NOT include an award, bursary, and/or a needs-based scholarship from an Ontario public college or university, if that postsecondary institution informs you in writing that they will report it to OSAP directly. If you have not received notification in writing from your postsecondary institution, then you must report this income

**Gross taxable & non-taxable income from all world-wide sources must be reported, including, but not limited to:**

- Employment earnings (this includes Graduate & Teaching Assistantships, and Fellowships for graduate students)
- Child-support and alimony payments
- Monetary gifts from those other than parents or spouse
- Lottery winnings
- Government benefits paid directly to student or spouse, such as payments received from any social services agency, workers' compensation benefits, or unemployment insurance, Resettlement Assistance Program; (except the benefits listed in the Do NOT report section above)
- Cashed-in Registered Retirement Savings Plans
- Withdrawals from retirement accounts
- Other income (e.g. awards, scholarships, fellowships, bursaries, grants, interest, investments and trust fund income)
- Scholarship and bursary funding provided by a Children's Aid Society for the study period, including any funding provided to youth age 21 or older which is not considered Continued Care and Support for Youth and must be reported as "scholarships, bursaries and other awards"
- Self-employment or rental income from residential or commercial properties (report gross income minus operating expenses)
- Pain and suffering awards, including non-economic loss (NEL) awards in excess of \$100,000
- Any other income not listed in the Do NOT report section above

**Please complete the form online, then print and sign it.  
Attach it to the front of any supporting documentation you are submitting.  
If you are reducing amounts, you must explain the reason(s) for the changes.**

Student Information		
Student Number	Last Name/Family Name	Given Name(s)
Telephone	E-mail	Social Insurance Number
<b>Is your record updated?</b> Check your current contact information at <a href="http://currentstudents.yorku.ca/student-personal-information" style="color: red;">currentstudents.yorku.ca/student-personal-information</a> .		

In the chart below, enter the total gross earned and expected resources in dollars (\$) for each month or time frame - enter zero if none expected.

Month or Timeframe	Column A Gross Employment Earnings	Column B Government Benefits You Receive
Jan.-Apr. 2017	\$	\$
May 2017	\$	\$
Jun. 2017	\$	\$
Jul. 2017	\$	\$
Aug. 2017	\$	\$
Sep. 2017	\$	\$
Oct. 2017	\$	\$
Nov. 2017	\$	\$
Dec. 2017	\$	\$
Jan. 2018	\$	\$
Feb. 2018	\$	\$
Mar. 2018	\$	\$
Apr. 2018	\$	\$

Check All Types of Government Benefits That You Receive
Canada Pension Plan
Employment Insurance
Loss of Earnings (WSIB)
Native Postsecondary Student Support Program
Ontario Disability Support Program
Ontario Skills Development Funding
Ontario Works
Second Career Strategy Funding
Other (specify type below):
If receiving more than one type of benefit, enter total amounts in Column B and attach a letter showing how much you receive per month/timeframe per type.

Total Employment Earnings (Office use only)
Jan. 2017 – Dec. 2017
\$
May 2017 – Aug. 2017
\$
Sep. 2017 – Dec. 2017
\$
Jan. 2018 – Apr. 2018
\$
Sep. 2017 – Apr. 2018
\$

**If you cashed any RRSPs during your current study period, provide the following:**

Amount cashed \$ \_\_\_\_\_ Date cashed (dd/mm/yy) \_\_\_\_\_

Scholarships, Awards or Bursaries, Tuition Waivers or Reimbursements: Are you receiving any of these?			
Name of Award	Amount	Date Received (dd/mm/yy)	Source
	\$		York External
	\$		York External
	\$		York External

**Declaration:** I am providing complete and accurate information to update my OSAP application. I understand I am responsible to promptly notify Student Financial Services, in writing, of further changes. I understand income information will be verified with Canada Revenue Agency and that incorrect information may affect my future OSAP eligibility.

Student's Signature	Date (dd/mm/yy)
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