

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 loans and grants
- BSWD/CSG-PDSE
- DO NOT report First Nation funding. Funding through the Post-Secondary Student Support Program (PSSSP), which is often referred to as band funding, or sponsorship funding should not be reported on the OSAP application. Indigenous Services Canada (previously known as INAC) funding, including the Métis Nation Post-Secondary Education Strategy, and the Inuit Post-Secondary Education Strategy, is also to be excluded from the OSAP application.
- 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

This form should be used to report income changes to the information you had entered on your full-time OSAP application.

- To reduce the processing time of your update, we recommend you scan and upload this form and all supporting documentation directly through your OSAP account. Instructions on how to scan and upload is available on our web page under [How to upload your OSAP Supporting Documents](#).
- **Deadline date:** the deadline date to submit OSAP supporting documents, appeals and change requests is 40 days prior to your current study period end date. Late submissions may not be considered.

Student Information		
Student Number	Last Name/Family Name	Given Name(s)
Telephone	E-mail	Social insurance number (first 6 digits) _ _ _ - _ _ - X X X
Is your record updated? Check your current contact information at currentstudents.yorku.ca/student-personal-information .		

Income Received Before your Study Period

Did you receive income from Ontario Disability Support Program (ODSP) or Ontario Works (OW) in the month before the start of your current study period?

No Yes (ODSP OW)

<u>Income Received During Your Summer Study Period</u>	
What is your expected gross income during the summer term? (May-Aug)	Amount: \$
Note: Do not include government income and Scholarships/Bursaries/Awards as these are to be reported in the sections below.	
<u>Government Income</u>	
Do you expect to receive other government income during your Summer study period? If yes, indicate the estimated amount of all applicable government income.	Yes No
Employment Insurance \$	Canada Pension \$
Loss of Earnings Benefits (WSIB) \$	Second Career \$
Ontario Disability Support Program (ODSP) \$	Canada-Ontario Job Grant \$
Ontario Works (OW) \$	
Other* \$	*Specify source of Other Government Income
<u>Are you receiving any of the following during your Summer study period?</u>	
	Yes No
External Scholarships/Awards/Bursaries <i>(Undergraduate and Graduate)</i>	Total Amount of all award(s) \$
York University Scholarships/Awards/Bursaries <i>(Graduate students only)</i>	Date Received
Tuition Waivers	\$
Reimbursements (3rd Party Billing)	\$

Do you and/or your spouse (if applicable) expect to have Registered Retirement Savings Plans (RRSPs) as of the start of your current study period?	Yes	No
If yes, indicate the net value as of the start of your current study period.	\$	
Did you cash in any RRSPs during your current study period?	Yes	No
If yes, please indicate the following and attach proof from your financial institution.		
Amount Cashed \$	Date Cashed	

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 <i>(Not required if uploading this form to your OSAP Account.)</i>	Date (dd/mm/yy)
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Protection of Privacy: Personal information in connection with this form is collected under the authority of The York University Act, 1965. This information is used to process your application and decide on your eligibility for the awards you indicate. Once an award has been granted, York University may disclose certain information to the donor of the award, provincial funding organizations and/or York University academic departments/Faculties and colleges, as set out. If you have any questions about the collection, use or disclosure of this information by York University, please contact the Manager, Registrarial Services, W120 Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto ON, M3J 1P3, 416-872-9675.