

**Student Information**

Last name		First name	Social Insurance Number			
Number and street		Apartment				
City, town, or post office		Province	Postal Code			
Name of postsecondary institution attending		Area code and telephone number			(      )	

**Parent's Estimated Income**

Required Documentation: Parent(s) must attach a letter outlining the current family income situation and the extenuating circumstances in 2011 that substantiate the use of estimated 2011 income instead of actual 2010 income. **Detailed information and instructions are on the reverse.** Indicate parent's estimated income for the period January 1, 2011 to December 31, 2011. Enter amount in dollars only; do not indicate cents.

	<i>Parent 1</i>	<i>Parent 2</i>
<b>Estimated total income as will be reported on line 150 of 2011 Canadian income tax return</b>	\$	\$
<b>Estimated 2011 income from all other sources that will not be reported on a Canadian income tax return</b>	\$	\$

Parent(s) must enter an estimate of his or her total income for 2011. If parent(s) intend to enter data on line 210 of the 2011 income tax return, subtract the amount that will be entered on line 210 from the amount to be entered on line 150. Enter the revised amount as the estimate of the parent(s) total income for 2011.

**Parent's Declaration**

I declare that the income information that I provided is an estimate for the 2011 income tax year and that I have provided all required supporting documentation that substantiates the use of my estimated income. I understand that an audit will be conducted by the ministry to verify my actual 2011 income. If there is a discrepancy, the student's funding will be reassessed, which may change the amount of funding for which the student is eligible.

<i>Parent 1</i>	<i>Parent 2</i>
First and last name (please print)	First and last name (please print)
Social Insurance Number	Social Insurance Number
Signature	Signature
Date	Date

**Student's Declaration**

I understand that my OSAP application will be reassessed based on the parent's estimated income provided on this form. I understand that the use of estimated parental income is for non-recurring and/or extenuating circumstances in which the prior year's parental income may not accurately reflect the current family income situation. The ministry will verify parent's 2011 estimated income with Canada Revenue Agency (CRA) when income tax information becomes available. At that time, my OSAP application will be reassessed, and it may affect my eligibility and the type and amount of assistance. If I received assistance in excess of my entitlement, I will promptly repay all or part of my grants, loans, bursaries, and/or scholarships, or my future loans may be reduced by the amount I owe. I will keep a copy of this form and any supporting documentation for audit and verification purposes.

Student's signature	Date
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Your personal information, including your Social Insurance Number (SIN), provided on this application form and in all other communications related to the applicant's application and award of financial assistance, including previous applications and awards of assistance, will be used by the Ministry of Training, Colleges and Universities to administer and finance the Ontario Student Assistance Program (OSAP), and by Human Resources and Skills Development Canada (HRSDC) to administer and finance the Canada Student Loans Program. The ministry and HRSDC may use contractors or auditors for any of these activities. Under agreement with HRSDC, the National Student Loans Service Centre (NSLSC) uses your personal information to administer OSAP and the Canada Student Loans Program. Under agreement with the ministry, the applicant's postsecondary institution and, where authorized by the ministry, its agents who administer OSAP and its auditors use your personal information to administer OSAP and the Canada Student Loans Program.

Administration includes: determining eligibility for an award of financial assistance; verifying the OSAP application; verifying any award of financial assistance and any relief granted from any payment the applicant is required to make; considering any applications for review or appeals of determinations relating to financial assistance or eligibility for relief from any payment; maintaining and auditing the applicant's file; assessing and collecting loans, overpayments, and repayments; enforcing the legislation set out below and the applicant's agreements with the ministry and HRSDC; and monitoring and auditing the NSLSC and the applicant's postsecondary institution or its authorized agents to ensure that they are administering the programs appropriately. In addition, administration by the ministry and HRSDC includes planning, delivering, evaluating and monitoring student assistance programs for quality and improvements in both content and delivery; conducting risk management, error management, audit and quality assessment activities; conducting inspections or investigations; and conducting policy analysis, evaluation, and research related to all aspects of student assistance programs, including contacting you to participate in surveys and developing key performance indicators about the applicant's postsecondary institution such as the aggregated Ontario Student Loan default rates of its students. Financing includes: planning, arranging or providing funding of the programs.

The ministry administers OSAP under the authority of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, c. M.19, as amended, R.R.O. 1990, Reg. 773, Reg. 774, and Reg. 775, as amended, and O. Reg. 268/01, as amended; s. 10.1 of the Financial Administration Act, R.S.O. 1990, c. F. 12, as amended; the Canada Student Financial Assistance Act, S.C. 1994, c. 28, as amended and the Canada Student Financial Assistance Regulations, SOR 95-329, as amended. If you have any questions about the collection or use of this information, contact the Director, Student Financial Assistance Branch, Ministry of Training, Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, ON P7B 6G9.

## Use of this Form

A student may request that his or her 2011-2012 OSAP assessment be calculated using the parent's estimated 2011 income rather than the parent's actual 2010 income.

A request can only be considered when an assessment of the parent's estimated 2011 income would be a better indicator of the parent's current financial situation because of non-recurring and/or extenuating circumstances. Examples of non-recurring and/or extenuating circumstances can include, but are not limited to the following:

- death of a parent;
- separation or divorce of parents;
- loss of full-time employment by parent;
- illness or accident; or
- retirement of parent.

## Documentation Requirements

The student is required to provide all of the following documentation in order for a request for assessment on parent's estimated 2011 income to be considered:

- completed 2011-2012 Request for Assessment on Parent's Estimated Income form;
- letter from the parent(s) explaining the non-recurring and/or extenuating circumstances that would substantiate using an estimated 2011 income rather than the actual 2010 income;
- supporting documentation for the explanation provided; and
- documentation for the amount of parent's 2011 income to date (e.g., pay stub with year-to-date earnings).

The student is responsible for submitting the completed form and all required documentation to the financial aid office at his or her school prior to the OSAP review deadline, which is 8 weeks before the end of his or her study period.

## How to Complete this Form

- Parent(s) must fill in his or her name, Social Insurance Number, and sign and date the declaration.
- Student must fill out the Student Information section and sign and date the declaration.

The student must keep a copy of this form and any required documentation for audit and verification purposes.

## When a Request Cannot be Considered

A request to use an estimated 2011 income cannot be considered if the circumstance is recurring or is not extenuating. Further, for the purposes of determining an OSAP applicant's eligibility for grants under the Canada Student Grant program, only actual income can be considered, as per Government of Canada requirements.