

**Purpose**

Use this form to request that your spouse's estimated 2016 income be used to assess your **2016-2017 OSAP Application for Full-Time Students**. You can make this request if your spouse's 2016 estimated income is a better reflection of their current financial situation rather than their actual 2015 income due to extenuating and/or one-time circumstances, such as:

- loss of full-time employment and/or new employment at a lower pay rate;
- illness, accident or retirement; and/or
- receipt of a severance package, insurance settlement or other one-time income payout.

If this request is accepted, the 2016 estimated income will be used to determine your eligibility for Canada-Ontario Integrated Student loans and provincial grants. The actual 2015 income will still be used to determine your eligibility for all Canada Student Grants.

In order to complete this form, you must have already submitted a **2016-2017 OSAP Application for Full-Time Students**.

**Required Documents**

Your spouse must provide a letter detailing the extenuating and/or one-time circumstances as to why their 2016 estimated income should be used in assessing your **2016-2017 OSAP Application for Full-Time Students**. This letter must be signed and dated by your spouse.

Your spouse must also provide documentation that supports their estimated income and the circumstances they outlined in their letter of explanation (e.g., letter from employer, legal documents, etc.).

**Where to Send this Form****If you're going to a school in Ontario:**

Send your completed form and all required document(s) to your school's Financial Aid Office.

**If you're going to a school outside of Ontario:**

Send your completed form and required document(s) to: Student Financial Assistance Branch, Ministry of Advanced Education and Skills Development, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, ON P7B 6G9.

**Deadline**

This form and all required documents must be received by your financial aid office or the ministry no later than 40 days before the end of your 2016-2017 study period.

**Questions?****If you're going to a school in Ontario:**

Contact the financial aid office at your school.

**If you're going to a school outside Ontario:**

Contact the ministry at: Student Financial Assistance Branch, Ministry of Advanced Education and Skills Development, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, ON P7B 6G9.

General inquiry telephone service is available Monday to Friday, 8:30 AM – 4:30 PM (Eastern Standard Time)

- Telephone: 1-807-343-7260.
- Toll-free in North America: 1-877-OSAP-411 (1-877-672-7411)
- Telephone Device for the Deaf (TDD): 1-800-465-3958

## Section A: Student's Information

Social Insurance Number:

Ontario Education Number (OEN), if assigned to you:

Last name:

First name:

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## Student's Mailing Address

Street number and name, rural route, or post office box:

Apartment:

Street number and name, rural route, or post office box:

Province or state:

City, town, or post office:

Postal code or zip code:

Country:

Area code and telephone number:

## Student's Study Period Details

What is the name of the school you plan to attend or are currently attending for your 2016-2017 study period?

Student number at your school:

## Student's Declaration

I understand that my OSAP application will be reassessed based on my spouse's estimated income provided on this form. The use of this estimated spousal income is for non-recurring and/or extenuating circumstances in which my spouse's prior year income may not accurately reflect our family's current income situation. The ministry will verify my spouse's 2016 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.

Signature of Student:

Date:

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Your personal information will be used to administer and finance the Ontario Student Assistance Program (OSAP) as set out in the notice of Collection and Use of Personal Information on your OSAP application form and in accordance with the consents you signed on your OSAP application form. The Ministry of Training Colleges and Universities administers and finances OSAP under the legal authority set out on your OSAP application form. If you have any questions about the collection, use and disclosure of your personal information, contact the Director, Student Financial Assistance Branch, Ministry of Training Colleges and Universities, PO Box 4500, 189 Red River Road, Thunder Bay, ON P7B 6G9; (807) 343-7260.

**Section B: Spouse's Estimated Income**

Spouse is to enter an estimate of their 2016 total income from January 1, 2016 to December 31, 2016. Enter the amount in dollars only; do not indicate cents or use periods or commas. If spouse expects to enter information on line 210 (deduction for elected split-pension amount) on their 2016 income tax returns, subtract the amount that will be entered on line 210 from the amount that will be entered on line 150 and enter this as the estimated income amount.

**Required Documentation:** Spouse must provide:

- a letter detailing the extenuating and/or one-time circumstances as to why their 2016 estimated income is a better indicator of their current financial situation than their actual 2015 income, and
- supporting documentation for their estimated income amount listed and the circumstances outlined (e.g. letter from employer, legal documents, etc.).

**First name:**

**Last name:**

**Social Insurance Number:**

**Estimated total income as will be reported on line 150 of 2016 Canadian income tax return:**

\$

**Estimated 2016 income from all other sources that will not be reported on a Canadian income tax return:**

\$

**Section C: Spouse's Declaration**

I declare that the income information that I provided is an estimate for the 2016 income tax year and that I have provided all required supporting documentation. I understand that the ministry will verify my actual 2016 income with Canada Revenue Agency. If there is a discrepancy, the student's funding will be reassessed, which may change the amount of funding that the student is eligible to receive.

**Signature of Spouse:**

**Date:**

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Your personal information will be used to administer and finance the Ontario Student Assistance Program (OSAP) as set out in the notice of Collection and Use of Personal Information on your spouse's OSAP application form and in accordance with the consents you signed on your spouse's OSAP application form. The Ministry of Training Colleges and Universities administers and finances OSAP under the legal authority set out on your spouse's OSAP application form. If you have any questions about the collection, use and disclosure of your personal information, contact the Director, Student Financial Assistance Branch, Ministry of Training Colleges and Universities, PO Box 4500, 189 Red River Road, Thunder Bay, ON P7B 6G9; (807) 343-7260.