

**Academic Progress Explanation Letter A01**

**Submission Instructions**

Your academic progress must be reviewed before any OSAP funding can be released.

You must provide:

- An explanation of your academic goals, the circumstances that have affected your academic progress and the steps you are taking to improve your academic progress and achieve your goals. If you need more space than what is provided on Page 2, then please attach an additional letter to this form.
- If applicable, documentation supporting what you described in your letter (such as medical documentation or a letter from your academic advisor).
- If you received OSAP funding for studies at any other post-secondary institution(s) than York, then submit transcripts from the other institution(s). Downloaded transcripts are acceptable for this purpose.

**You can submit this form, as well as your explanation letter and any supporting documents and transcripts (if applicable) directly through your OSAP online account. Learn how to scan and upload your documents online at [osap.yorku.ca/ready-to-apply](https://osap.yorku.ca/ready-to-apply).**

Alternatively, place the **completed Page 2 of this form along with any supporting documents** in the financial aid / OSAP drop box in the Bennett Centre for Student Services, or mail it to: Student Financial Services, York University, Bennett Centre for Student Services, 4700 Keele ST, Toronto, ON, M3J 1P3

**The deadline date to submit OSAP supporting documents, appeals and requests for review is 40 days prior to your current study period end date. Late submissions will not be considered.**

**Academic Progress Requirements**

Full-time OSAP recipients who do not meet OSAP’s minimum academic progress requirements during their OSAP probation period are restricted from receiving further OSAP aid, as illustrated by the table below.

Failing to meet academic progress requirements for:	...means that student:
1 academic year	is placed on OSAP probation for the remainder of the current academic year, and the next full academic year, but may remain eligible for OSAP aid
2 academic years	loses OSAP eligibility for a minimum of 12 months (1 year).
3 academic years	loses OSAP eligibility for a minimum of 36 months (3 years).
4 academic years	loses OSAP eligibility for a minimum of 60 months (5 years).
5 academic years	must repay all outstanding provincial loans before obtaining new loans.

For more information, please visit [osap.yorku.ca/applied-to-osap#academic-progress](https://osap.yorku.ca/applied-to-osap#academic-progress).

# Academic Progress Explanation Letter

A01

## Student Information (please type or print)

Student Number	Last Name/Family Name	Given Name
Telephone Number	E-mail Address	Social Insurance Number (last 4 digits) <b>XXX - XX - _ _ _ _</b>

**Is your record updated?** Check your current contact information at [currentstudents.yorku.ca/student-personal-information](http://currentstudents.yorku.ca/student-personal-information)

**My academic studies during the past year have been affected by the following circumstances (attach any documentation that verifies medical and/or other extenuating circumstances):**

**In order to improve my academic progress, my remedial plans include (e.g. academic advising, reduced course load, reduce part-time employment, seek counseling etc.):**

**My academic objectives and career goals are:**

### DECLARATIONS:

- I understand that I must meet minimum OSAP academic progress requirements. I have read and now understand the [table of outcomes on York's OSAP website for failing to meet those requirements](#).

Student's Signature ( <i>not required if uploading this form to your OSAP account</i> )	Date
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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* for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. 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.