



Change Request

S01

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

- To reduce your change request processing time, 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 (please type or print)

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

Changes in Program of Study

Summer 2020

Fall/Winter 2020-2021

Course load reduced to:	credits
Course load increased to:	credits
Withdrew from the university on:	
Changed my program of study to:	
Cancel my Full-time OSAP application	

Other Changes: provide complete information by including what has changed, the reason for the change and when the change occurred. Please sign, date and include your student number on each letter when submitting your supporting documentation. Changes can only be considered if you provide a complete explanation, and attach supporting documentation to substantiate your claim if applicable.

Explanation

I am attaching supporting documentation.

I have given complete and true information on this form and understand that I am responsible to promptly notify Student Financial Services of any changes. I also understand that any of these changes may result in a reassessment on my OSAP file.

Student's Signature _____
(not required if uploading form through your OSAP account)

Date (dd/mm/yy)

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.