

Extension Request - Winter

As an OSAP recipient, you are required to report any personal income/resource changes that occur after you have 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 Benefit (CCB)
- Universal Child Care Benefit
- Ontario Child Benefit (OCB)
- Ontario Trillium Benefit
- Tax Refunds
- Registered Education Savings Plans (RESPs)
- OSAP funding, including:
 - student loans
 - Canada Student Grants, Ontario Access Grants, Ontario Student Grants
 - Ontario Student Opportunity Grants

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 and inheritances totalling over \$3,600
- Lottery winnings totalling over \$3,600
- Government benefits paid directly to student or spouse, such as payments received from any social services agency, workers' compensation benefits, unemployment insurance, or 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 [OSAP web page under How to Upload Your Documents](#).

Deadline date: the deadline date to submit OSAP supporting documents, appeals and change requests is **40 days before the end date of the study period associated with your OSAP application**. Late submissions will not be considered.

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.

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Student Information (please type or print)

Student Number	Last Name/Family Name	Given Name(s)
Telephone Number	E-mail Address	Social Insurance Number (first 6 digits only) <div style="text-align: center; font-family: monospace; font-size: 1.2em;"> _ _ _ _ - _ _ _ - XXX </div>

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?

Yes, from ODSP
 Yes, from OW
 No

Income Received During Your Study Period

What is your expected gross income during the fall term? (September-December) \$ _____

What is your expected gross income during the winter term? (January-April) \$ _____

Government Income

Do you expect to receive other government income during your current study period? Yes No

If yes, indicate the estimated amount of all applicable government income below.

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: _____		

Will you receive any of the following during your current study period?

Yes No

	<i>Total Amount of Award(s)</i>	<i>Date Received (dd/mm/yy)</i>
External Scholarship/Awards/Bursaries (undergraduate and graduate students)	\$ _____	_____
York University Scholarships/Awards/ Bursaries (graduate students only)	\$ _____	_____
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, indicate the following and attach proof from your financial institution.

Amount Cashed \$ _____ Date Cashed (dd/mm/yy) _____

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 (not required if you will upload this form to your online OSAP account)

Date (dd/mm/yy)