

Rules for Applying

Are you a parent helping your child apply for OSAP?

If so, here are some important “rules”:

1. Your child must complete the online application so we need his or her information. If a question says “What’s *your* . . .” or “How many do *you* . . .” we are talking about the child’s situation not yours. Unfortunately, we’ve had some parents put in information about themselves forgetting that they were only helping out, not applying!
2. As part of the application process your child may be considered to be “dependent”. In this case you’ll be asked to provide your income information from your Canadian Income Tax Return. You’ll also have to sign a declaration (that you can print after submitting the application).
3. If for any reason the wrong Social Insurance Number (SIN) is used in the registration process by mistake (e.g., you use yours), immediately contact the financial aid office at your child’s school to get this corrected.
4. Make sure that the email address that was provided is your child’s. We have an email validation process that allows students who’ve forgotten their OSAP Access Number (OAN) and/or password to get them reset by email. But it won’t work if we don’t have the child’s email address.
5. If you want to contact your child’s financial aid office in order to get information or to discuss their situation or to email the OSAP webmaster, we need to have a “release” on file. This is required by the Freedom of Information and Protection of Privacy Act, which ensures all personal information is secure and only released to authorized persons. It’s easy to set this up. As part of the online application, your child can include you in the Release of Personal Information section under “My Profile”. After the application is submitted, your child can update this information online at any time or a letter can be sent to his or her financial aid office.
6. It’s important to realize your child is ultimately responsible for who accesses his or her information and/or updates processes on his or her behalf.