

## Instructions for Applying to OSAP for the Summer Term

### Eligibility

All Huron students requesting Full-Time OSAP for the Summer Session (May to August 2022) must complete a “HURON-Full Time Undergraduate Summer 2022 Supplemental OSAP Application.” Please refer to the Eligibility Chart on the Application to determine whether you should be requesting Full-Time OSAP or Part-Time OSAP for the Summer Session. For example: students enrolling in one distance studies half course, one distance studies full course or one evening half course ONLY must complete the online OSAP application for Part Time Students. Students with a Permanent Disability enrolling in one full distance studies course have the option to apply to Part Time or Full Time OSAP.

### Deadline

The deadline to apply and submit all supporting documentation for both full time and part time OSAP for the Summer Session is 6 weeks (42 days) prior to the end of your study period. Please note: if you are only taking a 3 week intersession course; the deadline to apply and submit all supporting documentation would be 3 weeks prior to the course start date.

Students wishing to automatically defer their tuition payment to OSAP need to have their application and all supporting documents submitted by April 1<sup>st</sup>, 2022.

### How to Apply

If you did not receive Full-Time OSAP funding during the Fall/Winter 2021-2022 academic year, you must be enrolled for a minimum of 12 weeks during the Summer Session. You must also complete a 2021-2022 Full-Time OSAP Application online, in addition to completing the Summer Supplemental Paper Form. The online application is located at: <https://www.ontario.ca/page/osap-ontario-student-assistance-program>

If you have received Full-Time OSAP funding during the Fall/Winter 2021-22 academic year, you only need to submit the HURON-Full Time Undergraduate Summer 2022 Supplemental OSAP Application.

All forms and documents should be submitted either by email to [mjparker@huron.uwo.ca](mailto:mjparker@huron.uwo.ca), or dropped off to Jane Parker, Financial Aid Officer, Room W40, Huron University College.

When possible, your handwritten signature should be provided for the signature section of the application. When you are not able to provide your handwritten signature, you may for the student signature provide an electronic signature. In accordance with OSAP policy regarding signatures, accepted electronic signatures for students include:

- A digital image of an original signature inserted into a document.
- A digital image of a completed form including digital signature.
- A digitally derived signature (e.g., stylus/touch screen) applied to a document.
- A signature authenticated by software (e.g., DocuSign, Adobe Sign, etc.).

**How to Update your Application**

If there is a change in your courses, income, status or otherwise from your original application, please notify the Financial Aid Office at Huron immediately using a *Summer 2022 OSAP Change Form* located in the Money Matters section of our website.

Changing your courses after your application has been processed may cause a change in your OSAP assessment and an overpayment of funding. Any false or misleading information on your application may result in suspension of funding and prosecution. All applications are subject to audit.

If you have questions, you can email Jane Parker at [mjparker@huron.uwo.ca](mailto:mjparker@huron.uwo.ca) or call 519-438-7224 ext. 215.