



# OSAP Academic Progress Letter

Use this form if your academic progress must be reviewed before OSAP funding is released.

**Submission:** This form, along with any supporting documentation, must be uploaded to your OSAP portal.

## Supporting Documentation:

If you have previously been enrolled in a college/university program, you must submit transcripts of your grades:

- Conestoga Studies – provide a copy of your Achievement Record from your Student Portal
- Studies at another college or university - submit transcripts from the other institution(s).
  - Official transcripts may not be required. The document provided must include the name of the school and your full name.
  - OCAS screenshots/transcripts are not accepted.

**Deadline:** This form, along with any supporting documentation, must be received no later than 40 days before your study period end date. Late submissions will not be processed.

## Student Details

<b>First Name:</b>	<b>Last Name:</b>	<b>Student ID:</b>
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## Academic History

- Provide information on all the programs you have attended and received OSAP funding for.
- Start with your most recent program and work backward to the oldest.
- If you need more space, print extra copies of this page and attach it to your form

### Program #1

Program Name: Institution Name:

When did you attend this program? From: (mm/yy) To (mm/yy)

Did you complete this program? Yes No

### Program #2

Program Name: Institution Name:

When did you attend this program? From: (mm/yy) To (mm/yy)

Did you complete this program? Yes No

### Program #3

Program Name: Institution Name:

When did you attend this program? From: (mm/yy) To (mm/yy)

Did you complete this program? Yes No

## Academic Status and Plans

- Outline your academic progression throughout your studies. Include details about what program you were previously studying in, what program you are moving into, and the reason for the program switch/same level of study.
- Provide an explanation of the circumstances that have affected your academic progress, your academic goals, and the steps you are taking to improve your academic performance (if applicable) .
- If you require more space than what is provided on this form, please attach an additional letter.

**I confirm that the information provided in the application is true, complete, and accurate.**

Signature:

Conestoga College collects personal information from students under the legal authority of the *Ontario Colleges of Applied Arts and Technology Act* to offer a comprehensive program of career-oriented, post-secondary education and training and for related purposes. For more information, please see our Privacy Notice or contact our Access and Privacy Coordinator at 519-748-5220, ext. 2177 or [privacy@conestogac.on.ca](mailto:privacy@conestogac.on.ca).