



OSAP Change Request

Submission: This form, along with any supporting documentation (if applicable), must be uploaded to your OSAP portal.

Supporting Documentation: Supporting documentation must be uploaded to process certain changes. See next page for a list of required documents.

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

First Name:	Last Name:	Student ID:

Course Change Request

Course load **reduced** to _____ (units for BScN students)

Course load **increased** to _____ (units for BScN students)

Other Changes

Outline other requested change(s) to your application and the reasons for the change(s).

Consent and Signature

<ol style="list-style-type: none"> 1. I confirm that the information provided in this request is true, complete, and accurate 2. I understand that changes to my OSAP application may result in a reassessment of my funding

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 contact our Privacy Notice or contact our Access and Privacy Coordinator at 519-748-5220, ext. 2177 or email: privacy@conestogac.on.ca.

Changes Requiring Information or Documentation

Additional documents or information to support change requests may be required beyond what is outlined below. Communication will be sent through the OSAP portal if additional information is required.

Course Load

- No required documents

Add Dependent Child(ren)

- Birth certificate of the Child(ren), **or**
- Statement of Live Birth

Note - A dependent child is:

- under 18 years of age and living with you (and your spouse, if applicable) for 50% or more of your study period, **or**
- 18 years of age or older **and**
 - is enrolled in high school and taking at least 60% of a full course load and living with you (and your spouse, if applicable) for 50% or more of your study period, **or**
 - is a full-time postsecondary student and has been out of high school less than four years, **or**
 - has a disability and is wholly dependent on you (and your spouse, if applicable).

Additional required documents:

- “Disability tax credit letter/notice of determination” from the student’s or their spouse’s CRA Account showing that the CRA has accepted the child as having a disability and being dependent on the student and/or the spouse is required, **or**
- Documentation from a physician or other regulated health care practitioner that clearly states that the child has a disability and includes the physician or regulated health care practitioner’s name and contact information

Remove Child(ren)

- No required documents
- Indicate the reason for the change

Income Update

- No required documents
- Indicate the amount of your income, the period for that income, and where that income is coming from (i.e., government funding, employment, scholarships etc.).

Note 1: Update is only required if expected income is more than \$5,600 per term

Note 2: This information is verified by the Canada Revenue Agency (CRA).

Name Change

- Marriage certificate, **or**
- Change of name certificate, **or**
- Social Insurance Number card or Social Insurance Number confirmation letter

Gender Change

- No required documents

Note: Before gender can be changed on OSAP, you must have completed the change with Employment and Social Development Canada (ESDC) to ensure the information associated with your Social Insurance Number (SIN) matches.

Marital Status – Married

- Marriage Certificate

If you do not have a marriage certificate, you must provide an [affidavit](#) signed by you and your spouse that states:

- Your name and your spouse's name
- The date and location of your marriage
- The reason why you cannot provide a marriage certificate

Marital Status – Common Law

- [Affidavit](#) signed by the student and their spouse confirming:
 - Student has lived with their spouse in a conjugal relationship outside marriage continuously for a period of not less than three years, **or**
 - Student has lived with their spouse in a conjugal relationship outside marriage in a relationship of some permanence and are the natural or adoptive parents of a child. Must include the child(ren)'s full name(s) and birth date(s).

Marital Status – Separated or Divorced

- Separation agreement, **or**
- Divorce judgement, **or**
- Court order (must be final and include custody details for children, if applicable), **or**

If you do not have a separation agreement, divorce judgement or court order, you must provide an [affidavit](#) that states:

- Your name and date of birth
- The date of your separation or divorce
- If applicable, your child(ren)'s name(s) and birth date(s), and details of custody arrangements that confirm your child(ren) live with you at least 50% of the time during the academic year