

PART-TIME OSAP APPLICATION INSTRUCTIONS

STEP 1: Check your Program Eligibility

All full-time programs approved for OSAP can be funded on a part-time basis. For a list of approved programs, refer to

algonquincollege.com/financial-aid/part-time-students-ontario/

STEP 2: Apply for Part-Time OSAP Online

Applications must be completed online on the OSAP website at ontario.ca/OSAP. Once you have completed your application, you will be provided with a funding estimate. This estimate may change once your application is reviewed.

In order to receive your funding at the start of your study period, we encourage you to apply **6-8 weeks** before your classes begin and no later than 40 days before the end of your study period.

IMPORTANT: You must apply for one term at a time, even if you plan to take part-time courses for more than one term. When entering your program information, please ensure you enter the correct start and end dates for the courses you are taking in the current term only.

STEP 3: Registration and Payment or Fee Deferral

You can contact the Registrar's Office directly to register in your courses and pay the fees immediately. If you wish to use your Part-time OSAP funding to pay for your fees, you can request a fee deferral. By doing so, your fees will be deferred and funds will be collected directly from your loan and grant funding. In this case, you must complete the Part-time Registration/Fee Deferral form.

STEP 4: Required Part-Time OSAP Documentation

Login to your OSAP account to view a list of required documentation and upload them directly to your OSAP account for processing.

IMPORTANT: If you are unsuccessful academically or you withdraw from a course for which you received funding, you can apply for further funding after you have paid for one term on your own and completed it successfully. **Example:** If you enroll in and receive funding for three courses, you must pass all three courses.

PART-TIME REGISTRATION/FEE DEFERRAL FORM

Have you attended Algonquin College before?

Yes

No

Student number:

Yes

No

Have you moved (since you last attended Algonquin College)?

If "Yes" - Previous Address:

Last Name:

First Name:

Date of Birth (D/M/Y)

Female

Male

Undeclared Address

Apt. #:

(street # and name):

City:

Province:

Postal Code:

Primary Phone Number:

Email Address:

Are you Canadian Citizen or Permanent Resident?

Yes

No

Instructions: If you have not yet paid and registered for your courses, you must defer your fees in order to be registered and apply for part-time OSAP. Your fees or partial fees will automatically be deducted from your OSAP funds once approved.

All sections of this form must be completed and in order to be processed. Once completed, please return to the [Registrar's Office](#) at least 1 week prior to the start of the term.

FEE DEFERMENT POLICY

- If I am denied part-time OSAP funding for any reason, or receive less funding than expected; I understand that I will be responsible for paying my fees in full by the fee deferral deadline if I do not officially withdraw from my courses by the refund deadline.
- If we only receive partial payment or if an error occurs and the entire loan is sent directly to my bank account, I am responsible for paying my outstanding balance directly to the college before the fee deferral deadline.

COURSE REGISTRATION REQUIREMENTS

- All courses must start and end within the same 4-month period to be eligible for part-time funding.
- Your course load must be 20-59% of the full-time load to eligible for part-time OSAP.

Program name:

Term:

Fall

Winter

Spring

COURSE NO.	SECTION #	COURSE TITLE AND START DATE

STUDENT DECLARATION

I have read and understood the fee deferment policy above and that I am liable for any fees owing, regardless of my Part-time OSAP eligibility or assessment, by agreeing to defer tuition fees.

Student Signature

Date:

DISCLAIMER

To formalize compliance with the Freedom of Information and Protection of Privacy Act, Algonquin College requires that you read the statement below. The information gathered through this document is collected under the legal authorization of the Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, Chapter 8, Schedule F, Section 6. The information is used for educational, administrative and statistical purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. Administrative purposes may include the disclosure to or on behalf of the Students' Association of Algonquin College for the purposes of the activities of the Association or to establish qualifications for benefits such as drug plan cards, OC Transpo passes, Alumni Association or for the Key Performance Indicators Survey. The College publishes the names of students who graduate and/or achieve academic excellence. For questions related to this policy, please contact the Registrar, 1385 Woodroffe Avenue, Ottawa, ON, K2G 1V8 or (613) 727-4723. Under the Privacy Act, individuals can request access to their own, individual information held on federal banks, including those held by Statistics Canada. Students who do not wish to have their information used may ask Statistics Canada to remove their identification and contact information from the national database. Further information on the use of this information can be obtained from Statistics Canada's website: <http://www.statcan.ca> or by writing to the Post-secondary Section of Statistics Canada, Centre for Education Statistics, 17th Floor, R.H. Coates Building, Tunney's Pasture, Ottawa, K1A 0T6.