



123654830

Tresor D. Minor Ngabirano  
Upper-296 Parent Ave  
Windsor, ON N9A2B6  
Canada

Date: April 25, 2024  
Account: 023665216  
Student no: 110182078  
School: University Of Windsor  
Program: May Start: Computer Science  
Study period: May 6, 2024 to Aug 19, 2024  
Financial aid University Of Windsor  
office: Student Awards & Financial Aid  
401 Sunset Ave.  
Windsor, ON N9B 3P4  
(519) 253-3000 ext: 3300

## Purpose of this form

You may request that your OSAP application be processed without information and consent from one or both parents because:

- You are estranged from or have been disowned by your parent(s) due to extenuating circumstances; and/or
- Your parent(s) is/are unable to sign required OSAP documentation due to extreme circumstances such as civil unrest in the country that they live in, their location is unknown, or they are in a refugee camp.

## Required documents

If you are estranged from or have been disowned by your parent(s) due to extenuating circumstances, see **Section A** for required documents you must provide.

And/or, if your parent is unable to sign required OSAP documentation due to extreme circumstances, see **Section B** for required documents you must provide.

## How to submit this form

You can upload your completed form and required documents online. Log into your OSAP account at [ontario.ca/osap](https://ontario.ca/osap) and go to your application to use the "Print or upload documents" button. Or, you can submit a paper copy as follows:


### If you're going to a school in Ontario:

Send the completed form and all required documents to your school's financial aid office.

### If you're going to a school outside of Ontario:

Send the completed form and all required documents to:

Student Financial Assistance Branch, Ministry of Colleges and Universities  
PO Box 4500, 189 Red River Road, 4th Floor  
Thunder Bay, Ontario P7B 6G9

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## Deadline

If you have submitted an OSAP Application for Full-Time Students, this form must be received by your financial aid office or the Ministry of Colleges and Universities (the ministry) no later than 40 days before the end of your 2023-24 study period.

If you have submitted an OSAP Application for Micro-credentials, this form must be received by your financial aid office no later than 5 days after the end of your 2023-24 study period.

## Getting help

### **If you're going to a school in Ontario:**

Contact the financial aid office at your school.

### **If you're going to a school outside of Ontario:**

Contact the ministry at:

Student Financial Assistance Branch

Ministry of Colleges and Universities

PO Box 4500

189 Red River Road, 4th Floor

Thunder Bay, Ontario P7B 6G9

General inquiry telephone service is available Monday to Friday, 8:30 AM to 4:30 PM (Eastern Time)

- Telephone: 807-343-7260.
- Toll-free in North America: 1-877-OSAP-411 or 1-877-672-7411
- TTY: 1-800-465-3958

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## Student's information

**Please select which situation applies to you:**

- ☐ I am estranged from or have been disowned by my parent(s) due to extenuating circumstances (continue to Section A)
- ☒ Your parent(s) is/are unable to sign required OSAP documentation due to extreme circumstances (continue to Section B)

### Section A: Required documents if you are estranged from or have been disowned by your parent(s) due to extenuating circumstances

You must provide documentation to support your request for the review of your application. If you have questions about documentation requirements, contact your financial aid office for help. Your request will not be considered if your application is incomplete.

Note: The ministry considers this situation to go beyond normal disagreements between parents and children. In order for this review to be approved, the situation must involve a serious rift in the family that results in a severe and permanent breakdown in the student's relationship with one or both parents.

**The following documentation is mandatory:**

- ☐ Provide documentation from at least one professional third party who was directly involved with the family breakdown (e.g., social worker, physician, psychologist, psychiatrist, counsellor, children's shelter staff). This documentation must:
- Outline the reason(s) why you are estranged from or have been disowned by one or both parents;
  - Provide relevant date(s)/timeline(s) pertaining to this situation and additional supporting documentation, if appropriate (e.g., court reports, police reports, medical documentation); and
  - Contain the signature and contact information for the third party, including telephone number, address and e-mail address.

Note: If a professional third party was not involved, documentation from at least two other appropriate third parties who were familiar with the situation can be submitted for consideration (e.g., siblings aged sixteen or older, grandparents, other relatives). This documentation must:

- Outline the reason(s) why you are estranged from or have been disowned by one or both parents;
- Provide relevant date(s)/timeline(s) pertaining to this situation and additional supporting documentation, if appropriate (e.g., court reports, police reports, medical documentation); and
- Contain the signature and contact information for each third party, including telephone number, address and e-mail address.

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☐ Provide a letter from you including the following information:

- A general explanation of the situation and the event(s) or action(s) that led to the rift with parent(s), including the date of the final serious rift and the date when you left home;
- Indication the rift is severe and/or permanent;
- Description of the communications, if any, with parent(s) since the rift;
- How you have supported yourself since leaving home; and
- Possibility of reconciliation with parent(s).

☐ Provide proof that you are not living with parent(s) (e.g., a copy of your lease or rental agreement, or, if you do not have a lease or rental agreement, a letter confirming your residence from the individual who owns or rents the home you are living in).

☐ Provide proof that you are not receiving financial supports from your parent(s) (e.g., receipt of alternative financial support you may be receiving such as Ontario Works, or a pay stub to indicate that you have been working to support your own living costs).

## Section B: Required documents if your parent is unable to sign required OSAP documentation due to extreme circumstances

You must provide documentation to support your request for the review of your application. If you have questions about documentation requirements, contact your financial aid office for help. Your request will not be considered if your application is incomplete.

### The following documentation is mandatory:

☐ Provide a letter of explanation of why parental signatures cannot reasonably be provided. Include your name, date, and detailed information on the extreme circumstances that support why your parent is unable to sign the required documentation. Reasons may include, but are not limited to:

- Mail cannot be delivered to your parent(s), or technological access is limited.
- Political unrest, civil war or refugee camp conditions make it difficult for parent(s) to provide their signature.
- You are unaware of the whereabouts of your parent(s) due to the political climate in your home country.

Note: If you have made attempts to obtain parental signatures, the letter must also include information regarding the communication attempts made to obtain them.

☐ Provide at minimum, one of the following supporting documents proving why parental signatures cannot reasonably be provided:

- A letter supporting your claim from a third-party settlement or immigration organization that works with you or your family (for example, World University Service of Canada (WUSC)) on the organization's letterhead. The letter should be signed and dated by a senior representative of the organization and include their name, contact information, and position within the organization.
- A Reasons for the Decision in a Hearing document from the Immigration and Refugee Board that confirms you arrived in Canada without your parent(s) due to extreme circumstances in your home country.
- Any other relevant refugee/immigration documentation that supports your independent status and extreme circumstances occurring where your parent(s) reside.

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- ☐ Provide proof that you are not living with parent(s) (e.g., a copy of your lease or rental agreement, or, if you do not have a lease or rental agreement, a letter confirming your residence from the individual who owns or rents the home you are living in).
- ☐ Provide proof that you are not receiving financial supports from your parent(s) (e.g., receipt of alternative financial support you may be receiving such as Ontario Works, or a pay stub to indicate that you have been working to support your own living costs).

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## Section C: Student declaration

- I have given complete and true information on this form.
- I understand that I am responsible for providing all required supporting documentation as indicated on this form or as directed by my financial aid office or the ministry.
- I understand that any grants that I receive may be converted into loans if I do not meet the terms and conditions of the *Ontario Student Grant in the Ontario Student Grants and Ontario Student Loans Regulation* under the *Ministry of Colleges and Universities Act* and the terms and conditions of the Canada Student Grant in the *Canada Student Financial Assistance Regulations* under the *Canada Student Financial Assistance Act*.
- I understand that I am bound by the Declarations I signed on my 2023-24 OSAP Application for Full-Time Students or 2023-24 Application for OSAP for Micro-credentials.

Note: if you are completing this form electronically, use the “Fill & Sign” feature or “Digital ID” in Adobe Reader or your PDF program to add your signature.

**Signature of student:**

**Date:**

Day Month Year

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Your personal information will be used to administer and finance the Ontario Student Assistance Program (OSAP) as set out in the notice of Collection and Use of Personal Information on your OSAP application and in accordance with the consents you signed on your OSAP application. The Ministry of Colleges and Universities administers and finances OSAP under the legal authority set out on your OSAP application. If you have any questions about the collection, use and disclosure of your personal information, contact the Director, Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, Thunder Bay, Ontario P7B 6G9; 807-343-7260.