If you applied for OSAP assistance during the 2016/2017 fall/winter terms and will be enrolled full-time during the May-July or May-August session:
Submit an on-line OSAP application. Select “2017 Spring and Summer Session” as the program name.

If you did not have OSAP during the 2016-2017 fall/winter terms, and will be enrolled full-time during the May-July or May-August session:
Submit to the Student Awards Office this completed 2017 OSAP Summer Term Extension Form.

If you did have OSAP during the 2016/2017 fall/winter terms and will be enrolled full-time during the May-June session only:
You must submit an OSAP application to the school where you are paying tuition fees.
If you are taking the majority of your courses at Queen’s and some courses at another institution, you can be assessed for OSAP assistance through Queen’s but must submit the following:
A completed “Queen’s University Students Studying at Another Institution” form (available in the Student Awards Office or on the Student Awards website at: http://www.queensu.ca/studentawards/sites/webpublish.queensu.ca.oursawww/files/files/Forms/osap_studying_at_another_institution_form.pdf

- A photocopy of your Letter of Permission from Queen’s.
- Proof of registration for each approved course from the “other” institution.
- Submit an on-line OSAP application selecting the “2017 Spring and Summer Session” as the program name.
You will be assessed for your educational costs at Queen’s and the other institution.
Once you have completed the course(s), you will be required to provide to the Student Awards Office:
- A photocopy of a transcript from the “other” institution that clearly shows the course grade for each approved course.

IMPORTANT INFORMATION:

- Only students receiving OSAP for the current fall/winter terms are eligible to extend their OSAP assistance during the 7-week May-June session.
- Students are not eligible for OSAP funding should they be enrolled in the July-August session only.
- In order to be eligible for OSAP for the 7 week summer session (May-June), students must enrol in a minimum 6 credit units. For students with a permanent disability, the minimum required course load is 3 credit units. This will increase the terms under the Ontario Student Opportunity Grant. For further information, please contact the Student Awards Office.
- In order to be eligible for OSAP for the 13 week May – July session, students must register in a minimum 60% course load (9 credit units). For students with a permanent disability, the minimum required course load is 6 credit units. This will increase the terms under the Ontario Student Opportunity Grant. For further information, please contact the Student Awards Office.
- The course(s) taken during the summer term must be credited toward a student’s Queen’s University degree program. Students who wish to take general interest courses supplemental to their minimum primary degree requirements will not be eligible for OSAP.
- Students should also be aware that in accepting OSAP assistance, they agree to meet the requirements of the Ministry of Training, Colleges and Universities regarding academic progress. A student must successfully complete 60% of a full course load (9 credit units). For more detailed information regarding academic progress requirements and OSAP, please see the OSAP website or contact the Student Awards Office.

If a student was “overpaid” in OSAP during the fall/winter terms, the summer term entitlement may be reduced by the amount of the overpayment.

- Final deadline for submission of the 2017 OSAP Summer Term Extension Form is 4 weeks prior to the last day of summer exams.
- Final deadline for submission of 2016-2017 OSAP paper or web application is 60 days before the end of your summer study period.

<table>
<thead>
<tr>
<th>ACADEMIC LOAD: SUMMER SESSIONS</th>
<th>May – June</th>
<th>May – July Session</th>
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</thead>
<tbody>
<tr>
<td>Number of Courses</td>
<td></td>
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</tr>
<tr>
<td>3 Credit Units</td>
<td>NOT ELIGIBLE</td>
<td>NOT ELIGIBLE</td>
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<tr>
<td>6 Credit Units</td>
<td>80% (only if extending 16-17 OSAP)</td>
<td>NOT ELIGIBLE</td>
</tr>
<tr>
<td>9 Credit Units</td>
<td>100% (only if extending 16-17 OSAP)</td>
<td>60%</td>
</tr>
<tr>
<td>12 Credit Units</td>
<td>100% (only if extending 16-17 OSAP)</td>
<td>80%</td>
</tr>
<tr>
<td>15 Credit Units</td>
<td>100% (only if extending 16-17 OSAP)</td>
<td>100%</td>
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</tbody>
</table>
# 2017 OSAP SUMMER TERM EXTENSION FORM

<table>
<thead>
<tr>
<th>NAME (Please Print)</th>
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<tbody>
<tr>
<td>QUEEN'S STUDENT ID</td>
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## UNDERGRADUATE COURSES (Indicate course name and course code under correct session)

<table>
<thead>
<tr>
<th>B.I.S.C. (Please indicated Specialized Field School)</th>
<th>May-June Session</th>
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<tbody>
<tr>
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## INCOME DURING YOUR SUMMER TERM(S) STUDY PERIOD

- Estimated income from scholarships, bursaries and awards during the study period applied for:
  - **NAME OF AWARD(S):**
  - **$**

- Estimated gross income from employment during the study period applied for:
  - **$**

- Estimated gross income from government benefits during the study period applied for:
  - **TYPE OF GOVERNMENT INCOME:**
  - **$**

- Estimated gross income from cashed-in RESP (Registered Education Savings Plan), Scholarship Trust fund, or any other education savings plan that you intend to use during the study period applied for:
  - **$**

- Estimated child-care expenses (if applicable) for the study period applied for:
  - **$**

- If you were a part-time student during the winter term, estimated earnings for 16 weeks prior to start of summer term:
  - **$**

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I have read this statement and understand that I must inform the Awards Office in writing of any changes made to the course(s) or income information reported above.

Signature ____________________________ Date ____________________________

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**PLEASE DO NOT SUBMIT THIS FORM UNLESS YOU ARE REASONABLY CERTAIN THAT YOU WILL TAKE THE COURSE(S) ENTERED ABOVE.**

The personal information on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected will be used by the Office of the University Registrar to take action on your OSAP account as per your request as identified on this form. For more information, please contact the Office of the University Registrar, Student Awards, Queen’s University, Gordon Hall. Telephone: (613) 533-2216.