

# 2019 OSAP SUMMER TERM INFORMATION

\*\*\* READ THIS BEFORE COMPLETING FORM ON REVERSE SIDE \*\*\*

<p>If you will be enrolled full-time during the May-July/or May-August session (study period is minimum 12-week or more in length):</p>	<p>Submit an on-line 2018-2019 OSAP application and select the appropriate 2019 summer program.</p>
<p>If you will be enrolled full-time during the May-June or July-August sessions (study periods less than 12-weeks in length), you <b>must</b> have submitted/received 2018-2019 fall/winter OSAP:</p>	<p>Submit to this form to Office of the University Registrar (Student Awards) Queen's University, Gordon Hall Room 125. You may deliver in person, fax to 613-533-6409, or email (from your Queen's Student email account) to awards@queensu.ca</p>
<p>If you plan to study at another institution: Further specific information is available on the Student Awards website at: <a href="http://www.queensu.ca/studentawards/financial-aid/government-student-aid/osap/taking-courses-another-institution">http://www.queensu.ca/studentawards/financial-aid/government-student-aid/osap/taking-courses-another-institution</a></p>	<p>You must submit an OSAP application to the school where you are paying tuition fees.</p> <p>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:</p> <p>A completed "Queen's University Students Studying at Another Institution" form (available in the Student Awards Office or on the Student Awards website at: <a href="http://www.queensu.ca/studentawards/forms/osap">http://www.queensu.ca/studentawards/forms/osap</a>)</p> <ul style="list-style-type: none"> <li>• A photocopy of your Letter of Permission from Queen's.</li> <li>• Proof of registration for each approved course from the "other" institution.</li> <li>• Submit an on-line 2018-2019 OSAP application selecting the appropriate 2019 summer program.</li> </ul> <p>You will be assessed for your educational costs at Queen's and the other institution.</p> <p>Once you have completed the course(s), you will be required to provide to the Student Awards Office:</p> <ul style="list-style-type: none"> <li>• A photocopy of a transcript from the "other" institution that clearly shows the course grade for each approved course.</li> </ul>

## 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 or July-August session.
- In order to be eligible for OSAP for the 7-week summer sessions, students must enrol in a minimum 6 credit units. For students with a permanent disability, the minimum required course load is 3 credit units.
- In order to be eligible for OSAP for the 12 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
- 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 2019 OSAP Summer Term Extension Form is **4 weeks prior to the last day of summer exams**.
- Final deadline for submission of 2018-2019 OSAP paper or web application is 60 days before the end of your summer study period.

## ACADEMIC LOAD: SUMMER SESSIONS

Number of Courses	May – June or July - August	May – July Session
3 Credit Units	NOT ELIGIBLE	NOT ELIGIBLE
6 Credit Units	80% (only if extending 18-19 OSAP)	NOT ELIGIBLE
9 Credit Units	100% (only if extending 18-19 OSAP)	60%
12 Credit Units	100% (only if extending 18-19 OSAP)	80%
15 Credit Units	100% (only if extending 18-19 OSAP)	100%

# 2019 OSAP SUMMER TERM EXTENSION FORM

<b>NAME</b> <small>(Please Print)</small>	
<b>QUEEN'S STUDENT ID</b>	

UNDERGRADUATE COURSES (Indicate course name and course code under correct session)	
B.I.S.C. <small>(Please indicated Specialized Field School)</small>	May-June Session or July-August

INCOME DURING YOUR SUMMER TERM(S) STUDY PERIOD	
Estimated income from scholarships, bursaries and awards during the study period applied for: <b>NAME OF AWARD(S):</b> _____	\$
Estimated gross income from employment during the study period applied for:	\$
Estimated gross income from government benefits during the study period applied for: <b>TYPE OF GOVERNMENT INCOME:</b> _____	\$
Estimated child-care expenses (if applicable) for the study period applied for:	\$

<b>I have read this statement and understand that I <u>must</u> inform the Awards Office <u>in writing</u> of any changes made to the course(s) or income information reported above.</b>	
_____ <b>Signature</b>	_____ <b>Date</b>

**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.*