



Office of the Registrar
 Student Services
 McMaster University
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 Phone: 905-525-9140 ext. 24319
registrar.mcmaster.ca

Last Name:	First Name:
McMaster Student ID#:	
McMaster Email:	
Program Name:	
Current Program Level:	Co-Op Program (<i>check one</i>) YES <input type="checkbox"/> NO <input type="checkbox"/>

Extension to the 2019-2020 FULL-TIME OSAP Application

Application DEADLINE: no later than 40 days prior to your end of study date
<http://sfas.mcmaster.ca/important-dates/ft-osap-dates>

This **EXTENSION** form can be used to extend your OSAP application where **ALL** of the following specifications are met:

- You have already submitted an online OSAP application or full booklet OSAP application for the current academic year.
- Your 1st application is complete and your OSAP Confirmation of Enrolment for that base application has been processed.
- You intend to take a 60% course load (40% course load for students with a permanent disability) and your student status is not "continuing or transitional." (*see **Calculating Course Load**: at bottom of page)
- Your term units OR co-op work placement are a requirement for your McMaster OSAP-eligible degree program.

Check this box if you are a student with a permanent disability (PROOF OF DISABILITY MUST BE SUBMITTED OR ON FILE IN FINANCIAL AID OFFICE)

Section 1: Study Period Information

FOR EACH SESSION... INDICATE YOUR STATUS & REGISTERED NUMBER OF UNITS (IF STUDY SESSION)

FALL TERM		WINTER TERM		SPRING/SUMMER TERM			
STATUS		STATUS		STATUS			
WORK PLACEMENT <input type="checkbox"/>	<input type="checkbox"/>	WORK PLACEMENT <input type="checkbox"/>	<input type="checkbox"/>	WORK PLACEMENT <input type="checkbox"/>	<input type="checkbox"/>	WORK PLACEMENT <input type="checkbox"/>	<input type="checkbox"/>
STUDY SESSION <input type="checkbox"/>	<input type="checkbox"/>	STUDY SESSION <input type="checkbox"/>	<input type="checkbox"/>	STUDY SESSION <input type="checkbox"/>	<input type="checkbox"/>	STUDY SESSION <input type="checkbox"/>	<input type="checkbox"/>
BREAK <input type="checkbox"/>	<input type="checkbox"/>	BREAK <input type="checkbox"/>	<input type="checkbox"/>	BREAK <input type="checkbox"/>	<input type="checkbox"/>	BREAK <input type="checkbox"/>	<input type="checkbox"/>
September - December		January – April		May – June 7 week SPRING SESSION		June – August 7 week SUMMER SESSION	
TOTAL Number of Enrolled units	<input type="text"/>	TOTAL Number of Enrolled units	<input type="text"/>	TOTAL Number of Enrolled units	<input type="text"/>	TOTAL Number of Enrolled units	<input type="text"/>
**For MULTI-TERM (Fall/Winter) courses...divide unit count by two. Enter half in Fall term total and half in Winter term total above (e.g. MULTI-TERM → 6 UNIT COURSE = 3 units/Fall session + 3 units/Winter session) **				**For MULTI-TERM (Spring/Summer) courses...divide unit count by two. Enter half in spring session total and half in summer session total above (e.g. MULTI-TERM → 6 UNIT COURSE = 3 units/Spring session + 3 units/Summer session) **			

*Calculating Percentage of Course Load: **You must be enrolled FULL-TIME in a MINIMUM of 60% course load (40% if you have a permanent disability) to use this form.**

- Obtain your program's full course load units from the [undergraduate calendar](#).
- Divide total program units by 2 to obtain the 100% course load requirement **PER TERM (Fall/Winter)**.
- Take the 100% PER TERM units and multiply by .60 (60%) to obtain the **MINIMUM PER TERM** units required for F/T OSAP consideration.
- For Spring & Summer 7 week **SESSIONS**, you must take the total program units...divide by 4...then, multiply by .60 (60%) to obtain the OSAP **MINIMUM PER SESSION** units required for F/T OSAP consideration.
 - Example: ENG Year 1: 37 units from Sept. to April = 100%
 - 37 units / 2 X .6 = 11.1
Therefore, for fall & winter terms...**12 units MINIMUM ENROLLMENT** to be considered for F/T OSAP
 - 37 units / 4 X .6 = 5.55
Therefore, for spring & summer **7 week SESSIONS**...**6 units MINIMUM ENROLLMENT** to be considered for F/T OSAP
& for spring/summer **14 week FULL TERM**...**12 units MINIMUM ENROLLMENT** to be considered for F/T OSAP
- NOTE: Students with a permanent disability would use the same above equations but multiply by .40 (40%)

Not studying full time?

- Part-time students (20-59% of full course load), go to <https://www.ontario.ca/page/osap-ontario-student-assistance-program> to apply for OSAP for Part-time Students.
- More information is available at: <http://sfas.mcmaster.ca/government-aid/osap/apply-for-osap/apply-for-pt-osap/>

The information gathered on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services; including access to information systems; alumni relations; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected pursuant to section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding collection or use of this personal information should be directed to Student Financial Aid & Scholarships, Gilmour Hall 108.

***** YOU ARE REQUIRED TO COMPLETE, SIGN & DATE THE REVERSE SIDE OF THIS FORM BEFORE SUBMITTING*****

Section 2: Financial Information

PLEASE COMPLETE SECTION IN FULL

Please indicate your **TOTAL GROSS (before tax) resources** for **ALL SPECIFIED TERMS/SESSIONS** as indicated in the chart below. (If zero, enter \$0.)

	FALL TERM	WINTER TERM	SPRING/SUMMER TERM	
CO-OP WORK PLACEMENT INCOME > Enter TOTAL GROSS (before tax) income amount to be received DURING EACH 4 MONTH WORK TERM.				
			7 wk SPRING SESSION May - June	7 wk SUMMER SESSION June - August
EMPLOYMENT income (excluding coop income above)				
Government Income: SPECIFY TYPE (don't include OSAP):				
McMaster Scholarship				
McMaster Bursary				
Other scholarship/bursary				
Other Income: SPECIFY SOURCE:				
	ACCOMMODATION DURING FALL (CHECK ONE) Residing with parents <input type="checkbox"/> Not residing with parents <input type="checkbox"/>	ACCOMMODATION DURING WINTER (CHECK ONE) Residing with parents <input type="checkbox"/> Not residing with parents <input type="checkbox"/>	ACCOMMODATION DURING SPRING/SUMMER (CHECK ONE) Residing with parents <input type="checkbox"/> Not residing with parents <input type="checkbox"/>	

If you are a student with dependent children under the age of 12...indicate total Child Care Costs during each term (if applicable):

FALL	WINTER	SPRING/SUMMER

Important Information:

- If you did not have a fully processed OSAP application during the current academic year, you CANNOT use this extension form. In this case, you must be enrolled FULL TIME during the term for which you are seeking funding & the term of study must be a minimum of 12 weeks (i.e. You must be enrolled full-time in BOTH the spring & summer sessions to apply during spring/summer term) and submit a FULL OSAP application online at <https://ontario.ca/osap> no later than 60 days prior to your term end date. (Paper versions of the full application may also be printed from this website).
- Please be aware that any reduction in course load (even by 3 units) may cause a significant reduction in your OSAP entitlement and may result in an overpayment or ineligibility for funding. All changes must be reported promptly.
- If you are a McMaster student taking courses at both McMaster and at another institution on Letter of Permission, please print off a "Registration and Fees Confirmation Form" from our website. You must complete Section A and have an official at the institution where you will be attending complete and sign Section B; then, submit the form along with this extension. If taking all courses at another institution on LOP during the term, you must apply for OSAP through the other institution.
- Overpayment Policy:** Students whose OSAP awards have been reduced by reassessment during the academic year will be deemed to be in an overpayment situation. The amount of the overpayment will reduce the amount of further installments during the academic year or eliminate future funding from being issued.
- In order for funds to be released, you must be enrolled in the total number of units you have specified in Section 1 of this application. The release of funds will occur after the start of your extended study period. Disbursement will be approximately 5 – 10 days after your Confirmation of Enrolment has been processed by the Office of Student Financial Aid & Scholarships.

DECLARATION:

I declare that I have read this application in its entirety and have given complete and true information; including all income received or to be received during each of my work and study periods from all sources including government funding assistance. Should any of the information recorded on this form change, I will promptly notify the Office of Student Financial Aid & Scholarships at McMaster University in writing.

Student Signature: _____ **Date:** _____

Office Use Only:

REINSTATE 1: Effective Date _____ Cost Code _____

SPS	SPE	% CRS LD	TUITION	COMP FEES	BOOKS/EQUIP	STUDY INC	LIVING	Other	Other

REINSTATE 2: Effective Date _____ Cost Code _____

SPS	SPE	% CRS LD	TUITION	COMP FEES	BOOKS/EQUIP	STUDY INC	LIVING	Other	Other

FAO Signature: _____ Date: _____