

The University of Western Ontario OSAP Processing

Apply on-line <http://osap.gov.on.ca>

Applications should be submitted by June 30th to ensure your OSAP funding is available in September. Your application can take 6-8 weeks to process. It is important that you remember your OSAP password after applying.

Declaration, Consent Forms

When you submit your application, you will be given 2 options.

Option A: Print your own Consent forms **or Option B:** Consent forms mailed to you by the Ministry.

You should receive these forms **within 10 days** after submitting your on-line application.

You & your parents/spouse **MUST** sign the Consent forms & return them to the Student Financial Services Office (see address below). **Your loan cannot be processed without the original signed Consent forms.**

For the Status of Your Application

1. Return to the OSAP website periodically to check your status.
 2. Check the Registrar website to check the progress of your application.
- The Registrar's website will give you one of three status levels. **A)** Application is received but will take 6-8 weeks to process, **B)** UWO requires further documentation, please check your UWO email for details or **C)** Your application is complete, please review the OSAP website.

Not Eligible for OSAP

You may wish to schedule an appointment with your Student Financial Services Counsellor to discuss your situation. Call 519-661-2100

Error/Missing Documentation

Follow instructions on OSAP website and check UWO email. Contact the Financial Services Office to discuss. Call 519-661-2100

Eligible for OSAP

Loans will not be issued until the first day of classes. OSAP funding is released in 2 instalments:

1. 60% - released first day of classes
2. 40% - released halfway through study period.

How to check your loan availability

Online at Registrar's website: www.registrar.uwo.ca
You will need your student number and PIN.

You MUST present Photo ID and your SIN card when picking up your loan documents.

Be sure to submit your Confirmation of Enrolment form to Financial Services Office IMMEDIATELY.

Take loan documents to a Canada Postal Outlet / or the National Student Loan Centre (NSLSC). A "VOID" cheque is required for funding to be directly deposited into your account. NSLSC is usually on campus during mass release in September and January.

Deposit into your account is usually **within 7 – 14 days** after loans are brought to NSLSC / Postal Outlet. Call NSLSC if your funding is not received on 14 days: **1-888-815-4514**

It is the student's responsibility to update the University with any changes to your financial information or a change to your enrolment status. These changes may impact your OSAP assessment. Submit your new information on a "Online Change Form" to the Student Financial Services Office - Link: <http://www.registrar.uwo.ca/FinancialServices/OSAPFWChangeForm.pdf>

OSAP Website: <http://osap.gov.on.ca>

Registrar's Website: www.registrar.uwo.ca

Address/Contact Information:

The University of Western Ontario
Office of the Registrar
Student Financial Services
Rm 180, Stevenson Lawson Building
London, Ontario
N6A 5B8
Telephone: 519-661-2100 Fax: 519-850-2394

Office Hours:

Monday.....9:00 am – 4:00 pm
Tuesday.....9:00 am – 4:00 pm
Wednesday.....10:00 am – 5:00 pm
(except May – August: 10:00 – 4:00)
Thursday.....9:00 am – 4:00 pm
Friday.....9:00 am – 4:00 pm