



## LETTER OF DIRECTION / AUTHORIZATION FOR MAILING

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Study Period**

\_\_\_\_\_  
**Student Number**

\_\_\_\_\_  
**Faculty/Year**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Phone Number**

This form serves to inform Student Financial Aid at Western University that I am unable to receive my OSAP for Part-Time students funding in person as directed by the government student funding program.

Therefore, I authorize Student Financial Aid to mail any funding to the address below. I understand that it is not the responsibility of Student Financial Aid for any misdirected mail as a result of this request.

I understand that I **MUST** provide proof of:

1. Social Insurance Number (SIN). Acceptable proof: Social Insurance Card (original card or photocopy) or an official Government of Canada document indicating your Social Insurance Number (e.g., Confirmation of Social Insurance Number from Service Canada, or Canada Revenue Agency Notice of Assessment); and
2. Government-issued Photo Identification. (Valid Driver's License, Passport, Permanent Resident card etc.)

### **Please Print:**

1. Name: \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postal Code \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_

3. Please indicate the funding affected:  Loan Document and / or  Grant Cheque

Student Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Please return this form and ALL supporting documentation to:  
Western University - Student Financial Aid - Western Student Services Building - Room 1100  
London, ON - N6A 3K7 - Tel. (519) 661-2100 - Fax (519) 850-2394

### **FOR OFFICE USE ONLY**

Date 1<sup>st</sup> installment sent: \_\_\_\_\_ Initials \_\_\_\_\_ Date 2nd installment sent: \_\_\_\_\_ Initials \_\_\_\_\_

The personal information on this form is collected under the authority of the University of Western Ontario Act, 1982, as amended.  
To view the complete Personal Information Collection Notice, visit the online Academic Calendar at: <http://westerncalendar.uwo.ca/2015/pg5.html>