

## Special Student Form

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

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

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

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

A review of your academic record shows that you have already completed a degree and that you are registered as a “special student”. When a student is not enrolled in a degree or diploma program and already possesses a degree, OSAP requires a written explanation as to why you are enrolled in the courses you are taking and an explanation of your academic goals.

Please select the scenario that is applicable to your situation and may be considered for OSAP funding. If you do not meet one of these scenarios, the Ministry will not consider funding an additional year/course(s) for a student not working towards a degree:

- ☐ Completed a degree. Returning to complete a NEW degree (ie. a second degree) but cannot be added into the program until required Year 1 pre-requisites are completed.
- ☐ Applying for graduate program and lack only one or two pre-requisite courses for entry.

Please complete this form and include/attach the required signatures/supporting documentation, as applicable.

1. Provide an explanation of why you are returning to studies (ex. goals, returning for a new degree, missing pre-requisites for grad school, etc.) and outline what courses are specifically required.
2. Complete the required supporting documentation, based on the situation.
  - a. If you are returning to complete a new degree, please have the Academic Counselling Office for the new faculty, sign and date this form to confirm that the courses you are taking are required pre-requisites to enter the program.
  - b. If you are returning to complete pre-requisite courses for admission to a graduate program, please attach proof from the institution website that outlines the admission requirements and highlight the pre-requisite that you are missing.

**NOTE: A student who has completed a degree program and has insufficient grades to get into another program they wish to attend is NOT eligible for additional OSAP consideration.**

**If the courses the student is taking do not lead to a physical certificate, diploma or degree, it does not meet Ministry requirements to be OSAP eligible.**

**Finally, the courses registered MUST be pre-requisites for admission into the program. The Ministry will not consider funding courses that are not required just to meet full-time status.**

### **Student Declaration:**

I agree that all of the information I have submitted above is true and accurate to the best of my knowledge.

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Student Signature

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Date

**Academic Counselling Office (applicable for scenario 2A):**

The student is returning to complete a new degree. The course enrollment of the student reflects required courses for registration into the program module.

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Academic Counsellor Signature

Faculty

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Date

**Please upload this document directly through your online OSAP account to ensure faster processing times.**

*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://www.westerncalendar.uwo.ca/2016/pg5.html>*