

Section: Employee/Labor Relations

Section Number: 5.2.1

Subject: Financial Aid: OSAP Procedure

Date of Present Issue: 04/04/00

Date of Previous Issues:
07/71, 08/88

PROCEDURE

<u>WHO</u>	<u>DOES WHAT</u>
Student	<p>1. Obtains application form from Financial Aid Office - LSSU or the Ministry of Colleges and Universities, Student Awards Branch, Mowat Block, Queens Park, Toronto, Ontario, Canada M7A 2B4.</p> <p>2. Mails completed application, fee, copy of social insurance card, and all supporting documentation to: Student Support Branch, Ministry of Education & Training, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario P7B 6G9. Students can also apply for OSAP on-line at: https://osap.gov.on.ca .</p> <p>3. Student brings Program Information Form, with the top portion completed, to the Registrar's Office. These forms are also available from the Registrar's Office.</p>
Registrar's Office	<p>4. Confirms student's acceptance to LSSU, completes the Program Information Form and mails it to the Student Support Branch in Thunder Bay, Ontario. A copy is maintained in the Registrar's Office, and a copy is sent to the student.</p>
Student	<p>5. Approval by Ministry is sent to student (Schedule 1 - Certificate of Eligibility). Student transmits Schedule 1 to Student Services Center, or Registrar's Office. Completes and signs both copies of the Confirmation of Enrollment forms and turns the forms in at the Financial Aid Office.</p>
Student Services Center or Registrar's Office	<p>6. Confirms enrollment of at least 8 credits (full-time for OSAP purposes), checks date of disbursement, checks SIS for current charges owed to LSSU by student. If student has amounts owing, Schedule 1 is stamped with the "Please Remit to Lake Superior State University" stamp, the amount owed is changed into Canadian funds, and is written on the Schedule 1. The name of Authorized Officer information is completed and the form is signed, and dated. A copy is given to the Registrar's Office. If the student owes money to LSSU, a copy of this form is given to the Supervisor of Loans.</p>
Student	<p>7. Takes completed Schedule 1 to banking institution within 30 days for 100% disbursement of loan. Any money owed to LSSU is sent directly to LSSU by the banking institution.</p>
Financial Aid Office	<p>8. The director verifies the student is enrolled at least 60% which is 8 or more credits. The Student Support Branch copy is mailed to the Ministry and the Financial Aid Office retains the Institution copy. The amount of the OSAP loan is entered on screen 318 of the Student Information System (SIS).</p>