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NIAGARA UNIVERSITY

Financial Aid Policy and Procedures – Ontario BPS Program

Introduction   Niagara University is committed to helping students and their families afford an exceptional college education. College is a significant investment, and Niagara University will work with students to plan, budget and obtain financial support, as applicable. For the Ontario Bachelor of Professional Studies (BPS) program, Niagara administers the Ontario Student Assistance Program (OSAP) in accordance with the Canada-Ontario Integrated Student Loan requirements.

Purpose of the Ontario Student Assistance Program   OSAP provides eligible students with financial assistance to help pay for tuition, books, mandatory fees, living costs and transportation.   It is not the purpose of OSAP to supply all the assistance that is needed to meet both educational and living costs. OSAP supplements, not replaces, the financial resources that students and their families can contribute to the cost of education.

The cost of post-secondary education is a shared responsibility among students, parents, spouses & government. Assistance is intended to supplement student and family resources. Assistance is issued based on financial need.

The intention of OSAP is to promote equality of opportunity for postsecondary studies by providing financial assistance. OSAP is based on financial need as determined through an assessment of the student's application. Educational costs and the resources OSAP expects students (and their family, if applicable) to contribute, are taken into consideration.

The information that is provided by the applicant in registering to the secure side of the OSAP website is used to accommodate the administration of the site's security features. The security features are

in place to ensure that information from students, families and financial aid offices is kept safe.

An application for aid from the various OSAP funding instruments requires additional personal information from the applicant, as well as information from the parent(s) and/or spouse. A statement outlining the collection and use of personal information will be included as part of each application. The statement will outline in detail why the information is collected, how it will be used, and who will have access to it.

Questions about the collection or use of information related to the administration of the various OSAP funding instruments should be addressed to the Director of the Student Financial Assistance Branch at the following address:

> Director, Student Financial Assistance Branch
> Ministry of Training, Colleges and Universities,
> PO Box 4500,
> 189 Red River Road, 4th Floor
> Thunder Bay, ON P7B 6G9

Eligibility   To be considered for OSAP, the applicant must meet the following requirements:
- be a Canadian citizen, Permanent Resident or Protected Person;
- meet Ontario residency requirements; and
- meet enrollment requirements.

Students enrolled in Niagara University's Bachelor of Professional Studies program in Ontario may be eligible, if qualified, for assistance under one or more of the following components of the Ontario Student Assistance Program (OSAP):
- the Canada Student Loans Program (CSL)
- the Ontario Student Loans Plan (OSL)"

OSAP is a joint venture of both the federal and provincial government: it is comprised of CSL (Canada Student Loans) and OSL (Ontario

Student Loans). A single application is used to assess entitlement; however, the two government bodies use different policies to review the information that is provided. OSAP provides financial assistance for educational costs and basic living expenses.

Loan Default   Students who have defaulted on previous Canada and/or Ontario Student Loans are ineligible for further assistance unless certain criteria are met. If you need to discuss this system, please contact the financial aid administrator.

Student Responsibilities

Planning   Planning for higher education finances, budgeting and determining the financial support required is best completed before the semester begins.

Investigate the financial resources available, including support from family, government loan programs, bank loans, part-time work:

- determine educational and living costs;

- identify the resources available;

- investigate government loan/grant programs, bank loans and/or part-time work if resources do not cover the educational and living costs;

- apply for government loan/grant programs early in advance of application deadlines to allow time enough time to submit further information, supporting documents or signature sheets;

- note due dates for applications and payments;

- review calculations and resources and adjust as may be required.

Application Procedures (OSAP)

The main way to apply for OSAP is to use the on-line application at the OSAP website.   https://osap.gov.on.ca/OSAPPortal there is also a paper booklet application option, which requires a fee.

Before applying to OSAP, check what aid you are eligible for at the OSAP website, https://osap.gov.on.ca/OSAPPortal which contains information on the criteria for eligibility for OSAP or any other related grants, and more.

The Student Information Document should be expected within 8-10 weeks if all required information has been submitted.   This Document outlines the amount of assistance you are eligible to receive. You can check the status of your application by visiting the OSAP website. https://osap.gov.on.ca/OSAPPortal

To ensure consistency of this information and centralization of revisions, the Ministry of Training, Colleges and Universities requests that students with policy questions be directed to their website. Please visit the OSAP website https://osap.gov.on.ca/OSAPPortal for the most up to date information on OSAP, and tools such as the OSAP Aid Estimator https://osap.gov.on.ca/AidEstimatorWeb/enterapp/enter.xhtml?lang=en and repayment calculator https://osap.gov.on.ca/AidEstimatorWeb/enterapp/debt_calculator.xhtml

Application Deadlines

For the Ontario BPS program, if the application is received within the first 45 days of your study period, students will be eligible for OSAP funding for the entire study period. If the application is received after the first 45 days of the study period, but no later than 90 days before the end of your study period, students will be eligible for OSAP funding from the date the application is received until the end of the study period.

Loan Pickup

Loan documents are generally issued in two installments - September: 60% of entitlement and January: 40% of entitlement.

In order to pick up the loan documents, applicants are required to bring a social insurance card and valid government photo identification. Upon receipt of the loans, recipients complete a confirmation of enrollment form which is normally attached to the loan. This will verify any income, scholarships, awards and government income that has been received. Any changes in income may affect the entitlement and/or the amount that is received in the second installment.

OSAP Verification

The Ministry of Training, Colleges & Universities audits all OSAP application in order to verify the income figures reported on your application with those reported on income tax forms. . False or misleading statements on the application may result in suspension of funding and prosecution.

After an application is submitted, the applicant must inform the Ontario Financial Aid Administrator, located on site in Ontario, in writing of any changes to the following information:
- Summer/work period income
- Academic awards
- Other income and investments
- Support from other people
- Study period income
- Government income
- Course load
- Marital status
- Name*

*Note: A legal note or notarized affidavit must accompany any change in marital status or name change