

## Important OSAP Pick Up Information

***OSAP funding documents and other provincial loan documents must be authorized by Student Awards & Financial Aid.***

### **To pick up your funding documents from and/or have your funding documents authorized by Student Awards & Financial Aid:**

- You need to present **valid government-issued photo ID** and your **SIN card**.
- **The first time you pick up OSAP funding in the academic year**, you will be required to sign your Confirmation of Enrolment form. Signing this form will require you to confirm the following income information:
  - Confirmation/proof of your total gross income (before taxes and deductions) for your pre-study period
  - Confirmation of your total gross income for the previous calendar year
  - Revised estimate of your total gross income for the current calendar year
  - Revised estimate of your total gross income for your study period (including any RESP funds)
- **In you were on a work term in the Winter 2011**, you will be required to confirm the following income information:
  - Confirmation/proof of your total gross income (before taxes and deductions) for your pre-study period
  - Confirmation of your total gross income for the previous calendar year
  - Revised estimate of your total gross income for the current calendar year
  - Revised estimate of your total gross income for your study period (including any RESP funds)

### **Double-check to see if your OSAP is available for pick-up from our office by:**

- Logging-in to the OSAP web-site and click the "*Total funding issued*" link to confirm the "*Date funding issued*" for the current academic year.
- Allow a *minimum of 7 business days* from the issue date that appears on the OSAP web-site for your documents to be received by our office.

### **Once your documents have been authorized:**

- You must submit them for processing to the National Student Loans Service Centre (NSLSC). NSLSC representatives are on campus the beginning of each term, afterwards you need to take your loan documents together with your SIN card and your government-issued photo ID to a designated Canada Post Outlet for submission to the NSLSC at no cost to you. Note: Do not mail your documents directly to the NSLSC.
  - [Designated Canada Post Outlets](#)
  - [Fee Payment Schedule](#)

#### **Checklist for picking up your funding:**

- \_\_\_ Confirm that your Quest status is "Fees/Arranged"
- \_\_\_ Print off your appointment confirmation
- \_\_\_ Bring your Social Insurance card and one piece of valid government issued photo ID. Examples: valid driver's license, passport, provincial health card with photo, permanent residency or citizenship card, etc.
- \_\_\_ Confirmation/proof of your total gross income (before taxes and deductions) for your pre-study period (16 weeks prior to the start of the school term). If you completed high school in June your pre-study is only ten weeks. Confirmation of your total gross income for 2010 and an estimate of your gross income for 2011.