

# OSAP Check List

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- 1. OSAP Application: apply @ <https://osap.gov.on.ca>
- 2. Submit the **Program Information Form** to: The SAGE Financial Aid Office
  - a. Make sure to fill out the top of the form with your personal information including your Social Insurance number
  - b. Make sure to write on top of the form if you will be a Monday/Tuesday, Wednesday/Thursday, or Weekend student
  - c. The form can be mailed to The SAGE Financial Aid Office at:  
Medaille College 30 Wilson Road, Williamsville, NY 14221
  - d. Faxed to (716) 932-2635 or e-mailed to: [sagefinaid@medaille.edu](mailto:sagefinaid@medaille.edu)
  - e. Contact Information: Sage Financial Aid Office: [sagefinaid@medaille.edu](mailto:sagefinaid@medaille.edu) or (888) 252-2235 ext. 5
- 3. Upon approval submit the following forms to the Registrar:
  - a. Contact person: Rachael Felton:: [rachael.e.felton@medaille.edu](mailto:rachael.e.felton@medaille.edu): or (716)932-2582
    - **Confirmation of Enrollment/Schedule 2**
    - **Certificate of Loan/grant approval and eligibility**

## Applying for OSAP

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- To apply for OSAP, you must fill out and submit an OSAP Application for Full-Time Students.
- There are two different methods you can use to apply for OSAP:
  - You can use the online application available from the OSAP website @ <https://osap.gov.on.ca>, or
  - You can fill out a paper application, which you can print from the OSAP website.
- **Online Application**
  - Almost 99% of students apply through the web.
  - The online application on the OSAP website is available 24 hours a day, 7 days a week.
  - There is no application fee.
  - You can get an on-the-spot estimate of the amount of funding you may be eligible to receive.
  - You can check the status of your application online.
- **Paper Application**
  - There is a \$10 fee to apply using a paper application.
  - If you are studying outside Ontario, you must send your completed paper application, application fee, and all supporting documentation, and a completed Program Information form to the Student Support Branch in Thunder Bay, as the Student Support Branch in Thunder Bay acts as the Financial Aid Office for students studying outside Ontario.**

## WHEN DO I APPLY?

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- You should submit your OSAP online application at least 10 weeks before your classes begin, to allow sufficient time for verification and processing.
- Applications for the upcoming academic year are typically available in late spring. It is better to apply early.
- Please check the OSAP website to determine when applications are available.

## WHEN WILL I KNOW HOW MUCH I WILL RECEIVE?

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- If you apply online, you can get an on-the-spot estimate of the amount of funding you

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may be eligible to receive.

- If you apply on paper, it will take between 4 and 8 weeks.

For further assistance contact the [Ontario Student Assistance Program](#) (OSAP) at (807) 343-7260.