

## PART-TIME OSAP APPLICATION INSTRUCTIONS

### STEP 1: Check your Program Eligibility

All full-time programs approved for OSAP can be funded on a part-time basis. For a list of approved programs, refer to

[algonquincollege.com/ro/FinancialAid/PTOSAP\\_Approved\\_Programs](http://algonquincollege.com/ro/FinancialAid/PTOSAP_Approved_Programs)

### STEP 2: Registration and Payment or Fee Deferral

You can contact the [Registrar's Office](#) directly to register in your courses and pay the fees immediately. If you wish to use your Part-time OSAP funding to pay for your fees, you can request a fee deferral. By doing so, your fees will be deferred and funds will be collected directly from your loan and grant funding. In this case, you must complete the Part-time Registration/Fee Deferral form.

### STEP 3: Apply Online

Applications must be completed online on the OSAP website at [ontario.ca/OSAP](http://ontario.ca/OSAP). Once you have completed your application, you will be provided with a funding estimate. This estimate may change once your application is reviewed.

In order to receive your funding at the start of your study period, we encourage you to apply **6-8 weeks** before your classes begin and no later than 42 days before the end of your study period.

**IMPORTANT:** You must apply for one term at a time, even if you plan to take part-time courses for more than one term. When entering your program information, please ensure you enter the correct start and end dates for the courses you are taking in the current term only.

### STEP 4: Required Documentation

Login to your OSAP account to view a list of required documentation and upload them directly to your OSAP account for processing.

### STEP 5: Certificate of Eligibility

Depending on when you applied, your loan certificate will be released to you after your classes begin. When this occurs, you will be contacted by email. Please ensure that we have the correct email address on your ASCIS account profile.

**IMPORTANT:** If you are unsuccessful academically or you withdraw from a course for which you received funding, you can apply for further funding after you have paid for one term on your own and completed it successfully. **Example:** If you enroll in and receive funding for three courses, you must pass all three courses.

