

# DURHAM COLLEGE FINANCIAL AID AND AWARDS

## Part-time OSAP Process

APPLYING FOR PART-TIME OSAP? HERE'S WHAT YOU NEED TO KNOW:

Step-by-steps

### 1. Choose your program and classes

- Select the program you would like to take on a part-time basis and verify through the Durham College website that it is OSAP-eligible. Instructions for how to verify your program eligibility are on reverse.
- Determine which classes from your program you will be taking for your semester. If you require assistance selecting your classes contact your school office (if taking day classes in-school) or the Continuing Education department (if taking online classes or night school).

### 2. Complete the online “OSAP application for part-time students” for one semester at [osap.gov.on.ca](http://osap.gov.on.ca)

- A new part-time application should be completed for each semester that you will require funding.
- The applicant and spousal signature pages can be printed as soon as you have completed your part-time application. Signature pages can be mailed or dropped off to the Financial Aid office at Durham College.

### 3. Complete the Part-time Financial Aid application package

- Complete the attached part-time application package. Ensure you complete the class information page in full. Information on reverse may help you complete the form. *Incomplete forms may cause a delay in you receiving your funding.*
- Submit your completed class information page and all required documentation to the Financial Aid office at Durham College.

### 4. Anticipate a status update from Financial Aid

- A Financial Aid Officer from Durham College will be in contact with you to discuss the status of your application.
- Depending on the time of year, you should expect approximately 2 weeks wait time.
- Once a Financial Aid Officer has emailed you OSAP assessment information, your funding has been approved.

### 5. Process your loan documents

- Once you have been approved for part-time funding you can expect to receive your loan document in the mail.
- A Financial Aid Officer will advise you via email when your loan certificate has been mailed to you.
- Processing instructions will be included in your loan document package. You must complete the forms and take them to a designated Canada Post Outlet for processing.
- Your OSAP funds will arrive within 5 – 10 business days from the time you take the loan certificate to the postal outlet. Any tuition fees owing will be posted to your school tuition account. The remaining funds will be deposited into your bank account.

## HELPFUL INFORMATION – PART-TIME OSAP

### How to Determine if your Program is OSAP-Eligible:

In order to be part-time OSAP-eligible, *your program must be offered on a full-time basis* through day school or continuing education and must be an “Ontario Colleges” Certificate, Diploma or Degree program.

- You can check if the program is part-time OSAP-eligible by searching the full-time program list or the continuing education programs on Durham College’s website. If the program is offered on a full-time bases and states that it is an Ontario Colleges Certificate or Diploma program, it will be eligible for part-time OSAP funding.
- Please note: the one exception is the Library and Information Technician program as the full-time and part-time versions have different curriculum. This program is not eligible for part-time OSAP.

### Resources for Completing your Class Information Page:

- Continuing Education course costs can be obtained online via the Continuing Education website at <http://www.durhamcollege.ca/academic-schools/school-of-continuing-education>.
- If you have paid for your day school classes please provide the accurate costs, otherwise an average 3-hour per week class can be *\*estimated\** as \$400 (per class).
- Book costs can be found online via the Durham College Bookstore at <https://dc-uoit.bookware3000.ca>

*\*Please note: failure to provide an estimate will result in delays in processing\**

### Don’t Forget to Register:

Applying for, or being approved for, OSAP funding does not mean you have registered into your classes. OSAP is simply the financial side of coming to school. You must ensure you register with the Office of the Registrar or you will not be able to start your classes.

- ***If you will be paying for your classes up front***, you can register for online or night school classes by simply selecting and paying for your classes online via the Continuing Education website, or by bringing the class information for the classes you want to take into the Office of the Registrar and paying by debit, credit, cash or certified cheque. Day school class registration must be done in-person with the Office of the Registrar. Day school classes taken on a part-time basis have specific dates during which you can register. For further information regarding registering for part-time day school or if you cannot attend in-person to register, please contact the Office of the Registrar at (905)721-3000 or by email at registraroffice@durhamcollege.ca.
- ***If you are not paying for your classes in full at the time of registration*** and wish to do a fee deferral, print off your OSAP estimate from your application (***at the time of application, ensure you estimate your tuition and book costs on the online application or you will be unable to defer your fees***) and bring it with a \$200 deposit and a copy of your class information page to the Office of the Registrar.
- If you are unable to register in person or over the phone, please refer to the fee deferral process outlined in the Part-Time Financial Aid Application Package.
- ***Please note:*** to ensure timely registration, it is recommended that you pay your fees up front. The Financial Aid office cannot be held responsible for missed registration due to part-time OSAP applications. If you would like to determine your funding eligibility prior to registration, your part-time OSAP application and all documentation must be submitted to the Financial Aid office at least *4 weeks prior* to class start.

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