

## SGS Financial Need Assessment Form - Ontario Student Opportunity Trust Fund (OSOTF) Awards

This form must be completed if you are applying for an award that requires demonstration of financial need. Note, need based awards that are categorized as “OSOTF” (Ontario Student Opportunity Trust Fund) are restricted to individuals who meet all of the OSOTF program’s criteria at the time of application (see Guide on page 3). International and non-Ontario residents may use this form to apply for need based awards as indicated by the individual competition guidelines.

<b>Last Name:</b>	<b>First Name:</b>
<b>Student Number (if available):</b>	<b>Proposed Graduate Unit:</b>

Enter your expected expense and resource amounts for the total number of months you will be registered in the academic year (typically 12 months between September and August). The “Monthly Allowable Amount” (A) provided is based on allowable claims determined by the Ontario government (OSAP), for which rent, utilities, food, household supplies, phone & internet, transportation costs, etc. are accounted. Supporting documents must be provided for items in the Additional Expenses section.

EXPECTED EXPENSES for the academic year 2023- 2024	A	B	C
<b>Enter # of months registered (e.g. 4, 8, or 12):</b> _____	<b>Monthly Allowable Amount</b>	<b># Months Registered</b>	<b>Total CAD (A x B = C)</b>
<b>1) LIVING EXPENSES</b> (choose one living arrangement type in column A (i.e. No Housing Costs <u>OR</u> Has Housing Costs)	<b>No Housing Costs (e.g. no rent)</b>	<b>Has Housing Costs (e.g. rent, utilities)</b>	<b>As entered above</b>
Single/separated/divorced	\$696	\$2066	x \$
Partnered	\$1572	\$2854	x \$
Number of dependent(s) ages 0-12: _____ List age(s) of dependent(s) (e.g. 1, 3, 5): _____	\$397 x # of children	\$673 x # of children	x \$
Number of dependent(s) ages 13-18: _____ List age(s) of dependent(s) (e.g. 16, 17): _____	\$525 x # of children	\$801 x # of children	x \$
<b>2) TUITION for 2022-23 (estimate)</b>			
Tuition, incidental, system access & ancillary fees (enter total only e.g. \$7,979.99 CAD)			\$
<b>3) ADDITIONAL EXPENSES</b> <input checked="" type="checkbox"/> <b>Supporting documentation (e.g. receipt) is required and must be attached to this form</b> for each value provided in this section. Amounts without supporting documentation will not be considered.			
<input type="checkbox"/> Day care costs (maximum \$547 per child per month x number of children)	\$ _____ (max \$547) x _____ (# of children)	x	\$
<input type="checkbox"/> Books & Academic Supplies (enter total only)			\$
<input type="checkbox"/> Medical & Dental Costs ( <b>not</b> covered by OHIP, UTGSU or UHIP health plans)			\$
Other (specify below – do <u>not</u> include living expenses, e.g. food, household supplies, clothing, transportation, cell phone):			
<input type="checkbox"/> i)			\$
<input type="checkbox"/> ii)			\$
<input type="checkbox"/> iii)			\$
<b>Total Expected Expenses (sections 1 – 3)</b>			\$ _____ CAD

EXPECTED RESOURCES (must be for the same timeframe as the Expected Expenses section)		Total
Student Loan (check one): <input type="checkbox"/> OSAP <input type="checkbox"/> Out-of-province <input type="checkbox"/> U.S. loan <input type="checkbox"/> Other: _____ *Notice of Assessment/Preliminary Assessment must be attached		\$
UTAPS (provide amount from current academic year as an estimate)		\$
Available student line of credit / financial institution loan		\$
Total amount of graduate funding (i.e. base/stipend amount + tuition), which includes Fellowships, RShips, TAships	Enter stipend /base amount (e.g. \$17,500)	\$
	Enter tuition support amount	\$
Other awards (i.e. from external funding sources not part of funding package) – enter total only		\$
Other employment income (net amount after tax deduction)		\$
Funds/support from family member(s)		\$
50% partner's income after tax deduction (i.e. net income ÷ 2). This amount must be provided if partnered expenses are claimed in the Expected Expenses section above.		\$
Child support or government assistance/benefits		\$
Savings / accessible investments / RESP (amount withdrawn for the year only)		\$
<b>Other support/assistance/resources (specify below):</b>		
i)		\$
ii)		\$
<b>Total Expected Resources</b>		\$ _____ CAD
<b>AVAILABLE RESOURCES</b>		\$ _____ CAD
Financial need is normally demonstrated when a negative or small amount (< \$500) appears in this field.		

<b>OSOTF Requirements:</b> To be eligible for OSOTF awards, you must: i) be a Canadian Citizen/Permanent Resident of Canada/Protected Person, ii) demonstrate financial need, <b>and</b> iii) have one of the following residency statements apply to you. Check the statement that applies.	
<input type="checkbox"/>	I was born and raised and/or have always resided in Ontario.
<input type="checkbox"/>	I resided in Ontario for 12 consecutive months before becoming a post-secondary student.
<input type="checkbox"/>	My partner/spouse has resided in Ontario for at least 12 consecutive months immediately before the last day of the month in which classes began for my most recent period of full-time post-secondary studies (i.e. current academic year) and, during this time, my partner was not enrolled in full-time postsecondary studies.
<input type="checkbox"/>	I qualify as a dependent and my parent(s), step-parent(s), legal guardian(s), or official sponsor(s) has resided in Ontario for at least 12 consecutive months immediately before the last day of the month in which classes began for my most recent period of full-time post-secondary studies (i.e. current academic year).
<input type="checkbox"/>	I live in Ontario now AND have lived in Canada for fewer than 12 months in a row.

**Applicant's Declaration and Authorization:** I hereby certify that the foregoing information is, a true, complete and accurate statement of my financial status. I understand I may be required to supply additional documentation if this application is successful and if I am requested to do so. This application and all supporting documents will be retained in the SGS records. I authorize SGS to contact the sources of my supplementary documentation to verify the information. If any information I have provided is found to be intentionally falsified, I understand I may become permanently ineligible to apply for or receive any future SGS awards. By submitting this application, I acknowledge that I may automatically be considered for other available awards for which I may be eligible.

I have included all receipts or supporting documents for expenses listed in section #3 (if claimed).

Signature of Applicant:	Date:
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The Financial Need Assessment Form must be completed when submitting an application for an award that is fully or partly based on demonstration of financial need.

Reminder: Need based awards that are categorized as “OSOTF” are only open to eligible applicants who:

- Demonstrate financial need;
- Are Canadian citizens, Permanent Residents of Canada or Protected Persons at the time of the application; and
- Are residents of Ontario at the time of the application, defined as one of the following criteria:
  - You have always lived in Ontario\*;
  - Ontario is the last province you lived in for 12 months in a row without being a full-time postsecondary student;
  - You live in Ontario now AND have lived in Canada for less than 12 months in a row

\*Ontario is the only Canadian province/territory that the student has lived in

**If you are married/common-law, you can be considered an Ontario resident if:**

- your spouse has always lived in Ontario; or
- your spouse has lived in Ontario for the last 12 months in a row without being a full-time postsecondary student; or
- **All** of these statements are true:
  - you now reside in Ontario;
  - you’ve lived in Canada for less than 12 months in a row; and
  - your spouse has lived in Canada for less than 12 months in a row.

**If you qualify as a dependent student, you’re considered an Ontario resident if:**

- Ontario is the last province in which your parent(s) have lived in for at least 12 months in a row; or
- **All** of these statements are true:
  - you now reside in Ontario;
  - you’ve lived in Canada for less than 12 months in a row; and
  - your parent(s) have lived in Canada for less than 12 months in a row.

*The above requirements are the guidelines established by OSAP to determine Ontario residency for OSAP*

## Expected Expenses

The SGS Financial Need Assessment section serves to calculate your expected resources and expenses for the academic year. The amounts in Column C will need to be calculated based on the number of months entered, for which you will be registered during the academic year or for the period of funding you are requesting.

Financial need is normally demonstrated when a negative or very small positive balance (under \$500) appears in the “AVAILABLE RESOURCES” field on page 2 of the application (e.g., “Total Expected Expenses” is higher than “Total Expected Resources”). Showing a large positive balance in the “AVAILABLE RESOURCES” field will normally not be considered a demonstration of financial need, unless extenuating circumstances are also reported (supporting documentation must be submitted).

## Living Expenses

Enter the number of months you expect to be registered for the academic year or for the period of funding being requested. Choose which living situation applies to you (no housing costs or with housing costs) and fill in the appropriate information where necessary.

Example #1: A single student who will be registered for 12 months, does not have children and is living in his/her parent’s home should:

- Choose “Single/Separated/Divorced” and the associated amount under the column “No housing costs”
- The amount for Column C should auto-calculate

Example #2: A student who will be registered for 12 months, has a partner and 2 children 12 years of age or under paying rent should:

- Choose “Partnered” and the associated amount under the column “Has housing costs”
- The amount for Column C should auto-calculate
- Enter “2” in the “Number of dependents aged 0-12” field to account for the **two** children
- Choose the associated children amount under the column “Has housing costs” and the amount for Column C should auto-calculate

### **Tuition & Other Fees**

Tuition fees are updated and posted July each year. If you are completing this application prior to July enter your tuition and fees amount on your current invoice.

Review the Tuition Fees Schedules at <https://studentaccount.utoronto.ca/> for detailed information.

### **Books & Academic Supplies**

Include the total cost of books, photocopying, supplies, equipment, thesis binding, etc. for the year. Provide reasonable academic related expenses. Supporting documentation must be submitted.

### **Medical/Dental**

In this field, include Medical & Dental Costs that are not covered by OHIP’s, UTGSU’s or UHIP’s health plans or CUPE 3902 unit 1 benefits. Annual fees for the University of Toronto Graduate Students Union (UTGSU) Health Plan or the University Health Insurance Plan (UHIP) are automatically included within students’ annual tuition fees, do not list these separately. Supporting documentation must be submitted.

### **Other**

Include other necessary expenses you expect to incur (e.g. flying home to see parents, additional fees for GO Train commute). Supporting documentation (e.g. receipts from current year) must be provided for each item or the amount(s) will be automatically removed from consideration.

### **Food, Household Supplies, Clothing, Transportation, Phone & Internet (do not include)**

These costs are already calculated and included within the “Monthly Allowable Amounts” in Column A. The “Monthly Allowable Amounts” are based on allowable claims determined by the Ontario government.

## **Expected Resources**

### **Government Student Loans/Aid**

If you have applied for government student loans (e.g., [Ontario Student Assistance Program](#)) for the academic year and received your assessment, enter the amount and provide a copy of your current year’s Notice of Assessment with your application.

If you have applied but not yet received your Notice of Assessment enter the estimated amount you received upon submission of your loan application.

If you did not receive government student loans this year and are planning to apply for the academic year, enter the amount from the online [OSAP Aid Estimator](#) and submit a print-out or equivalent with your application.

### **UTAPS**

If you received UTAPS for the academic year, enter this amount. If you did not receive UTAPS and are planning to apply, enter the amount from the online [UTAPS Online Estimator](#) and submit a print-out or equivalent with your application. Learn more about applying for [University of Toronto Advance Planning for Students \(UTAPS\)](#) program.

### **Available student line-of-credit / financial institution loan**

Include the full amount of credit approved through your student line-of-credit or bank loan.

### **Graduate funding**

Students in doctoral research stream programs must declare the total amount of funding they expect to receive in the academic year. Enter your stipend/base amount and your tuition support amount separately. The total should equal the final amount noted on your funding letter. Attach a copy of your funding letter.

**Awards**

Include awards/scholarships/fellowships, etc., that you have accepted for the academic year. If you are receiving a funding package, do not list any awards or scholarships that you are already included in your funding package. If you have not been offered any awards for the year, enter "0".

**Other employment income**

Include all expected employment income (e.g. work-study, off-campus employment, paid internships). For funded students do not include your TA-ship income if it is counted towards your funding package.

**Funds or Support from family member(s)**

Enter any funds or payments provided as support by family or friends, including gifts or loans.

**Partner's Income**

If you chose the "Partnered" category under "Expected Expenses", enter 50% of your partner's net income (after tax deduction). To calculate, determine your partner's total annual income amount after taxes are deducted, and divide the amount by 2.

**Child support or government assistance/benefits**

A look-up table on basic child support payments can be found through the [Ministry of the Attorney General's website](#).

Income assistance services can be found through the [Government of Canada's website](#). [Various Ontario benefits](#) also fit in this category.

**Accessible Savings and Investments**

Include the total amount of savings or investments you have access to (i.e. bank or investment accounts that you can access relatively easily). Include any RESP funds that you expect to withdraw to fund your education for the year.

**Financial Resources Supporting Documentation**

To determine whether you are a dependent and need to attach parental/spousal financial and tax statements:

A dependent is defined as a biological/adopted child, spouse, or common-law partner who is in one of the following situations of dependency:

- a) under age 22; or
- b) enrolled continuously at a college, university or other educational institution and dependent substantially on the financial support of the parent, spouse or common-law partner; or
- c) a person with a disability who has been financially supported substantially by his or her parents and who is unable to be self-supporting because of the disability.

**Contact us**

If you have questions about how to fill out this form, please contact:

SGS Financial Aid and Advising Office

416-978-2839

[sgs.financial.assistance@utoronto.ca](mailto:sgs.financial.assistance@utoronto.ca)