

## Purpose of this form

This form is used to collect information about your disability, including documentation from your health care provider (physician or other regulated health care professional). This information is used to verify your status as a person with a disability for Ontario Student Assistance Program (OSAP) and Ontario Learn and Stay Grant purposes.

If verified, you may:

- Get additional disability-related funding or the rules for getting OSAP and the Ontario Learn and Stay Grant may be adjusted (such as allowing a reduced course load).
- Qualify for funding through the Ontario Bursary for Students with Disabilities (BSWD) and/or the Canada Student Grant for Services and Equipment – Students with Disabilities (CSG-DSE). These two programs help eligible students in full-time or part-time studies with the costs of eligible disability-related educational services and equipment, such as note-takers, tutors, or assistive technology. You must submit a BSWD/CSG-DSE application to be considered. The application is available on the OSAP website ([ontario.ca/osap](http://ontario.ca/osap)). Students in micro-credential studies and students who are receiving only the Ontario Learn and Stay Grant are not eligible for BSWD or CSG-DSE.

## How to complete this form

There are two parts to this form: Section A and Section B.

- Fill out Section A, including the consents and declarations that you must sign and date.
- Section B is completed by your health care provider (physician or other regulated health care professional whose scope of practice includes diagnosing). Send all pages of Section B to your health care provider to complete regarding your disability.

Normally, you are only required to have this form completed once. Your health care provider may charge you a fee for completing the form. You are responsible for paying this fee.

## How to submit this form

Submit both Section A (completed by you) and Section B (completed by your health care provider).

### Upload it online:

You can upload your completed form online. Log into the OSAP website and go to your OSAP or Ontario Learn and Stay Grant application to use the “Print or upload documents” feature.

### Send in the form:

If you’re going to a private school in Ontario:

Send all sections of this form to the financial aid office at your school.

If you’re going to a school outside of Ontario:

Send all sections of this form to the ministry at:

Student Financial Assistance Branch, Ministry of Colleges and Universities,  
PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario, P7B 6G9

If you are sending in a paper copy, keep a copy of your form and related documents for your own records.

The privacy of all disability information is protected by the ministry under the *Freedom of Information and Protection of Privacy Act*.

## **Additional funding**

You may also choose to apply for BSWD and/or CSG-DSE. The BSWD/CSG-DSE application must be received by your financial aid office or the ministry no later than 60 days before the end of your study period.

If approved, these grants may assist with funding the recommended services and equipment your health care provider lists in Section B, Part 6 of this form.

Funding for these recommendations is not guaranteed.

## **Deadline to submit this form**

If you have submitted an OSAP Application for Full-Time Students, OSAP Application for Part-Time Students or Ontario Learn and Stay Grant Application, this completed form must be received by your financial aid office no later than 40 days before the end of your study period.

If you have submitted an OSAP Application for Micro-credentials, this completed form must be received no later than 5 days after the end of your study period.

## **Questions?**

If you need help with this form or have questions about assistance with your disability-related educational costs, contact the following offices:

### **If you're going to a private school in Ontario:**

Contact the financial aid office or the office for students with disabilities/accessibility services office at your school.

### **If you're going to a school outside of Ontario:**

Contact the ministry at:

Student Financial Assistance Branch  
Ministry of Colleges and Universities,  
PO Box 4500  
189 Red River Road, 4th Floor  
Thunder Bay, Ontario, P7B 6G9  
General inquiry telephone service is available Monday to Friday,  
8:30 AM - 4:30 PM (Eastern Time)

Telephone: 807-343-7260.

Toll-free in North America: 1-877-OSAP- 411 or 1-877-672-7411

TTY: 1-800-465-3958



**Section A: Consents and declarations of student**

**Part 1: Required consents and declarations**

- I agree that until my loans, including any grants that are converted into loans, overpayments, and repayments, including any micro-credential student loans or micro-credential grant overpayments, are assessed and repaid, the Ministry of Colleges and Universities (ministry) can, without limitation, collect and exchange personal information about me that is relevant to the administration and financing of the Ontario Student Assistance Program (OSAP), The Ontario Learn and Stay Grant and the Canada Student Financial Assistance Program (CSFA Program) with: Employment and Social Development Canada (ESDC); Canada Revenue Agency (CRA); National Student Loans Service Centre (NSLSC); my postsecondary school and its authorized financial administration agents and auditors; bodies that administer programs identified on this form; other parties used by the ministry to administer and finance OSAP; and the Ontario Learn and Stay Grant; ESDC’s contractors and auditors; collection agencies operated or retained by the federal or provincial governments; and consumer reporting agencies.
- I certify that the information provided on this form is accurate and complete, to the best of my knowledge. I understand that it is an offence to make a false or misleading statement and furthermore, that the ministry may restrict me from receiving disability-related assistance under OSAP and the Ontario Learn and Stay Grant in the future and may take legal action and may require me to repay any disability-related OSAP and Ontario Learn and Stay Grant funding that I received as a result of any false or misleading statement.
- I authorize the physician or other regulated health care professional who has completed Section B of this form to provide the requested personal health information to the ministry and my postsecondary school and, if required by the ministry or my postsecondary school, to provide additional personal health information relating to my disability or disability-related needs.
- I authorize the ministry and my postsecondary school to contact the physician or other regulated health care professional if the personal health information provided by him or her is not clear or is illegible. This authorization is limited and does not extend to allow the ministry or my postsecondary school to gather any personal health information from my physician or other regulated health care professional that is not related to this form or any related documentation that I have submitted.
- I understand that information I provide, including the personal health information provided by my physician or other regulated health care professional, may be verified, and audited and, for these purposes the ministry may conduct inspections and investigations.

Note: if you are completing this form electronically, use the “Fill & Sign” feature or “Digital ID” in Adobe Reader or your PDF program to add your signature.

**Student’s signature:**

**Date:**

Day    Month    Year

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## Part 2: Optional consent and declaration of student

Sign and date this section only if you agree that your disability-related information on this form can be shared with your school's office for students with disabilities/accessibility services office (if applicable).

### Why would this be helpful?

- Giving your consent for the information on this form to be shared with your school's office for students with disabilities/accessibility services office may assist this office in discussing available supports, services, and accommodations with you.
- This would be particularly helpful if you are in full-time or part-time studies and intend on applying for the Ontario Bursary for Students with Disabilities (BSWD) and/or the Canada Student Grant for Services and Equipment – Students with Disabilities (CSG-DSE). (Note: students in micro-credential studies and students who are receiving only the Ontario Learn and Stay Grant are not eligible for BSWD or CSG-DSE.)

I authorize the financial aid office at my school and the Ministry of Colleges and Universities to disclose the personal information related to my disability (as provided on this form) to my school's office for students with disabilities/accessibility services office if it is required to determine my eligibility for the Ontario Bursary for Students with Disabilities and/or the Canada Student Grant for Services and Equipment – Students with Disabilities.

Note: if you are completing this form electronically, use the "Fill & Sign" feature or "Digital ID" in Adobe Reader or your PDF program to add your signature.

**Student's signature:**

**Date:**

Day    Month    Year

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The personal information you and your physician or other regulated health care professional provide in connection with this form, including your Social Insurance Number (SIN), is collected and used by the ministry to determine your eligibility for disability-related assistance under the Ontario Student Assistance Program (OSAP) and the Ontario Learn and Stay Grant.

Your personal information will be used to administer and finance OSAP and the Ontario Learn and Stay Grant as set out in the notice of Collection and Use of Personal Information on your OSAP and the Ontario Learn and Stay Grant application(s) and in accordance with the consents you signed on your application(s). The Ministry of Colleges and Universities administers and finances OSAP and the Ontario Learn and Stay Grant under the authority set out under the *Ministry of Training Colleges and Universities Act*, R.S.O. 1990, c. M. 19 and the regulations made under the Act. If you have any questions about the collection, use and disclosure of your personal information, contact the Director, Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario, P7B 6G9; 807-343-7260.

**Section B: Verification of patient’s disability**

To be completed by the student’s health care provider (physician or other regulated health care professional).

The information provided on this form is used to determine your patient’s status as a person with a disability and their eligibility for disability-related funding and/or supports under the Ontario Student Assistance Program (OSAP) and the Ontario Learn and Stay Grant. Eligibility is based on factors including but not limited to the student’s disability meeting the federal government’s definition of either “permanent disability” or “persistent or prolonged disability” and resulting in functional limitations that restrict their ability to perform daily activities necessary to pursue postsecondary studies. Provide clear statements about your patient’s disability-related functional limitations and educational barriers. Avoid vague terms like “suggests” or “is indicative of”. If more space is required, provide additional details on your official letterhead and attach it to this document.

**Complete Section B: Parts 1-7. If any questions or fields excluding Part 6 are left blank, your patient will not be considered to have a permanent disability or a persistent or prolonged disability for OSAP or Ontario Learn and Stay Grant purposes. If Part 6 is left blank, your patient may not be eligible for BSWD or CSG-DSE. Return the completed form and any attachments to your patient.**

**Patient information**

**First name:**

**Last name:**

**Date of birth:**

Day    Month    Year

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**Part 1: Physician or regulated health care professional information**

**First name:**

**Area code and telephone number:**

**Last name:**

**Specialty:**

Indicate all that apply:

- Audiologist/Speech-Language Pathologist     Chiropractor     Neurologist
- Nurse Practitioner     Occupational Therapist     Ophthalmologist     Optometrist
- Physician – Family     Physician – Psychiatrist
- Physician - Other (specify):
- Physiotherapist     Psychologist or Psychological Associate     Rheumatologist

**This form will NOT be accepted if the chart below is incomplete or submitted without a stamp or signed letterhead**

<b>Canadian Provincial/ Territorial Licence #</b>		Place office stamp here - if you do not have an office stamp, you must sign and attach your letterhead to this form
<b>Address</b>		

Patient first name: \_\_\_\_\_

Last name: \_\_\_\_\_

## Part 2: Patient's disability status

### A. Permanent disability status

For OSAP and Ontario Learn and Stay Grant purposes, a **permanent disability** is defined as any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment—or a functional limitation—that:

- restricts a student's ability to perform the daily activities necessary to pursue studies at a postsecondary school level or to participate in the labour force, and
- is expected to remain with the student for their expected life.

**Does the patient have a permanent disability?**

Yes

No

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### B. Persistent or prolonged disability status

For OSAP and Ontario Learn and Stay Grant purposes, a **persistent or prolonged disability** is defined as any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment—or a functional limitation—that:

- restricts a student's ability to perform the daily activities necessary to pursue studies at a postsecondary school level or to participate in the labour force, and
- has lasted, or is expected to last, for a period of at least 12 months, but is not expected to remain with the student for their expected life.

**Does the patient have a persistent or prolonged disability?**

Yes

No

If you answered "**No**" to **both** questions above (i.e., "Does the patient have a permanent disability?" and "Does the patient have a persistent or prolonged disability?"), then you may bypass Parts 3-6 and go directly to Part 7 to provide your declaration and signature. Your patient will not be considered to have a permanent disability or a persistent or prolonged disability for OSAP or Ontario Learn and Stay Grant purposes. Before returning the form to the patient, please ensure Parts 1, 2 and 7 are complete.

Patient first name: \_\_\_\_\_

Last name: \_\_\_\_\_

**Part 3: Nature of patient’s disability**

Check all that apply:

**Acquired Brain Injury**

**Attention Deficit Disorder (ADD) / Attention Deficit Hyperactivity Disorder (ADHD)**

**Autism Spectrum Disorder**  
(e.g., autism, pervasive developmental disorder)

**Chronic health/medical disability**  
(e.g., Crohn’s disease, epilepsy, chronic pain, heart condition)

**Deafened, deaf, Deaf or hard of hearing**

**Functional / mobility impairment**  
(e.g., paraplegia, quadriplegia, muscular dystrophy, cerebral palsy, spinal cord injury, spina bifida, multiple sclerosis)

**Learning disability**

Note: eligibility criteria require that psycho-educational assessments must have been performed in the last 5 years or since the patient was 18. Individual Education Plans are not considered to be acceptable documentation of a learning disability for OSAP or Ontario Learn and Stay Grant purposes.

Answer the following questions:

**Has a psycho-educational assessment been performed by a registered psychologist?**

Yes

No

**If “Yes”, enter the date of the most recent assessment:**

Day    Month    Year

\_\_\_\_\_

**Was a learning disability confirmed?**

Yes

No

**Mental health impairment**

**Visual impairment**

**Other disability not indicated above – Specify:**

\_\_\_\_\_



Patient first name: \_\_\_\_\_

Last name: \_\_\_\_\_

#### Part 4: Mobility/movement and/or sensory impacts

Check all that apply:

- No mobility/movement or sensory impacts
- Ambulation    Standing    Sitting    Stair climbing    Lifting/carrying/reaching
- Grasping/gripping/dexterity    Low vision (after correction)    Legally blind    Hearing loss
- Sensory impacts - Specify: \_\_\_\_\_
- Other - Specify: \_\_\_\_\_

Describe impact(s):

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#### Part 5: Cognitive and/or behavioural impacts

Check all that apply:

- No cognitive or behavioural impacts
- Attention and concentration    Memory    Information processing (verbal and written)
- Stress management    Organization and time management    Social interactions
- Communication
- Other - Specify: \_\_\_\_\_

Describe impact(s):

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#### Part 6: Recommended accommodations or supports for postsecondary studies

**Based on patient's disability-related functional limitations, which accommodations or supports do you recommend that will facilitate their participation in postsecondary studies?**

Check all that apply:

- Reduced course load
- Specialized equipment - Specify: \_\_\_\_\_
- Specialized services - Specify: \_\_\_\_\_
- None

Patient first name: \_\_\_\_\_

Last name: \_\_\_\_\_

**Part 7: Declaration of physician or regulated health care professional**

I certify that the information provided on this form is accurate. If I answered “Yes” to either question in Part 2, I certify that the patient identified above experiences the disability-related functional limitation(s) and/or educational barrier(s) indicated on this form.

Note: if you are completing this form electronically, use the “Fill & Sign” feature or “Digital ID” in Adobe Reader or your PDF program to add your signature.

**Signature of physician or regulated health care professional:**

**Date:**

Day    Month    Year

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