
Instructions

WHO Should Use this Form

This form is to be used to apply for the Ontario Debt Reduction in Repayment (DRR) program on Ontario Student Loans issued before August 1, 2001 only.

Do not use this form to apply for debt reduction on a Canada-Ontario Integrated Student Loan (all loans issued after July 31, 2001) and/or a Canada Student Loan (issued before August 1, 2000), even if you hold an Ontario Student Loan. You must contact the National Student Loan Service Centre (NSLSC) to apply for debt reduction on a Canada-Ontario Integrated Student Loan and/or Canada Student Loan.

HOW to Complete the Application

It is important that you complete the application accurately and completely. Missing or invalid information and/or supporting documentation will delay the assessment of your application, so please take the time to read these instructions carefully.

The applicant must complete Sections 1 and 3 and sign in Section 4. If you are married or in a common-law relationship *, your spouse or partner must complete Section 2 and sign in Section 4. The financial institution that currently holds your Ontario Student Loan(s) will complete and sign Section 5.

* For the purposes of this application, you are living in a common-law relationship if a) you and your partner have been living together in a conjugal relationship for at least three years, or b) you and your partner are living together in a conjugal relationship and are raising any children of whom you both are the natural or adoptive parents.

WHEN to Send Your Application

You may submit your first application form at any time. If you wish to apply for a second Ontario Debt Reduction in Repayment, you may do so 12 months after the date of the first application. A third application may then be submitted 12 months after the date of the second application. It is important to remember that you can receive up to 3 DRR payments in your lifetime.

WHERE to Send Your Application

You must return your completed and signed Application for Ontario Debt Reduction in Repayment and all required supporting documentation to the financial institution that currently holds your Ontario Student Loan(s).

WHAT to Send with Your Completed Application

You and your spouse or partner, if applicable must provide **supporting documentation** along with your application. Please send legible photocopies and retain original documents for your own records.

Required Supporting documentation includes the following:

- **Proof of your gross family income.**

You must provide proof of actual gross family income for you (and your spouse or partner, if applicable) for the twelve-month period, beginning with the month prior to the month you completed the application. For example, if you are filling out an application on September 15, 2004, then provide proof of income beginning August 2004 and ending September 2003.

Gross family income includes: employment income; pension income (i.e., CPP, QPP and superannuation); child and/or spousal support payments; alimony; separation or maintenance payments; monetary gifts; lottery winnings; government benefits (i.e., Employment Insurance, Worker's Compensation, Family Benefits, or General welfare); cashed-in RRSPs; cashed-in investments; awards, scholarships, fellowships, bursaries and grants; drawings; and any other income.

Acceptable documentation includes but is not limited to: direct deposit statements; photocopies of pay stubs or a letter from your employer (on official letterhead) indicating income for the 12-month period prior to your application; pension income stubs; photocopies of government benefit stubs (i.e., Employment Insurance, family benefits, or general welfare stubs or a letter from a Case Worker); or Income Tax T1 form for the previous year plus the remaining months in the current year (T4's are not acceptable). If you are self employed, a copy of your financial statement or a business income and expense statement for the 12-month period.

If you received no income in the 12-month period prior to your application, you must provide a letter explaining how you are meeting your living expenses.

- **Proof of Spouse or Partner Student Loan Payments (if applicable)**

If you are married or in a common-law relationship and your spouse or partner has outstanding student loans, you must provide supporting documentation indicating the monthly loan payments.

Acceptable documentation includes the most recent student loan statement(s) confirming your spouse's or partner's total monthly loan payments on his or her Canada Student Loan(s), Canada-Ontario Integrated Student Loan(s), Canada-Saskatchewan Integrated Student Loan(s), and any other provincial student loan(s), as applicable.

- **Proof of Canada Student Loans**

If you have Canada Student Loans with a financial institution other than the financial institution holding your Ontario Student Loan, you must provide supporting documentation indicating your monthly loan payments.

Acceptable documentation includes the most recent student loan statement(s) confirming your total monthly student loan payments on any outstanding student loan(s).

- **Other Student Loans**

If you have student loan(s) from another Canadian province other than Ontario, you must provide supporting documentation indicating your monthly loan payments.

Acceptable documentation includes the most recent student loan statement(s) confirming your total monthly loan payments on any outstanding student loan(s).

General Information

For complete program details please refer to the OSAP website at <http://osap.gov.on.ca>.

Eligibility

To be considered for this program, you must meet the following eligibility requirements:

- You have signed a revised consolidation agreement with your financial institution amortizing your loan(s) over the maximum term allowed.
- You currently reside in Canada. For purposes of this application an individual who is participating in an international internship program or is a member of the Canadian Armed Forces who is stationed abroad is considered to be residing in Canada.
- You exhausted all the interest relief assistance available from the Government of Ontario.
- You have ceased to be a full-time student at least 60 months before the date of the DRR application.
- It has been at least 12 months since you previously received an Ontario DRR reduction.
- You have not been granted 3 reductions through the Ontario DRR program.
- Your Ontario Student Loan must be in good standing. If your Ontario Student Loan is 3 months or more in arrears and the Financial Institution has returned the loan to the government as a claim for loss, your loan is no longer in good standing.
- You are not restricted from OSAP due to misrepresentation, conviction of a criminal offence relating to student loans, etc.

Additional Information

- The Ministry of Training, Colleges and Universities Act, (the Act) and Regulation 774, Ontario Student Loans Made before August 1, 2001, (the Regulation) set out your legal rights and obligations. If there is a conflict between the application from the Act and/or the applicable Act and Regulation shall prevail.
- Subject to meeting other eligibility criteria, if your total student loan monthly payments are greater than the monthly payment amount in the DRR Monthly Income Table corresponding with your family size and gross monthly family income (you're your spouse/partner's loan payment (if applicable), you would be eligible for an Ontario DRR reduction.
- Subject to meeting the eligibility criteria, you would qualify for an initial Ontario DRR reduction of up to \$4,300; a second Ontario DRR reduction of up to \$2,200, following a 12-month waiting period from your first award; and a third and final DRR reduction of up to \$2,200, following a 12 month waiting period from your second award.
- In between your first and second reductions, you may request that the financial institution reduce your monthly loan payment to the amount that was used in the DRR entitlement calculation. Once you have received your third DRR reduction or you are found to be ineligible for DRR, your payment will be based on a regular amortization schedule established by your financial institution
- An Ontario DRR payment will be sent directly to the financial institution holding your Ontario Student Loan. The payment will be applied first to outstanding interest and the balance to the loan principal amount.
- Previous approval/rejection of an application for the Federal Debt Reduction in Repayment program will have no bearing on your application for Ontario DRR.
- Failure to provide the required supporting documentation along with your application will cause a delay in your assessment for the DRR Program.