

OSAP expects a student to provide parental information on the OSAP application form. Sometimes the information is not available because of circumstances within the family. A Family Breakdown review will be considered when the student demonstrates that a **serious and permanent breakdown** of the family relationship has occurred, and that the reasons for parental refusal are not financial or arbitrary in nature. The following factors are taken into consideration (and should be expanded upon if possible):

- Severity and degree of the breakdown
- Length of time the rift has existed
- Reason for the final breakdown
- Parental treatment of other siblings
- Reasons for the family breakdown
- Attempts at, or likelihood of, reconciliation
- If the problem/rift exists with only one parent, consideration of the other parent's position in the breakdown and his/her ability or willingness to assist the student.

When you complete the online OSAP application, you would indicate you're not able to provide parental information when prompted to provide your parents' income. This will add a "supporting documentation" hold on your file which requires the following:

- 1. A signed and dated letter from you**, detailing your family situation.
 - Include details and historical background, including dates, and why the family breakdown occurred.
 - Outline the date of the final rift with your parent(s) and the date you left home.
 - Describe any attempts made by you and your parents to reconcile or correct the situation, and the possibility of a future reconciliation.
 - Explain how you have supported yourself while not living with your parent(s). Also describe the extent of professional involvement in the situation (social service agency, psychologist, psychiatrist or counselor).
- 2. Documentation from one or more third parties** who were directly involved with the situation.
 - Include all official documents (court orders, police reports, etc.), and a detailed letter from at least one third party individual, preferably a professional, familiar with the family (doctor, psychiatrist, social worker, member of clergy, counselor etc).
 - All third parties should explain their relationship to your family and verify the family situation from first-hand knowledge.
 - These documents are often the most important factors in a family breakdown review. We suggest that you choose your third parties carefully and have them provide detailed and comprehensive supporting letters.
 - You may provide letters from as many third parties as you wish. If you have questions or concerns, or if you would like to book an appointment with a financial aid counselor, please contact Ken McLellan in the Student Awards and Financial Aid Office at 705-474-3450 ext 4297.

Please note: Incomplete review requests or those received after the deadline cannot be processed.