



ONTARIO CROWN WARD POSTSECONDARY APPLICATION FEE REIMBURSEMENT PROGRAM

2008-09 and 2009-10 Academic Years Application for Reimbursement

Section 1: Personal Information

Form with fields for Last Name, First Name, Middle Name or Initial, Address, Apt./Suite No., City/Town/Post Office, Area Code and Phone Number, Province, Postal Code, and e-mail address.

Section 2: Confirmation of Crown Ward Status

PART A: You are eligible for a refund of eligible postsecondary application fees under this Program if you: 1. are an Ontario Crown ward... 2. have never been granted a postsecondary degree... 3. have applied to a first full-time approved program(s) of study... 4. have incurred eligible postsecondary application fees... I am an Ontario Crown ward or was an Ontario Crown ward, as described above, at any time prior to my eighteenth birthday. (Please check appropriate box) No [ ] Sorry, you are not eligible to receive a refund. Yes [ ] If "yes", you must provide supporting documentation confirming your Crown ward status. You may either: • have the Ontario Children's Aid Society (CAS) validate your Crown ward status directly on the application form in Part B below, or, • obtain a letter from the Ontario Children's Aid Society (CAS) and attach it to this application.

PART B - CAS CONFIRMATION OF ONTARIO CROWN WARD STATUS

Name of the Ontario Children's Aid Society (CAS):

Address (Street No. and Name) City/Town: Province: ON

I, \_\_\_\_\_, (print name of CAS official) hereby certify that \_\_\_\_\_, (print name of applicant) is an Ontario Crown ward or was an Ontario Crown ward (regardless of age or adoption status) at any time prior to his/her eighteenth birthday. Signature (CAS official\*) Date Signing official's title: Telephone: ( ) - \*Staff person (e.g. CAS worker, supervisor or executive director) designated by the CAS to confirm Crown ward status.

Section 3: First Postsecondary Degree, Diploma or Certificate

You must have applied for full-time program(s) that are approved programs of study for student loan purposes, commencing in fall 2008 or later. Current and former Crown wards who have already obtained a first degree, diploma or certificate from any jurisdiction are not eligible for a refund. Please indicate if the following statement applies to you: "I have been granted a postsecondary degree, diploma or certificate from any jurisdiction ." Please check appropriate box Yes [ ] Sorry, you are not eligible to receive a refund No [ ]

## Section 4: Approved Programs of Study

You must have also applied for full-time programs that are approved for student loan purposes through the Ontario Assistance Program (OSAP)\*

\* While most programs offered by Ontario publicly-assisted colleges and universities are approved for student loan purposes, applicants can verify a program's OSAP eligibility by either contacting the postsecondary institution offering the program or through the OSAP on-line application at <http://OSAP.gov.on.ca>.

Please indicate if the following statement applies to you. **"I have applied for an approved program of study that starts in fall 2008 or later."** (Please check appropriate box)

Yes

No  Sorry, you are not eligible to receive a refund

## Section 5: Reimbursement Levels

The Ministry of Training, Colleges and Universities will provide current and former Crown wards who have incurred eligible postsecondary application fees with reimbursements of up to \$210 for applications in up to two institutional categories (e.g. Ontario colleges and universities). Refunds cannot exceed 2008-09 and 2009-10 academic year thresholds that have been established for each category below:

- up to \$180 for application fees charged by the Ontario Universities' Application Centre (OUAC) for up to the five first entry to university program choices.
- \$85 for the base fee Ontario Colleges Application Services (OCAS) charges for up to five college/program choices. (\$95 for 2009-10 academic year applications).
- up to \$100 in application fees charged for approved programs of study offered by Ontario private postsecondary institutions.
- Up to \$100 in application fees charged for approved programs of study offered by out-of-province postsecondary institutions.

**You can apply for a refund in up to two institutional categories with appropriate supporting documentation. Please check the appropriate boxes below:**

✓	CATEGORY	REQUIRED SUPPORTING DOCUMENTATION
	Ontario Universities (Ontario Universities' Application Centre, OUAC)	You must attach a payment receipt issued to you for your 2008-09 or 2009-10 academic year application by the Ontario Universities' Application Centre. Payment receipts which reflect 2008-09 or 2009-10 full-time university choices can be requested from OUAC by e-mail ( <a href="mailto:payments@ouac.on.ca">payments@ouac.on.ca</a> ) or by fax (519) 823-5232.
	Ontario Colleges (Ontario Colleges Application Service, OCAS)	You must attach a copy of the payment receipt that was issued to you for your 2008-09 or 2009-2010 academic year application by the Ontario Colleges Application Service (OCAS). If required, please contact OCAS at 1-888-892-2228 or 519-763-4725 to obtain a copy of this document.
	Ontario Private Postsecondary Institutions	Please provide a copy of the receipt issued by the postsecondary institution for application fees paid to attend a full-time approved program(s) of study starting in fall 2008 or later.
	Out-of-Province Postsecondary Institutions	Please provide a copy of the receipt issued by the postsecondary institution for application fees paid to attend a full-time approved program(s) of study starting in fall 2008 or later.

*Note: Please submit ONE application with all supporting documentation to obtain application fee reimbursement*

## Section 6: Directing the Refund to an Ontario Children's Air Society (CAS) or CAS Foundation

### PART A (to be completed by Crown ward or former Crown ward)

Did an Ontario Children's Aid Society (CAS) or CAS Foundation pay your eligible postsecondary application fees for the 2008-09 or 2009-10 academic year? (Please check appropriate box)

Yes

The refund will be directed to the Children's Aid Society or CAS Foundation that paid you 2008-09 or 2009-10 application fees.

No

### PART B (to be completed by Ontario Children's Aid Society (CAS) or CAS Foundation)

The Children's Aid Society (CAS) or CAS Foundation paid the applicant's eligible postsecondary application fees for the 2008-09 or 2009-10 academic year. (Please check appropriate box)

Yes

The refund will be directed to your agency. Please complete and sign the section below.

No

I, \_\_\_\_\_ (print name of CAS/CAS foundation official) hereby certify that we paid eligible postsecondary application fees as set out in Section 5 of this Application for the 2008-09 or 2009-10 academic year on behalf of \_\_\_\_\_ (print Crown ward's name).

\_\_\_\_\_  
Signature (CAS/CAS Foundation official)

\_\_\_\_\_  
Date

Signing official's title: \_\_\_\_\_

Telephone: ( ) - \_\_\_\_\_

## Cont'd....Section 6, Part B

Name of the Children's Aid Society/CAS Foundation

Address where the refund should be sent (Street No. and Name) :

City/Town:

Postal Code:

**ON**

Reimbursement cheque should be made payable to:

## Section 7: Where to Submit Your Application and Supporting Documentation

Please complete and sign the application form and return it along with supporting documentation for all program choices to the Ministry's authorized service provider at the following address:

Resolve Corporation  
2 Robert Speck Parkway  
Suite 1400  
Mississauga, Ontario  
L4Z 1H8

Phone: 1-866-631-1696  
Fax: 1-866-623-1697

If you have any questions related to the use of your personal information, you may contact Mary Mestre, Director, Privacy Officer, Resolve Corporation, at (905) 306-2919 or [mary.mestre@resolve.com](mailto:mary.mestre@resolve.com).

## Section 8: Notice, Consent, Declaration and Signatures

### Notice of Collection of Personal Information

Your personal information provided in connection with this application by you and by a CAS, a CAS foundation, your postsecondary institutions(s), OUAC and OCAS will be used by the Ministry of Training, Colleges and Universities (MTCU) and its authorized service provider to administer and finance the Ontario Crown Ward Postsecondary Application Fee Reimbursement Program (the Program). Administration includes determining your eligibility for the Program; verifying your application; providing reimbursement to you or a CAS or a CAS foundation; auditing your file and the Program; collecting any overpayments; monitoring the delivery of the Program by the authorized service provider; evaluating and monitoring the Program for quality and improvements in both content and delivery. MTCU may use the services of the Ministry of Government and Consumer Services (MGCS) and its contracted collection agencies for collection of overpayments.

MTCU collects information that is necessary to administer and finance the Program in accordance with s. 38(2) of the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F, 31, as amended. If you have any questions about the collection, use or disclosure of your personal information, contact the Director of the Programs Branch, Ontario Ministry of Training, Colleges and Universities at 900 Bay Street, Mowat Block, Toronto, Ontario M7A 1L2, (416) 326-5849.

### APPLICANT'S DECLARATION AND CONSENT

I have read and understood this section. By signing below, I declare that my application is complete and true and give my consent to the indirect collection and disclosure of my personal information between MTCU and its authorized service provider and a CAS foundation, OUAC, OCAS, and postsecondary institution(s) and MGCS and its contracted collection agencies if it is relevant to the administration and financing of the Program. I understand that I can withdraw this consent at any time before I or the CAS or the CAS foundation accept reimbursement under this Program.

Signature of applicant:

Date:

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