

## **Purpose**

The Ontario Indigenous Travel Grant can assist you with the cost of travelling between your remote First Nations community to the postsecondary school you are attending.

If your spouse or dependent children will be living with you while you are in postsecondary studies, their travel costs can also be considered through this grant.

## **Eligibility requirements**

To be eligible for this grant, you must meet all of the following requirements:

- You have self-identified as being an Indigenous person on your OSAP profile.
- You live in a remote First Nations community in Ontario when you are not in full-time postsecondary studies.
- You are enrolled in either a public or private postsecondary school located in Ontario or a public postsecondary school located within Canada that is approved for OSAP purposes.
- You have applied for **2018-19 OSAP for Full-Time Students**, have met all of the eligibility requirements and have a calculated provincial financial need of at least \$1.

## **What qualifies as a remote First Nations community?**

For purposes of this grant, communities defined as being Zone 3 or Zone 4 by Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) may be considered as a remote First Nations community.

- Zone 3 communities are located over 350 km from the nearest service centre.
- Zone 4 communities don't have year-round road access to a service centre.

Other remote and/or fly-in First Nations communities not designated as either Zone 3 or Zone 4 may also qualify. Contact your financial aid office to confirm whether your community's location meets the eligibility criteria for this grant.

## **How funding is considered**

Through this application, you can be provided funding up-front to help with the costs of travel. You may also be reimbursed for travel costs already incurred.

You can apply for up to four one-way trips for yourself, or two one-way trips per person if your spouse and/or child(ren) are relocating from your First Nations community to live with you while you are in full-time studies.

Travel costs will be considered for funding providing the travel occurs:

- no earlier than 30 days before the start of your study period, and
- no later than 30 days after the end of your study period.

Note:

- Any travel purchased prior to the approval of funding is at your own risk as reimbursement is not guaranteed.
- Travel arrangements should be purchased no earlier than 30 days before the date of travel (e.g., if you're travelling on May 1, you should book no earlier than April 1).
- You should book one-way trips in case your plans change.
- Funding maximums are available on page 2.

## Funding maximums

Your travel costs between your remote First Nations community and your postsecondary school will be considered as follows:

### **If you are single or if your spouse and/or dependent children are not relocating to live with you during your study period:**

- Air travel: \$1,300 per trip for a maximum of four one-way trips (up to \$5,200 total) per academic year.
- Other travel methods (e.g., train, bus, boat, taxi), excluding private vehicles: \$75 each trip for a maximum of four one-way trips (up to \$300 total) per academic year.
- Travel by private vehicle: \$0.41 per kilometer travelled.

### **If your spouse and/or dependent children are relocating as well to live with you during your study period:**

- Air travel: \$1,300 per trip for a maximum of two one-way trips per person (up to \$2,600 total per person) per academic year.
- Other travel methods (e.g., train, bus, boat, taxi), excluding private vehicles: \$75 each trip for a maximum of two one-way trips per person (up to \$150 total per person) per academic year.
- Transportation by private vehicle: \$0.41 per kilometer travelled.

## Required documents

Funding is determined on a per-trip basis. You must provide documentation for each one-way trip that funding is provided. Interim documentation is required if you are requesting funding for a trip that has not yet occurred and/or has not yet been booked. See Section D: Required documentation on the application for complete details.

## How to submit this application

You can upload your completed application online. Log into the OSAP website ([ontario.ca/osap](http://ontario.ca/osap)) to use the “Print or upload documents” button. Or, you can submit a paper copy as follows:

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

Send the completed form and all required documents to your school’s financial aid office.

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

Send your completed application and all required documents to:

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

## **Application and required document deadlines**

### **Application deadline**

Your application must be received by your financial aid office or the ministry no later than 60 days **before** the end of your 2018-19 study period.

### **Proof of travel documents**

Your proof of travel must be received by your financial aid office or the ministry no later than 60 days **after** the end of your 2018-19 study period.

If documentation is not provided and/or the actual travel costs for a trip are less than the approved grant amount, you will have to return all or a portion of the funds issued. Contact your financial aid office for details.

### **Questions?**

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

Contact the financial aid office at your school.

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

Contact the ministry at:

Student Financial Assistance Branch

Ministry of Training, 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 a.m. – 4:30 p.m. (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: Personal information**

**Social Insurance Number:**

**Ontario Education Number (OEN), if assigned:**

**Last name:**

**First name:**

**Mailing address**

**Street number and name, rural route, or post office box:**

**Apartment:**

**Street number and name, rural route, or post office box:**

**Postal code or zip code:**

**City, town, or post office:**

**Province or state:**

**Country:**

**Area code and telephone number:**

**Section B: Information about your school and study period**

**Name of school:**

**Student number:**

**What are the start and end dates of your 2018-19 study period?**

**From:**

**To:**

Month Year

Month Year

## Section C: Travel Details

1. What is the address in your First Nations community where you, your spouse and/or dependent children (if applicable) live when you are not in full-time studies?

Street number and name, rural route, or post office box:

Apartment:

Street number and name, rural route, or post office box:

Province:

Name of First Nations Community:

Postal code:

2. How many one-way trips do you expect to take between your First Nations community and your postsecondary school during the 2018-19 academic year?

3. What methods of transportation will you use to travel between your community and the school you are attending? For each method selected, provide the one-way cost (estimated or actual) using the most economical means of travel.

Air \$

Bus/shuttle service \$

Ferry/boat \$

Train \$

Taxi \$

Private vehicle

# of km  x \$0.41/per km \$

**Total cost per one-way trip** \$

4. If you are married or in a common-law relationship: Will your spouse be relocating from your remote First Nations community to live with you during your 2018-19 study period?

Yes – Provide details about your spouse and their travel costs in question 5.

No – Go to question 8.

5. Spouse's first name:

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6. Spouse's last name:

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7. What methods of transportation will your spouse use to travel between your community and the school you are attending? For each method selected, provide the one-way cost (estimated or actual) using the most economical means of travel.

If you and your spouse are planning to travel together, leave the taxi and private vehicle fields for spouse as blank.

Air \$ 

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Bus/shuttle service \$ 

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Ferry/boat \$ 

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Train \$ 

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Taxi \$ 

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Private vehicle

# of km 

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 x \$0.41/per km \$ 

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**Total cost per one-way trip** \$ 

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8. If you have dependent children: Will your dependent children be relocating from your remote First Nations community to live with you during your 2018-19 study period?

Yes – Provide details about your dependent children's travel costs in question 9.

No – Go to Section D: Required documentation.

9. Dependent Children Travel Details

Provide the first and last name and the travel details for each dependent child who will be relocating to live with you during your 2018-19 study period. For each method selected, provide the one-way cost (estimated or actual) using the most economical means of travel.

If you have more than three dependent children who are relocating to live with you during your 2018-19 study period, provide the first and last name and travel details for each child on a separate sheet of paper and attach it to this application.

All taxi and private vehicle costs must be claimed by the student or the spouse (whomever the children are travelling with).



**Child 3 travel details:**

|  |    |                      |
|--|----|----------------------|
| <input type="checkbox"/> Air                 | \$ | <input type="text"/> |
| <input type="checkbox"/> Bus/shuttle service | \$ | <input type="text"/> |
| <input type="checkbox"/> Ferry/boat          | \$ | <input type="text"/> |
| <input type="checkbox"/> Train               | \$ | <input type="text"/> |
| <b>Total cost per one-way trip</b>           | \$ | <input type="text"/> |

**Section D: Required documentation**

You must provide documentation for each one-way trip that funding was approved. Interim documentation is required if you are requesting funding for a trip that has not yet occurred and/or has not yet been booked.

Documentation is required for each person that a grant has been provided.

**Trips that have not yet occurred/have not yet been booked****For air, train, boat or bus travel:**

- If the travel has not yet been booked: Proof of expected travel costs (e.g., screen capture from airline website that shows travel date(s) and fares, quote from a travel agent).
- If the travel has already been booked: the trip itinerary or copy of tickets, as well as receipts showing the fare paid for each traveler.

**For local transportation (e.g. taxi, public transit) between the airport and your destination:**

- Provide an estimate of the expected costs for local transportation. Indicate how you determined the estimate (e.g., transportation website, prior trips made).

**For transportation by private vehicle:**

- The address of the starting point and destination.
- The kilometers travelled between the two points listed. An estimate can be provided based on Google map if actual mileage is not known.

**Once a trip is completed****For air, train, boat or bus travel:**

- Boarding pass(es) or ticket(s) for each traveler for all segments of the trip.
- The trip itinerary or receipt showing the departure and arrival destinations, travel date, and fare paid for each traveler.

**For local transportation (e.g. taxi, public transit) between the airport and your destination:**

- The receipt showing the address/description of the starting point to the destination (e.g., from the airport).
- Receipt must include the total amount paid.

**For transportation by private vehicle:**

- The address/description of the starting point and destination.
- The kilometers travelled between the two points listed. An estimate can be provided based on Google map if actual mileage is not known.



## **Section E: Consents, instruction, declarations and signature of applicant**

### **Notice of collection and use of personal information**

Your personal information, including your Social Insurance Number (SIN), provided in connection with your student profile, this application and any previous applications and awards of financial assistance will be used by the Ministry of Training, Colleges and Universities (“ministry”) to administer and finance the Ontario Indigenous Travel Grant. Your SIN will be used as a general identifier in administering this grant. The ministry may use other parties for any of these activities. Under agreement with the ministry, your postsecondary school and, where authorized by the ministry, its agents who administer OSAP and its auditors, use your personal information to administer the Ontario Indigenous Travel Grant.

Administration includes: determining your eligibility for an Ontario Indigenous Travel Grant; verifying your application and supporting documentation, including verifying financial assistance provided under any other ministry program; paying your award; verifying your award; auditing your file; assessing and collecting overpayments; enforcing the legislation set out below and your agreements with the ministry; and monitoring and auditing your postsecondary school or its authorized agents to ensure that they are administering the programs appropriately. In addition, administration by the ministry includes public reporting on postsecondary education and training, including the administration and financing of student assistance programs; planning, delivering, evaluating and monitoring student assistance programs for quality and improvements in both content and delivery; conducting risk management, error management, audit and quality assessment activities; conducting inspections or investigations; and conducting research related to postsecondary education and training, including all aspects of the Ontario Indigenous Travel Grant. You may be contacted to participate in surveys related to postsecondary education and training. Financing includes: planning, arranging or providing funding of the Ontario Indigenous Travel Grant.

The ministry collects your personal information under the authority of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, c.M.19, as amended. The ministry administers the Ontario Indigenous Travel Grant under the authority of ss. 5, 15 and 16 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, c.M.19, as amended and s. 10.1 of the Financial Administration Act, R.S.O. 1990, c.F.12, as amended. If you have any questions about the collection or use of this information, contact the Director, Student Financial Assistance Branch, Ministry of Training, Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario, P7B 6G9, 807-343-7260.

### **Student's consent to the indirect collection, use and disclosure of personal information (REQUIRED)**

- I agree that until I provide receipts for and/or repay Ontario Indigenous Travel Grant funds provided to me, and until any assistance under the Ontario Indigenous Travel Grant is assessed and repaid, the ministry can, without limitation, collect and exchange personal information about me that is relevant to the administration and financing of the Ontario Indigenous Travel Grant with my postsecondary school and its authorized financial administrators and auditors; the ministry's contractors, auditors or other authorized third party administrators; collection agencies operated or retained by the federal or provincial government, and consumer reporting agencies.

**Student's declaration**

- I require Ontario Indigenous Travel Grant assistance for the cost of the travel to/from my First Nations community to my postsecondary school identified on this application, and I will not receive financial assistance from any other source to cover these costs.
- I understand that I must use the Ontario Indigenous Travel Grant I receive towards travel costs to/from my First Nations community to my postsecondary school identified on this application and that I will not use the funds provided for any other purpose.
- I agree that I will provide documentation as outlined on this application for each Ontario Indigenous Travel Grant I receive for myself as well as for my spouse and/or dependent children who are relocating from our First Nations community to live with me while I am full-time studies. I will provide the required documentation no later than 60 days after the end of my OSAP study period. I will submit all documentation to my postsecondary school's Financial Aid Office or to the ministry, as instructed on this application form.
- I agree that if I do not submit the documentation as required for proof of travel, I will repay, by money order or certified cheque to my school's Financial Aid Office or to the Minister of Finance, any Ontario Indigenous Travel Grant funds that I have not used for the purpose it was provided during the OSAP study period identified on this application. I understand that failure to do so may result in being restricted from further Ontario Indigenous Travel Grant assistance.
- I understand that I may be required to repay all or part of the Ontario Indigenous Travel Grant if the information and any supporting documentation I provide in connection with this application is found to be inaccurate or if any information I provide changes, including my OSAP study period and/or my course load.
- I understand that I can withdraw any consent I have given in this section by writing to the Director, Student Financial Assistance Branch at the address above at any time before I accept Ontario Indigenous Travel Grant assistance. I understand that if I withdraw my consent it will affect my eligibility for and the amount of Ontario Indigenous Travel Grant assistance.
- I understand that information I provide in connection with this application will be verified and audited and any change resulting from verification and audit may affect my eligibility for and the amount of assistance provided to me under the Ontario Indigenous Travel Grant, and that I may be required to repay all or a part of the assistance provided to me under the Ontario Indigenous Travel Grant.

**I have read and understood this section, including the notice of collection, use and disclosure of my personal information and my signature attests to my consent to the indirect collection, use and disclosure of my personal information.**

**Signature of applicant:**

**Date:**

Month   Day   Year

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