

Academic Edit Letter

Student Name:	Study Period:
Student Number:	Year:

All OSAP Applications are subject to a series of automated checks that look at a student's academic history for possible academic progress issues. Students are expected to progress through the successive years of their program of study. Frequent or multiple program switches, dropping from a full course load to a part-time course load, withdrawing from a program, repeating courses and/or taking multiple programs at the same level of study may also be considered lack of progress and lack of academic direction on the part of a student who is receiving OSAP funding.

Please print and complete this document as soon as possible to avoid any further delay in processing your application. If additional space is required, please attach a separate letter (must be signed and dated). Completed Form can be submitted to the HIVE at Brescia or via email to brfinaid@uwo.ca.

1. Please outline your academic goals for the future, and an expected time of completion (i.e. 1 yr). If you are registered as a special student, you must also provide a detailed explanation as to why the courses you are registered in are required to achieve your goals.

2. Were there extenuating circumstances that have prevented you from progressing into the next year of your program? Have you switched programs? Will you be/are you in the same year of study from prior year to current year? Please provide a detailed explanation and include any relevant documentation that verifies medical and/or other extenuating circumstances. (Eg. Doctor's Note).

Student Declaration: I agree that all of the information I have submitted above is true and accurate to the best of my knowledge.

Student Signature

Date

Privacy of Information: All student information collected and recorded by Brescia University College is considered Confidential and will be released only to the student concerned or to University staff for use in the course of their duties, or with written consent of the student as outlined in the UWO Guidelines on Access to Information and Protection of Privacy Policy and the Official Student Record Information Privacy Policy. Such authorization will be considered in effect until the student cancels the authorization