Academic Progress Letter

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Student Name ***Study Period***

_____ _____

Student Number ***Faculty/Year***

It has come to our attention that an explanation regarding your Academic Progress is necessary to process your 2016-2017 Full-Time OSAP, Part–Time OSAP or 30% Off Ontario Tuition Grant application. Please print and complete this document as soon as possible to avoid any further delay in processing your application.

1. Please provide a detailed explanation that clearly demonstrates the circumstances that have affected your academic studies. If additional space is required, please use the back of this form or attach a separate letter (must be signed and dated). You must also include any relevant documentation that verifies medical and/or other extenuating circumstances. (e.g. Doctor's Note, Third Party Letter) If you attended another post secondary institution, you must also attach a copy of your transcript.

2. 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.

Student Declaration:

I understand that I am on probation ***during my next full-time academic session***, and I must meet the minimum academic progress standard as outlined in the Academic Progress Warning letter in order to remain eligible for Full-Time OSAP, Part – Time OSAP or 30% Off Ontario Tuition Grant funds.

_____ _____

Student Signature Date

Please return this form and ALL supporting documentation to:

Western University - Student Financial Aid - Western Student Services Building - Room 1100
London, ON - N6A 3K7 - Tel. (519) 661-2100 - Fax (519) 850-2394

FOR OFFICE USE ONLY

Sent Online	**Initials**

The personal information on this form is collected under the authority of the University of Western Ontario Act, 1982, as amended.
To view the complete Personal Information Collection Notice, visit the online Academic Calendar at: http://www.westerncalendar.uwo.ca/2016/pg5.html

May 2016