

**STUDIES AT ANOTHER INSTITUTION**

The Ontario Student Assistance Program (OSAP) may recognize the educational costs at your other Institution of Study if the course(s) will be credited toward your Carleton University degree. In order to advise this office of your courses and costs, please have the Student Awards Office at the other institution complete the section below. You must also submit your Letter of Permission to the Awards Office before your OSAP application can be processed.

Once the form is completed, it should be faxed to our number below.

**To be completed by the student:**

Surname \_\_\_\_\_ Given Name \_\_\_\_\_

Student # \_\_\_\_\_

Course Name	Course Code	Start Date	End Date

**To be completed by the Other Institution:**

Are all courses listed OSAP eligible? YES  NO

% of courseload: \_\_\_\_\_ Number of weeks: \_\_\_\_\_

Tuition Fees: \_\_\_\_\_ Ancillary Fees: \_\_\_\_\_ Books & Equipment: \_\_\_\_\_

First day of classes: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Last day of Exams: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_  
Name of Institution Address

\_\_\_\_\_  
Official Printed Name Official Signature

\_\_\_\_\_  
Phone Number Date

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Return To:  
Awards Office, Room 202, Robertson Hall, Carleton University,  
1125 Colonel By Drive, Ottawa, Ontario, K1S 5B6 FAX (613) 520-3560