

## Purpose

Use this form if you have already submitted a 2024-25 OSAP Application for Full-Time Students and have been advised by your financial aid office that you must provide spousal information in order for your application to be considered.

## Required documents

Documents may be required to support the information that you provided in the application. If documentation is required, the question will be labelled accordingly.

## How to submit this form

You can upload your completed form online. Log into the OSAP website and go to your application 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 your 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 form and required documents to: Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario, P7B 6G9.

## Deadline

This form and all required documents (if applicable) must be received by your financial aid office or the ministry no later than 40 days before the end of your 2024-25 study period.

## 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 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: Student information****Student personal information****Social Insurance Number (SIN):****Ontario Education Number (OEN), if assigned:****Last name:****First name:****Student 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:****Student school details****What is the name of the school you plan to attend or are currently attending for your 2024-25 study period?****Student number at your school:****Student declaration**

I understand that my OSAP application will be assessed based on my spouse's information provided on this form. I will be bound by the Declarations I signed on my 2024-25 OSAP Application for Full-Time Students.

**Signature of student:****Date:**

Day Month Year

Your personal information will be used to administer and finance the Ontario Student Assistance Program (OSAP) as set out in the notice of Collection and Use of Personal Information on your OSAP application and in accordance with the consents you signed on your OSAP application. The Ministry of Colleges and Universities administers and finances OSAP under the legal authority set out on your OSAP application. If you have any questions about the collection, use and disclosure of your personal information, contact the Director, Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, Thunder Bay, Ontario, P7B 6G9; 807-343-7260.

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## Section B: Current Situation

Check the **FIRST** statement that describes your current situation.

**200**  **I am married**

Required documentation:

You must provide a copy of your marriage certificate. For marriages that are registered in Canada, an acceptable document would be a registered marriage certificate (wallet, file, or long form sized). Documents that are not acceptable include a Record of Solemnization of marriage, or non-registered marriage licenses. If you are not able to provide this document, you may submit an affidavit signed by you and your spouse. The affidavit must attest to the date and location of your marriage and explain the reason you cannot provide a marriage certificate.

**210**  **I am in a common-law relationship**

Common-law:

You are living in a common-law relationship if you and your spouse:

- will have lived together in a spousal relationship continuously for a period of at least three years as of your first day of classes, or
- have lived together in a spousal relationship of some permanence and are the natural or adoptive parents of a child.

Required documentation:

You must provide an affidavit signed by you and your spouse confirming that:

- you have lived together in a conjugal relationship outside marriage continuously for a period of not less than three years, or
- have lived together in a conjugal relationship outside marriage in a relationship of some permanence and are the natural or adoptive parents of a child.

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## Section C: Ontario residency

Check the **FIRST** statement that best describes your current residency situation.

**300**  **I have lived in Ontario all of my life.**

**305**  **As of the start of your studies, Ontario is the last province in which I lived (or will have lived) for at least 12 months in a row. Do not include months of full-time college or university studies.**

Full-time college or university studies:

You're in full-time college or university studies if you are taking 60% or more of a full course load (or 40% or more if you're a student with a permanent disability or a persistent or prolonged disability).

**310**  **My spouse has lived in Ontario all of their life.**

Spouse:

Spouse is the person to whom you are married or the person with whom you are living in a common-law relationship.

**315**  **As of the start of your studies, Ontario is the last province in which my spouse lived (or will have lived) for 12 months in a row. Do not include months of full-time college or university studies.**

**325**  **I live in Ontario and one of the following statements is true:**

- I have lived in Canada for less than 12 months in a row;
- My spouse has lived in Canada for less than 12 months in a row; or
- My spouse and I have not lived in any Canadian province for 12 months in a row.

Required documentation: Please see next page for required documentation.

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**330  I live in Ontario AND none of the previous statements apply to me.**

Required documentation:

Based on the residency information you provided, you are not a resident of Ontario.

You must also provide additional documentation as outlined on the next page.

If you selected item **325** or **330** in Section C on the previous page, you must provide the documentation outlined below. It is required before your funding can be calculated.

Required documentation:

Print and complete a History of Canadian Residency for Student and Spouse form from the OSAP website.

If you are establishing residency through your spouse, you must also provide the following documentation:

- If your spouse is a Permanent Resident: a valid copy of the front and back of your spouse's Permanent Resident Card. If your spouse doesn't have a Permanent Resident Card, provide a copy of one of the following documents:
  - Spouse's Record of Landing
  - Spouse's Confirmation of Permanent Residence
  - Spouse's Verification of Status

You must also provide proof of your spouse's arrival in Canada, if not shown on other documents provided.

- If your spouse is a Protected Person: a valid copy of one of the following documents:
  - Spouse's Verification of Status
  - Spouse's Notice of Decision issued from the Immigration and Refugee Board
  - Spouse's Protected Persons Status Document (issued prior to January 1, 2013).
  - Spouse's Refugee Travel Document

You must also provide proof of your spouse's arrival in Canada, if not shown on other documents provided.

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**Section D: Children information**

Complete this section if you have dependent children.

Dependent children:

A dependent child is your and/or your spouse's natural or adoptive child who is living with you at least 50% or more of your study period and is:

- under 18 years of age and; or
- 18 years of age or older, single; and
  - is enrolled in high school and taking at least 60% of a full course load; or
  - is a full-time college or university student and has been out of high school less than six years (if the child moved away to go to school and you are separated or divorced, you must be the parent(s) that the child last lived with); or
  - has a disability and is wholly dependent on you.

If the child has worked full-time at paid employment for 24 months in a row when they were not a full-time high school, college or university student the child is not considered a dependent child.

To be wholly dependent, a child over the age of 18 must meet all of the following conditions:

- The child is single and lives with the student;
- The child is, by reason of a mental or physical disability, dependent on others for their personal needs and care; and
- The child is claimed by the student or spouse for tax purposes and Canada Revenue Agency (CRA) has accepted the child as being wholly dependent upon the student for tax purposes.

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**How many dependent children in each age group will be living full-time with you (and your spouse, if applicable) during your 2024-25 study period? If you don't have children in an age group, enter zero (0).**

**400 Children 0-11 years of age:**

Provide details about these children in "Children details" section on next page.

**410 Children 12 years of age or older who do NOT have a disability:**

No details are required

**411 Children 12 years of age or older who have a disability:**

Provide details about these children in the "Children details" section below.

### Children details

If you listed children in item 400 or 411, complete the section below. If you have more than five children, provide the information requested in a separate letter and attach it to this form.

Required Documentation:

Proof of child's date of birth

You must provide a copy of one of the following documents for each of your children:

- Child's Birth Certificate
- Child's Statement of Live Birth
- Certificate of Indian Status under the *Indian Act*

If you are unable to provide one of these documents, contact your financial aid office.

If the child is 18 years of age or older, you must provide the following:

- the disability tax credit letter/notice of determination from your or your spouse's CRA account showing that CRA has accepted the child as being wholly dependent; and
- An attestation that clearly states:
  - the child is single and resides with you or in a health care facility, and
  - the child has a disability and requires daily care from others (e.g., you, your spouse, healthcare professional) by reason of a mental or physical infirmity/impairment.

**Child 1**

**730 First name:**

**731 Last name:**

**732 Date of birth:**

Day Month Year

**733 Child care (daycare, caregiver) costs during your 2024-25 study period:**

Do not include costs covered by other government funding (e.g. child care subsidies).

**Child 2**

**735 First name:**

**736 Last name:**

**737 Date of birth:**

Day Month Year

**738 Child care (daycare, caregiver) costs during your 2024-25 study period:**

Do not include costs covered by other government funding (e.g. child care subsidies).

**Child 3**

**740 First name:**

**741 Last name:**

**742 Date of birth:**

Day Month Year

**743 Child care (daycare, caregiver) costs during your 2024-25 study period:**

Do not include costs covered by other government funding (e.g. child care subsidies).

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**Child 4**

**745 First name:**

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**746 Last name:**

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**747 Date of birth:**

Day Month Year

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**748 Child care (daycare, caregiver) costs during your 2024-25 study period:**

Do not include costs covered by other government funding (e.g. child care subsidies).

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**Child 5**

**750 First name:**

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**751 Last name:**

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**752 Date of birth:**

Day Month Year

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**753 Child care (daycare, caregiver) costs during your 2024-25 study period:**

Do not include costs covered by other government funding (e.g. child care subsidies).

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**Section E: Spouse information**

Spouse:

Your spouse is the person to whom you are married or the person with whom you are living with in a common-law relationship.

**905 Spouse's first name:**

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**900 Spouse's last name:**

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**903 Spouse's date of birth:**

Day Month Year

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**902 Spouse's postal code:**

If your spouse does not live in Canada, enter XXXXXX.

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**215 What is the date of your marriage or common-law relationship?**

Day Month Year

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Common-law:

You are living in a common-law relationship if you and your spouse:

- will have lived together in a spousal relationship continuously for a period of at least three years as of your first day of classes, or
- have lived together in a spousal relationship of some permanence and are the natural or adoptive parents of a child.

**915 Does your spouse have a Social Insurance Number (SIN)?**

Yes

No

**910 If "Yes", provide SIN below :**

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**945 What is the date your spouse last attended high school on a full-time basis?**

Month Year

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Full-time high school student:

A full-time high school student is a student taking 60% or more of a regular high school program, but not if you are completing high school as a mature student.

**925 What will your spouse's status be at the beginning of your 2024-25 study period?**

Taking full-time college or university studies - complete items 935 and 940.

Full-time college or university studies:

You're in full-time college or university studies if you are taking 60% or more of a full course load (or 40% or more if you're a student with a permanent disability or a persistent or prolonged disability).

Employed

Other (Specify)

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**935 Is your spouse's program 12 weeks or more in length?**

Yes

No

**940 What is the name of the postsecondary school your spouse will be attending?**

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## Spouse's income information

Enter amounts from your spouse's 2023 Canadian Income Tax Return. If it has not been filed for 2023, estimate the amounts.

Enter dollars only; do not enter cents or use periods or commas. If the amount is not applicable or negative, enter zero (0).

**955 Does your spouse expect to receive social assistance or income support from any of the following programs during your 2024-25 study period?**

- **Employment Insurance**
- **Ontario Disability Support Program**
- **Ontario Works**
- **Canada Pension Plan Disability Benefits**

Yes

No

**If "Yes", complete item 996**

**996 Source of income (check all that apply):**

- Employment Insurance
- Ontario Disability Support Program
- Ontario Works
- Canada Pension Plan Disability Benefits

Required Documentation:

Provide proof of your spouse's government income received during your study period (or no earlier than the month prior to the start of your study period):

Pay stubs from the benefit program:

- For Canada Pension Plan Disability Benefits: bank record of payment or statement from online account (e.g., My Service Canada Account)
- For Employment Insurance: bank record of payment or statement from online account (e.g., My Service Canada Account)
- For Ontario Disability Support Program: letter from a caseworker, pay stub or statement of assistance
- For Ontario Works: letter from a caseworker, pay stub or statement of assistance

These documents are required no later than 12 months after your study period start date or your grant may be converted to a loan

**Spouse's income reported on 2023 Canadian Income Tax Return.**

**950 Total gross income from line 15000 of your spouse's 2023 Canadian income tax return:**

Splitting pension income and Universal Child Care Benefits information: If your spouse is splitting their pension income and entered an amount on line 21000 of their 2023 Canadian Income Tax Return, subtract the amount entered in line 21000 from the amount in line 15000. Enter the revised amount. If your spouse is receiving Universal Child Care Benefits and entered an amount on line 11700 of their 2023 Canadian Income Tax Return, subtract the amount entered on line 11700 from the amount in line 15000. Enter the revised amount.

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**952 Spouse's Canada Pension Plan contribution as indicated from lines 30800 and 31000:**

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**953 Spouse's Employment Insurance premiums from line 31200:**

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**954 Spouse's total tax payable from line 43500:**

If your spouse entered data on line 42100 and/or 42200 on their 2023 Canadian Income Tax Return, subtract the amount(s) from line 43500. Enter the revised amount in this item.

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**Income from all other sources**

Enter amounts in dollars only. Do not enter cents or use periods or commas. If the amount is not applicable or negative, enter zero(0).

**951 All foreign income and Canadian non-taxable income your spouse received in 2023:**

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Foreign income and Canadian non-taxable income includes:

- income earned in a country other than Canada that has not been reported to the Canada Revenue Agency (CRA) through line 10400 (e.g. employment income, rental income or interests, dividends and capital gains from investments)
- child support received
- income earned on a First Nations Reserve in Canada
- lottery winnings totalling over \$3,600
- gifts and inheritances totalling over \$3,600
- life insurance compensation
- strike pay you received from your union
- interest, dividends or capital gains from tax-free savings accounts (TFSA) regardless of the original source of the income
- long-term disability benefits in your Canadian taxable income
- interest, dividends or capital gains from investments of any type (for example, stocks, bonds or GICs) regardless of the original source of the income
- settlements from lawsuits (entire amount for economic loss and portion for non-economic loss/pain and suffering/general damages over \$100,000)
- spouses are expected to report scholarships as non-taxable income if the scholarships were not reported in Line 15000 on their income tax return.

Despite being exempt from tax, these earnings are still considered income for the purposes of determining eligibility for grants and loans through OSAP and must be included in the application. You may be asked to verify these amounts.

Do not include:

- Canada Child Benefits
- Ontario Child Benefits
- GST/HST Rebates
- Ontario Trillium Benefit
- Assistance for Children with Severe Disabilities

Required documentation:

You must provide a completed 2024-25 Spouse Income Verification: Canadian Non-Taxable and/or Foreign Income form and required supporting documentation if you are attending a postsecondary institution within Canada and:

- Your spouse doesn't have a Social Insurance Number (SIN); or
- Your spouse has a SIN and entered an amount equal to or greater than \$15,000 in "all foreign income and Canadian non-taxable income" field.

A copy of the form is available for printing from the Forms section of the OSAP website ([ontario.ca/osap](http://ontario.ca/osap)).

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## Section F: Consents, declarations and signature of spouse

### Collection and use of personal information

Your personal information, including your Social Insurance Number (SIN), provided in connection with the applicant's application and award of financial assistance, including previous applications and financial assistance received, will be collected and used by the Ministry of Colleges and Universities (ministry) to administer and finance the Ontario Student Assistance Program (OSAP) and by Employment and Social Development Canada (ESDC) to administer and finance the Canada Student Financial Assistance Program (CSFA Program). The ministry and ESDC may use other parties for any of these activities. Under agreement with ESDC, the National Student Loans Service Centre (NSLSC) uses your personal information to administer OSAP and CSFA Program. Under agreement with the ministry, the applicant's postsecondary institution and, where authorized by the ministry, its agents who administer OSAP and its auditors, use your personal information to administer OSAP and CSFA Program.

Administration includes: determining eligibility for financial assistance; verifying this application, including verifying the amounts and types of any other form of provincial or federal government financial assistance; updating the applicant's OSAP profile; paying the applicant's financial assistance; verifying the applicant's financial assistance, any relief granted from any payment the applicant is required to make and any loan rehabilitation; determining whether to convert any of the applicant's grants into student loans; considering any applications for review of determinations relating to financial assistance, eligibility for relief from any payment or loan rehabilitation; auditing the applicant's file; assessing and collecting loans, overpayments, and repayments; enforcing the legislation set out below and the applicant's agreements with the ministry and ESDC; and monitoring and auditing the NSLSC and the applicant's postsecondary institution or its authorized agents to ensure that they are administering the programs appropriately. In addition, administration by the ministry and ESDC includes public reporting on postsecondary education and training, including the administration and financing of student assistance programs and accessibility to, and affordability of, postsecondary education; planning, delivering, evaluating or monitoring student assistance programs for quality and improvements in both content and delivery, including establishing and monitoring the minimum amount of student aid the applicant's postsecondary institution is required to provide under the Student Access Guarantee, if applicable; conducting risk management, error management, audits and quality assessment activities; conducting inspections or investigations; and conducting research related to postsecondary education and training, including all aspects of student assistance programs and accessibility to, and affordability of postsecondary education and training such as developing key performance indicators on the aggregated Ontario Student Loan default rates of the applicant's postsecondary institution or for the purpose of evaluating or developing programs. The ministry may also disclose your personal information to other ministries of the Ontario government for the purpose of conducting postsecondary education related research on behalf of the ministry. You may be contacted to participate in surveys related to postsecondary education and training. Financing includes: planning, arranging, or providing funding of the programs.

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, O. Reg. 70/17 as amended, and O. Reg. 282/13 as amended; s. 10.1 of the *Financial Administration Act*, R.S.O. 1990, c. F.12, as amended; the *Canada Student Financial Assistance Act*, S.C. 1994, c. 28, as amended and the *Canada Student Financial Assistance Regulations*, SOR/95-329, as amended; and s. 266.3(3) of the *Education Act*, R.S.O. 1990, c. E.2. If you have any questions about the collection or use of this information, contact the Director, Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario, P7B 6G9; 807-343-7260.

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## Spouse's consent to the indirect collection and disclosure of personal information (required)

- I understand that the information on this form, including my residency history provided by the applicant, is a necessary part of the calculation of any financial assistance to the applicant. The information I have given is complete and true, and I will notify the applicant's financial aid office or the ministry in writing if there are any changes. I agree that the ministry may use my personal information provided on this form and on OSAP application forms that may be submitted by the applicant in the future for the administration and enforcement of an OSAP application that may be made by me, my spouse and/or any other dependent children.
- I agree that until the applicant's loans, any amounts of excess financial assistance received and any other required repayments of financial assistance are assessed and repaid, the ministry can, without limitation, indirectly collect and exchange personal information about me that is relevant to the administration and financing of OSAP, and CSFA Program with: the applicant; ESDC; Canada Revenue Agency (CRA); NSLSC; the applicant's postsecondary institution and its authorized auditors and financial administration agents; bodies identified on this application by name or bodies that administer programs identified on this application; persons or bodies, including government bodies within and outside Canada, that may have information about my sources of income, assets or residency; other parties used by the ministry to administer and finance OSAP; ESDC's contractors and auditors; and Ontario's Ministry of Finance and collection agencies operated or retained by the federal or provincial governments.
- I understand that personal information about me provided on OSAP applications that may be made by the applicant in the future will also be subject to use and disclosure in accordance with the previous bullet.
- I have advised my dependants who are 16 years of age or older that I have provided limited personal information about them on this application and future applications made by the applicant. I have shown them this section and I have obtained their consent to the disclosure and use of their limited personal information for the administration and financing of OSAP.
- I understand that the personal information I provide in connection with this application and future applications made by the applicant and other personal information relevant to a reassessment or appeal may be disclosed to the applicant and any person(s) authorized by the applicant to have access to all information in the applicant's OSAP file.
- I understand that I can withdraw any consent I have given relating to an academic year for which the applicant has not received any financial assistance by writing to the Director, Student Financial Assistance Branch, Ministry of Colleges and Universities, PO BOX 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario, P7B 6G9, at any time before the applicant accepts financial assistance. I understand that I cannot withdraw any consent relating to an academic year for which the applicant has received any amount of financial assistance. I understand that if I withdraw any consent it will affect the applicant's eligibility for, and the type and amount of, financial assistance under OSAP.

I have read and understood all parts of 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 and that my declaration is complete and true.

**960 Signature of spouse:**

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**Date:**

Day    Month    Year

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## Spouse's consent to the indirect collection and disclosure of information from Income Tax Returns (required)

I authorize the Canada Revenue Agency (CRA) to provide to the ministry identifying and income and expense information about me ("the information") from its tax records. The information will be used solely for the purpose of determining the applicant's entitlement to, and collecting overpayments of, financial assistance under the Ontario Student Assistance Program (OSAP). The ministry will not disclose the information to any person or organization without my written consent, except to the applicant or where authorized by or where required by law. The ministry administers OSAP under the authority of the *Ministry of Training, Colleges and Universities Act*, R.S.O. 1990, c. M.19, as amended, O. Reg. 70/17 as amended, and O. Reg. 282/13 as amended; s. 10.1 of the *Financial Administration Act*, R.S.O. 1990, c. F.12, as amended; the *Canada Student Financial Assistance Act*, S.C. 1994, c. 28, as amended and the *Canada Student Financial Assistance Regulations*, SOR/95-329, as amended; and s. 266.3(3) of the *Education Act*, R.S.O. 1990, c. E.2. This consent applies to the 2023, 2024 and 2025 taxation years and to any subsequent taxation year for which assistance is requested and my information is required.

**961 Signature of spouse:**

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**Date:**

Day      Month      Year

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