

Academic Progress Letter

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 2019-2020 Full-Time OSAP, Part-Time OSAP 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, or Part – Time OSAP 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

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Sent Online

Initials

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