

**Financial Aid Office**  
Blackburn Hall

## OSAP Review: Family Breakdown

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Trent ID #: \_\_\_\_\_ Trent Email: \_\_\_\_\_

OSAP expects dependent students to provide parental information on the OSAP Application form. If parental information is not available because of a **break in contact or estrangement** a Family Breakdown review will be considered. The student must demonstrate that a **serious and permanent breakdown** of the family relationship has occurred. Examples of a family breakdown include, but are not limited to, physical or mental abuse, parental drug or alcohol addiction or serious family rifts. **This review is for serious family situations only;** if a parent arbitrarily refuses to support the student or does not agree with the student's choice of program, or living arrangements, a review cannot be considered.

To request this review, you must provide ALL of the following items:

1. **Documentation from one or more third parties** who were directly involved with the situation
  - Include all official documents (court orders, police reports, etc.), and a detailed letter from at least one third party familiar with the family (doctor, psychiatrist, member of clergy, other family member, etc.). All third parties should explain their relationship to your family and verify the family situation from first-hand knowledge.
  - These documents are often the most important factors in a family breakdown review. We suggest that you choose your third parties carefully and have them provide detailed and comprehensive supporting letters.
  - You may provide letters from as many third parties as you wish.
  - Third party letters must include the third parties contact information including telephone number, address and signature.
2. **A signed and dated letter from you**, detailing your family situation
  - Include details and background, including dates, and why the family breakdown occurred.
  - Outline the date of the final rift with your parents and the date you left home
  - Describe any attempts made by you and your parents to reconcile or correct the situation, and the possibility of a future reconciliation
  - Explain how you have supported yourself while not living with your parents
  - Describe any professional involvement in the situation (social service agency, psychologist, psychiatrist or counselor)
3. **Proof of your separate residence**
  - A copy of a lease or rental agreement or current receipts showing rental payments made by you

### **Submit your OSAP Application Before the Appeal Deadline**

Submit this form and all documentation to the Financial Aid Office, Blackburn Hall. If you have questions, please call our office. *Incomplete appeals, or those received after the deadline, cannot be processed.*

### **Office Use Only**

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Decision: \_\_\_\_\_

Date: \_\_\_\_\_

Initials: \_\_\_\_\_