

Appendix A: Audit Report Template

To the Ministry of Colleges and Universities:

We have audited *[name of private institution]*'s compliance with Graduation Rate and Graduate Employment Rate Data Files reporting requirements, including *[name of private institution]*'s reporting of all entrants and graduates for the graduation window and the graduate employment window, for the periods, as set out under the applicable *2020 Key Performance Indicator Operating Procedure: Private Institutions Seeking First-Time Approval for the Purposes of OSAP* (the operating procedure) and *2020 Key Performance Indicator Audit Guideline: Private Institutions Seeking First-Time Approval for the Purposes of OSAP* (the audit guideline). Compliance with these documents is the responsibility of the management of the private institution. Our responsibility is to express an opinion on the compliance of the private institution in reporting its enrolment and graduate data based on our audit.

Our audit was conducted in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance of whether the reported enrolment and graduate data, as listed in schedule A, complied with the reporting requirements set out in the applicable operating procedure and audit guideline. Such an audit includes examining, on a test basis, evidence supporting compliance, evaluating the overall compliance with these criteria, and, where applicable, assessing the accounting principles used and significant estimates made by management.

In our opinion, *[name of private institution]* for the period ended *[fiscal year end date]* is in compliance, in all material respects, with enrolment and graduate reporting requirements set out in the applicable operating procedure and audit guideline.

City

(Signed)

Date

Licensed Public Accountant

SCHEDULE A: AUDITED FILES SAMPLED

Audited Files (Reference File Numbers)	File Status (Original “O” versus, Revised “R” but not yet finalized, versus Finalized “F”)	Further Information / Summary of Corrections

Note: For every institution, the auditor will review an original Graduation Rate Data File and an original Graduate Employment Rate Data File. These two original files will remain unchanged on the Forum Research website. A finalized version of these files, with all necessary corrections (i.e., changes, additions, deletions) will also be on the Forum Research website. Even if the original two files did not require corrections, there would also be two finalized files. There may also be revised files that predate the finalized files.

Below are examples of reference file numbers for an audit report and Graduation Rate and Graduate Employment Rate Data Files uploaded to the Forum Research website in 2014. The first number (9) is a unique number Forum Research assigned to the institution, followed by numbers for the year, month, date, hour, minute, and second when the upload was done.

- **Audit Report File**
9-AUDITREPORT-2014-10-15-11-08-04
- **Institution Uploaded Original Graduate Employment Rate Data File**
9-EMPLOYMENT-2014-07-24-14-28-52
- **Auditor Uploaded Final Graduate Employment Rate Data File**
9-EMPLOYMENT-AUDITED-2014-09-07-15-54-17
- **Institution Uploaded Original Graduation Rate Data File**
9-GRADUATION-2014-07-28-10-19-57
- **Auditor Uploaded Final Graduation Rate Data File**
9-GRADUATION-AUDITED-2014-09-28-12-05-17