

Graduate Student Promissory Note

Deferment of Fees/ Payroll Deductions

Who? Graduate students authorizing the university to apply their on-campus scholarships and/or earnings towards their tuition and ancillary fees.

When? Forms must be submitted to gradfinance@uoit.ca by the tuition payment deadline **each** term.

What? Deferments are accepted for **current** term fees only. Requests for deferment of past or future term fees will not be accepted.

Students with OSAP should contact Student Awards and Financial Aid. Third party sponsored students should contact gradfinance@uoit.ca. You are responsible to notify gradfinance@uoit.ca of any registration or employment status changes that may affect your tuition or payment options.

Student name:

Email:

Student ID:

Term:

Balance as indicated on your MyCampus 'account summary by term':

Source(s) of funding

Fields will automatically calculate for you.

Funding/
contract value

Amount applied
to tuition

Internal graduate scholarship(s)

Most scholarships administered by the Office of Graduate Studies will be automatically applied to your student account.

Graduate research assistantship

Indicate expected amount for the **current** term.

Research assistantship, teaching assistantship, sessional contract

When applying to your tuition, this form will automatically deduct 30 per cent from your employment contract. Actual deductions may vary.

External scholarship (e.g., CIHR, NSERC, SSHRC, etc.)

Attach the original scholarship letter from the organization. For awards such as CIHR, NSERC or SSHRC, input the annual value of the scholarship. The field will automatically calculate one third the award value to represent the amount received each term.

Total amount of funding to be applied to tuition

Tuition balance remaining

If amount is greater than zero, you must pay the balance immediately

Promissory notes are due prior to the fee due date (as outlined in the academic calendar) or are subject to a late fee.

I promise to pay the outstanding fees on my student account in the event the funding noted has changed in any way. I understand that it is my responsibility to ensure all funding has been received and applied to my student account and that my account is in good standing.

I hereby appoint an officer of the university for me, and in my place and stead, to be my true and lawful attorney:

- For the purpose of endorsing any money orders or negotiable instruments payable to me, to the order of University of Ontario Institute of Technology.
- To deposit the aforementioned money orders or negotiable instruments and the resulting funds with the banker of the university.
- To pay itself the sum then owing under this Promissory Note, as defined above.
- To pay any balance remaining to me.

I hereby declare knowledge of the university withdrawal policy in that, if I find it necessary to withdraw from my program of studies, I must do so by completing and submitting an official withdrawal form to the Office of Graduate Studies. Failure to do so before the date specified in the Academic Calendar will make me liable for full semester fees.

I authorize UOIT to pay my outstanding tuition and fees through payroll deduction as noted above.

Student's signature

Date

For UOIT office use only:

Reviewed and approved by _____ Date _____