

# GRADUATE STUDENT Promissory Note for Deferment of Fees and Authorization for Payroll Deduction

Student Name:  Email:

Student ID:  Term:

**SECTION 1 – TUITION FEES:**

**BALANCES as indicated on my MyCampus ‘account summary by term’:**

Attach a print screen from THE CURRENT TERM (deferments are no longer accepted for future term fees). Please note, that you are responsible to notify uoitstudentAR@uoit.ca of any registration or employment status changes that may affect your tuition or payment options.

Current Term Fees (1):  UOIT Internal Scholarship (2):  TERM FEES FOR DEFERRAL = A (1-2):

**SECTION 2 - FUNDING:**

Many of the fields below are set to automatically calculate for you. However, you may wish to overwrite them if necessary.

**OSAP (or other provincial student loan funding)**

Attach proof of funding from the provincial student loan website, indicating the amount of funding available for the CURRENT TERM. Estimates are not accepted.

	Funding/ Contract Value	Amount Applied to Tuition
(B)	<input style="width: 60px;" type="text"/>	(C) <input style="width: 60px;" type="text"/>

**Research Assistantship, Teaching Assistantship, Sessional Contract**

Attach a copy of your current employment **contract** signed by your Faculty. When applying to your tuition this form will automatically deduct 20% from the contract (D) and populate (E). Actual deductions may vary.

	(D) <input style="width: 60px;" type="text"/>	(E) <input style="width: 60px;" type="text"/>
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**Graduate Research Assistantship**

Attach a copy of your **current** GRA form.

	(F) <input style="width: 60px;" type="text"/>	(G) <input style="width: 60px;" type="text"/>
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**External Scholarship (eg: OGS, NSERC, SSHRC, etc.)**

Attach the original scholarship letter from the organization. For awards such as OGS, NSERC or SSHRC (I) will automatically calculate one-third the award value to represent the amount received each term.

	(H) <input style="width: 60px;" type="text"/>	(I) <input style="width: 60px;" type="text"/>
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**Third Party Sponsorship or Other Income**

Provide sponsor letter, or proof of sponsorship, including your name, program and fees to be covered. For other income, provide income source and proof.

	(J) <input style="width: 60px;" type="text"/>	(K) <input style="width: 60px;" type="text"/>
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**TOTAL AMOUNT OF FUNDING TO BE APPLIED TO TUITION**

Sum of C, E, G, I and K

	(L) <input style="width: 60px;" type="text"/>
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**BALANCE REMAINING**

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

	(M) <input style="width: 60px;" type="text"/>
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**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 in section 2 has changed in any way. I will pick up my OSAP or other provincial government student loan document, negotiate and submit the required documentation to the National Student Loans Service Centre. I authorize UOIT to receive notification if my funding has been restricted. 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:

- a) For the purpose of endorsing any money orders or negotiable instruments payable to me, to the order of University of Ontario Institute of Technology;
- b) To deposit the aforementioned money orders or negotiable instruments and the resulting funds with the banker of the University;
- c) To pay itself the sum then owing under this Promissory Note, as defined above; and
- d) 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 (Section 2).

Student's Signature

Date

**For UOIT Office Use Only: Reviewed and Approved By: \_\_\_\_\_ Date: \_\_\_\_\_**