



Promissory Note for Late Fees Arrangement _____ term

Scan and email the completed form and proof of funding (see descriptions below) to sfs@uwaterloo.ca. Put your student ID number and the words "Late Pnote" in the subject line.

Term Balance

This is the total of all charges listed on your Quest account. Click Finances>Account Inquiry>term. If your fees for the term have already been removed from your student account because you were not Fees Arranged by the Fee Arrangement deadline, please contact sfs@uwaterloo.ca or call 519-888-4567 X38466 to confirm the balance owing.

\$ _____

Enter the amount of funding you'll be receiving for this term in the right-hand column:

OSAP (or other provincial student loan funding)

Proof of funding:

- a print-out of your Funding Summary page from the OSAP website OR a copy of your loan assessment document from another province.
- the study period &/or funding release dates must be displayed on your proof of funding.
- you can only enter the amount of funding (loans & grants) which will be released to you in the current term.
- OSAP ESTIMATES ARE NOT ACCEPTED AS PROOF OF FUNDING

\$ _____

Research Studentships, scholarships, bursaries & awards (from uWaterloo, or other scholarships/bursaries payable to uWaterloo)

Proof of funding:

- a print-out of your Quest account Financial Detail page showing "Anticipated Aid"
- a copy of a uWaterloo offer/award letter showing your name, the amount and the term you're receiving the scholarship, bursary or award
- a copy of an external scholarship/bursary cheque made payable to University of Waterloo
- a copy of an external scholarship letter showing your name, the amount and the term you'll receive your scholarship, bursary or award and confirmation that the payment will be made directly to University of Waterloo
- a copy of your GRS funding letter signed by your department showing GRS funding specifically for this term.

\$ _____

Research or Teaching Assistantship (for graduate students)

Proof of funding:

- a print-out of the RA/TA funding letter or contract signed by your department & showing funding specifically for this term

Note:

- deduct 6% from the value of RA/TA funding only for mandatory payroll deductions
- YOUR OFFER OF ADMISSION IS NOT ACCEPTABLE PROOF OF FUNDING

\$ _____

Tuition Benefit (for uWaterloo employees & their children)

Note:

- you must be sure that the eligible staff member has already submitted the online tuition benefit application on your behalf
- to calculate the amount of your benefit, remember that the benefit applies to charges for tuition, co-op and work report marking fees only
- attach a copy of the receipt the eligible member received after submitting the tuition benefit application

\$ _____

Seniors Bursary (for students age 65 & older)

\$ _____

Third-Party Sponsorship:

Proof of funding:

- a copy of your letter from a uWaterloo-approved sponsor showing your name, billing & contact information for your sponsor, start & end dates of their funding, and any amounts your sponsor doesn't cover

\$ _____

TOTAL FINANCIAL AID you expect to receive during this term

\$ _____

REMAINING BALANCE that you owe after deducting the TOTAL FINANCIAL AID amount from the TERM BALANCE amount.

\$ _____

Select the option that applies to you:

1. My Remaining Balance is zero.

Yes ____

2. My Remaining Balance is not zero so I have made a payment to cover the remaining balance. (a bank payment dated on or before today's date (not post-dated!), **OR** a money order, bank draft or certified cheque from a bank in Canada or the US, **OR** a Western Union GlobalPay for Students payment receipt)

Yes ____

I am an undergraduate & have submitted the [Late Fees Arrangement form](#).

Yes ____

By submitting this Promissory Note, I have accepted and voluntarily agreed to the following terms and conditions:

I understand that government student loans are paid directly to my personal bank account for the purpose of funding my education at the University of Waterloo, and that government student loans are not paid into my student account on Quest. I therefore agree that as soon as the government student loan funds are deposited into my personal bank account I will make a payment to the University of Waterloo through my student account on Quest.

I understand that all approved scholarships, bursaries, awards, tuition benefits and sponsorship funding will be applied directly to my student account on Quest during the term, if my registered status is "Fees Arranged" during the term.

I understand that submitting expired, incorrect or incomplete proof of alternate funding sources will delay me being granted registered status as "Fees Arranged" by the University of Waterloo, and that consequently a late fee may be charged.

I understand that in consideration of being granted registered status at the University of Waterloo, I am legally obligated to pay all outstanding fees listed on my student account on Quest, even if my government student loans or alternate sources of funding are reduced or denied. I further agree that I will pay all outstanding fees upon request of the University of Waterloo.

I understand that balances which remain outstanding on my student account for more than 60 days will trigger a Fees Owing hold, which will restrict my access to view grades, enroll in courses and obtain transcripts.

Student ID #: _____ **E-mail:** _____

Student name & signature: _____

Student Awards & Financial Aid use only:

Confirmation of financial aid for the term

Scholarship, bursary, award: \$ _____

OSAP: \$ _____

Date: _____

SAFA signature: _____