Managing your Finances

Student Financial Services: Loron Pellowe
Student Awards & Financial Aid: Maureen Jones & Binah Straker
What Will You Learn?

1. How to pay your fees

2. How to get funding
STUDENT FINANCIAL SERVICES

Loron Pellowe
Your Student Account

Your student account is available ONLY on Quest. 

**Student Centre>Finances>Account Inquiry**

- Fees are assessed “per term”
- Check your account weekly
- Check your UWaterloo email
- Privacy legislation

**YOU** are responsible for your student account!
**Account Details**

<table>
<thead>
<tr>
<th>Payments Received</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date Posted</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>07/22/2016</td>
<td>Deposit Payment - UW Housing</td>
</tr>
</tbody>
</table>

**Total Charges:** 9,621.28

**Total Payments:** -500.00

**Term Balance:** 8,121.28

*All amounts are in Canadian dollars.*

<table>
<thead>
<tr>
<th>Anticipated Aid not yet applied to charges</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Waterloo Bursary</td>
<td>-500.00</td>
</tr>
</tbody>
</table>

**Total Anticipated Aid:** -500.00

**Balance Less Anticipated Aid:** 7,621.28

Promissory note required.

Anticipated Aid will include OSAP &/or uWaterloo scholarships &/or uWaterloo bursaries &/or tuition benefit, if applicable.
Your Bill

Name:
Student ID:
Term: Fall 2017
Date: 24-JUL-2017
HST NO. 119260685RT0001

Charges:

24-Jul-2017 Undergrad Full time Tuition 3,306.00
24-Jul-2017 FedofStnts-Administered Fees 277.21
24-Jul-2017 Student Services Fee 162.00
24-Jul-2017 Orientation Fee 107.01
24-Jul-2017 Federation of Students Fee 57.76
24-Jul-2017 Health Services Building Fee 10.00
24-Jul-2017 Arts Endowment Fund 12.00
24-Jul-2017 Arts Student Society 10.00
24-Jul-2017 Imprint 4.35

Total Charges 3,946.33

Term Balance 3,946.33

All amounts are in Canadian dollars

Anticipated Aid not yet applied to charges:

Arts Entrance scholarship -1,000.00
OSAP -2,660.00
UW Entrance bursary -1,000.00

Total Anticipated Aid -4,660.00

Due date: see the Finance – Student Financial Services website
Your Tax Receipts

- Tax receipts are available on Quest in February each year.
Your Confirmation of Enrolment

- If you need Confirmation of Enrolment or forms signed for RESP purposes, please contact the Registrar’s Office.
“Fees Arranged”

Pay your Term Balance in full

OR

Use the Promissory Note to defer payment of amount equal to Anticipated Aid
How to Make Your Payments

- Bank payments (Online banking, ATM, teller (use student ID # as account #))
- Certified cheque, money order or bank draft from a Canadian bank
- Western Union GlobalPay transfer
- NO credit cards, cash, debit, Interac email transfers, international wire transfers
- NO instalment payment plans
What is a Promissory Note?

You are telling us that you want to leave a balance owing on your account equal to the scholarships, awards, bursaries, government student loans coming to you during the term, instead of paying the Term Balance in full by the due date.
Your Bill

Name:
Student ID:
Term: Fall 2017
Date: 24-JUL-2017
HST NO. 119260685RT001

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UW Entrance bursary -1,000.00

Total Anticipated Aid -4,660.00

Due date: see the Finance – Student Financial Services website
What kinds of funding may be used on a Promissory Note?

- Waterloo scholarships
- External scholarships payable to Waterloo
- Waterloo tuition benefits
- Third-party sponsorships (approved)
- GRS, RAs, or TAs (grads only)
- Canadian government student loans (like OSAP)
- Seniors’ bursaries
You **CANNOT** use a Promissory Note for these types of funding:

- RESP funding
- External scholarships payable to you
- Employment income
- Third-party sponsorships (not approved)
- Employer reimbursement
- Foreign government student loans
- International scholarships
Find the P-Note on Quest

Student Center

- Academics
- Finances

My Account
- Account Inquiry
- Tax Receipts
- Promissory Note

- Personal Information
- Admissions
Submit the P-Note on your mobile device

Access the Promissory Note

Log in to QUEST on your mobile device using your WatIAM username and password.

Click on the "Promissory Note" icon.
Review the information on this page to be sure you need to submit the Promissory Note. No action is required on this page.

When finished, click “Next”.
This page shows the amount of money you need to pay for the upcoming term. No action is required on this page.

Promissory Note for Winter 2016

You are here: 1 2 3 4 5 6

2. Balance owing

What you owe

Term
Winter 2016
Balance owing
6,726.29

Term
Total
Balance owing
6,726.29

Click NEXT to continue

Click "Next".
STEP 3: ANTICIPATED AID

This page shows the amount of aid we already know you have been approved to receive over the term through OSAP student loans, University of Waterloo scholarships, grants and bursaries, tuition benefit, GRS, anticipated RA/TA income or senior’s bursary.

Promissory Note for Winter 2016

You are here: 1 2 3 4 5 6

3. Anticipated aid

Financial aid you can deduct from what you owe

Award
C.D. Howe Scholarship

Term
Winter 2016

Amount
1,500.00

Award
Total anticipated financial aid

Term

Click “Next”.
If there is still a balance owing after allowing for any Anticipated Aid displayed in Step 3, you must tell us how you will pay the remaining balance owing. You will need to indicate any additional financial aid you expect to receive during the term and provide proof of that additional funding. If you do not have any additional funding, you need to make a payment for the remaining balance and then provide proof of your payment in Step 4.

Your action is now required.
Select the type of additional funding or payment from the drop-down menu and enter the amount. Remember that only certain kinds of funding are acceptable on the Promissory Note.

The Promissory Note Checklist outlines the types of funding for which you cannot use the Promissory Note.

Remaining balance still owing: $5,226.29
STEP 4B: COLLECT PROOF OF ADDITIONAL SOURCES OF FUNDING

You will need to upload documentation showing that you have been approved to receive that amount of funding during the term or that you have made a payment for the remaining balance. You can upload your documents in any of these formats:

Payment receipt:
### Notification of Assessment

**Date:** [blank]

**Application No:** 2012,

Start date: 2013-JAN-07

End date: 2013-APR-25

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**School:** UNIVERSITY OF WATERLOO

**Program:** MECHANICAL ENGINEERING

YOU ARE ELIGIBLE TO RECEIVE $6,440

See reverse for assessment details.

*The funding you receive may differ from the eligible amount. Refer to Conditions/Exceptions on Page 2.*

Your funding has been and/or will be made available on the following date(s):

<table>
<thead>
<tr>
<th>Date</th>
<th>Type of Funding</th>
<th>Amount</th>
<th>Sent Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-JAN-07</td>
<td>British Columbia Student Loan</td>
<td>1,870</td>
<td></td>
</tr>
<tr>
<td>2013-JAN-07</td>
<td>Grant - Low Income (Canada)</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>2013-JAN-07</td>
<td>Canada Student Loan</td>
<td>3,570</td>
<td></td>
</tr>
</tbody>
</table>

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**UNMET NEED**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Education Costs</td>
<td>$12,494</td>
</tr>
<tr>
<td>Minimum Expected Contribution</td>
<td>$170</td>
</tr>
<tr>
<td>Funding through StudentAid BC</td>
<td>$6,440</td>
</tr>
<tr>
<td>= Unmet Need</td>
<td>$5,884</td>
</tr>
</tbody>
</table>

Unmet need is the difference between your education costs, the resources you declared, and the amount of funding through StudentAid BC. If your unmet need is greater than $0, you will need to seek additional sources of funding outside StudentAid BC.

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**LOANS AUTHORIZED TO DATE**

According to our records, the total amount of loans issued to date is:

$4,160

This is a total of your combined Canada and B.C. loans authorized by StudentAid BC and does not reflect any loans not cashed or payments you may have made. For information on the amount you owe on your Canada – B.C. integrated student loan account, contact the National Student Loans Service Centre, at 1-888-815-4514, or online at Canlearn.ca

and/or the bank(s) where you cashed your student loan (if cashed before August 1, 2000).
STEP 4C: UPLOAD DOCUMENTATION FOR FUNDING

c) Once your file has been selected, click “Upload”.

Remaining balance still owing: $5,226.29
A message will appear confirming that your document has been attached. Click “OK”.

Your proof of additional funding will reduce the amount of your “Remaining balance still owing”.
d) If you have more than one additional source of funding, click “Add another source of funding” and follow the previous steps to upload your proof documents.

After you have added all funding sources, your “Remaining balance still owing” must read $0.00 to continue. If it does not equal $0.00, you will not be able to continue submitting the Promissory Note.
This page is the legal agreement you are making with the University of Waterloo by submitting the Promissory Note. Read through the terms and conditions and make sure you understand them.

When finished, click the box beside “I have read and agree to the commitment” and click “Submit”.

- I have read and agree to the commitment.
- Today’s date:
  June 15, 2016

[Buttons: Cancel, Previous, Submit]
This page confirms that your Promissory Note has been submitted and will be processed soon.

Promissory Note for Winter 2016

You are here: 1 2 3 4 5 6

Promissory Note confirmation

☑ Your Promissory Note has been submitted.

Thank you for submitting the Promissory Note. You can print this page as your proof of submission.

Please allow several business days for processing. After your Promissory Note is processed, your registration status (on the Account Inquiry page on Quest) will change to “Fees Arranged”. If there is a problem, we will contact you by e-mail.

Date: 10/27/2016, 10:05:11 AM

Return to Student Center

When finished, click “Return to Student Center” to be brought back to the mobile homepage.
## Account Summary

### Summary for all Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Institution</th>
<th>Registration Status</th>
<th>Charge Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2014</td>
<td>University of Waterloo</td>
<td>Enrol Request</td>
<td>0.00</td>
</tr>
<tr>
<td>Winter 2014</td>
<td>University of Waterloo</td>
<td>Fees Arranged</td>
<td>0.00</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>University of Waterloo</td>
<td>Enrol Request</td>
<td>0.00</td>
</tr>
<tr>
<td>Spring 2013</td>
<td>University of Waterloo</td>
<td>Fees Arranged</td>
<td>0.00</td>
</tr>
<tr>
<td>Fall 2012</td>
<td>University of Waterloo</td>
<td>Fees Arranged</td>
<td>0.00</td>
</tr>
<tr>
<td>Winter 2012</td>
<td>University of Waterloo</td>
<td>Fees Arranged</td>
<td>0.00</td>
</tr>
<tr>
<td>Spring 2011</td>
<td>University of Waterloo</td>
<td>Fees Arranged</td>
<td>0.00</td>
</tr>
<tr>
<td>Fall 2010</td>
<td>University of Waterloo</td>
<td>Fees Arranged</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Balance for all Accounts:

0.00

All amounts are in Canadian dollars.

Click on the term to view student account detail.
What if you aren’t Fees Arranged?
If you’re not Fees Arranged...

You will not receive your scholarships/bursaries

Your access to course material on LEARN will be delayed

You will not receive government student loan funding (OSAP)
Avoid a Late Fee

Fall 2017 due date is August 23, 2017

Bookmark the due dates schedule: https://uwaterloo.ca/finance/student-financial-services/about-your-student-account/due-dates-and-late-fees
FEDS Health/Dental Plan

“FedofStdnts-Administered Fees”

Details at www.studentcare.ca
## FED OF STUDENTS ADMINISTERED FEES - 2017/2018

<table>
<thead>
<tr>
<th></th>
<th>Fall 2017</th>
<th>Winter 2018</th>
<th>Spring 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fed of Stdnts Admin fees regular</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplementary health coverage</td>
<td>$55.00</td>
<td>$110.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Supplementary dental coverage</td>
<td>$45.00</td>
<td>$90.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Upass</td>
<td>$89.45</td>
<td>$89.45</td>
<td>N/A</td>
</tr>
<tr>
<td>Student refugee program</td>
<td>$1.00</td>
<td>$1.00</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$190.45</strong></td>
<td><strong>$290.45</strong></td>
<td><strong>N/A</strong></td>
</tr>
</tbody>
</table>

Or

<table>
<thead>
<tr>
<th></th>
<th>Fall 2017</th>
<th>Winter 2018</th>
<th>Spring 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fed of Stdnts Admin Fees co-op</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplementary health coverage</td>
<td>$103.13</td>
<td>$103.13</td>
<td>$103.13</td>
</tr>
<tr>
<td>Supplementary dental coverage</td>
<td>$83.63</td>
<td>$83.63</td>
<td>$83.63</td>
</tr>
<tr>
<td>Upass</td>
<td>$81.15</td>
<td>$81.15</td>
<td>$81.15</td>
</tr>
<tr>
<td>Student refugee program</td>
<td>$1.00</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$277.21</strong></td>
<td><strong>$277.21</strong></td>
<td><strong>$277.21</strong></td>
</tr>
</tbody>
</table>
Student Financial Services

Your bill for the Fall 2017 term will be on Quest beginning July 24. Due date is August 28.

Visit:

- Student Awards & Financial Aid for information about OSAP and other government student loans, and undergraduate scholarships and bursaries.
- Registrar's Office for information about undergraduate programs, courses, transcripts and Confirmation of Enrolment for RESP purposes.
- Graduate Studies & Postdoctoral Affairs Office for information about graduate programs, transcripts, awards and bursaries, and confirmation letters.

Please stay on our site to view information about:

<table>
<thead>
<tr>
<th>EXPAND ALL</th>
<th>COLLAPSE ALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOW TO CONTACT US</td>
<td></td>
</tr>
<tr>
<td>SELF-SERVICE</td>
<td></td>
</tr>
<tr>
<td>PROMISSORY NOTE</td>
<td></td>
</tr>
<tr>
<td>PAYING YOUR FEES</td>
<td></td>
</tr>
<tr>
<td>TUITION AND FEES</td>
<td></td>
</tr>
<tr>
<td>YOUR STUDENT ACCOUNT</td>
<td></td>
</tr>
</tbody>
</table>
QUESTIONS?
STUDENT AWARDS & FINANCIAL AID

Maureen Jones
Sources of Funding

- Undergraduate scholarships and awards
- OSAP
- Undergraduate bursaries
- Work Study Program
Undergraduate Scholarships/Awards

Internal Scholarships/Awards

External Scholarships/Awards

uwaterloo.ca/student-awards-financial-aid/undergraduate-awards
OSAP and other Provincial Student Aid

- If you haven’t already, please apply for OSAP or your province’s student aid program immediately.

**IMPORTANT**

osap.gov.on.ca

http://safa/loanprograms/oop.html
OSAP Estimate

Visit [ontario.ca/osap](http://ontario.ca/osap) to find out how much you could get in OSAP loans and grants.

The new OSAP can help

Find out how much you could get

- I am in high school
- I am a married/common-law student
- I have 0 children
- Parental income $ *

I will go to *

- university
- college
- private career college

I will live with parent/guardian
OSAP and other Provincial Student Aid

- Upload or mail any required consent/signature pages and all supporting documents to us with the exception of the MSFAA.
OSAP Reviews & Appeals

1) Review the application information you submitted through the OSAP website – is it accurate?

2) Check out our website for common review/appeal forms.

3) Make an appointment with a Financial Aid Counsellor.
How to get your OSAP

1. Submit any required documentation early
2. Complete a promissory note by the Aug. 23, 2017 deadline
3. Check that your course load and/or program on Quest matches your OSAP account
Using OSAP to pay your Fees

- Depending on your choice on the OSAP application a portion of your OSAP funds will either be directed to the University to pay your tuition and fees or the full amount will be deposited into your bank account.

- If the full amount of OSAP funding has been deposited to your bank account, you are responsible for paying any fees still owing to the University.
Criteria for Undergraduate Bursaries

- You must apply for OSAP or other provincial government assistance.

- Bursaries are based on financial need, not academic merit.

Bursaries are intended to supplement, not replace, government and family resources.
Types of Bursaries

AUTOMATIC
- OSAP students
- Verification assessment at end of September

APPLICATION
- Fall only – Oct. 30, 2017 deadline
- Fall and Winter – Feb. 28, 2018 deadline
Work Study Program

Available to recipients of OSAP or other out-of-province financial assistance programs

Work part-time on campus while you study full-time

View jobs and apply via our website starting the end of August
More On-Campus Job Opportunities

- Libraries
- Athletics, Physical Activities Complex
- Student Federation, Student Life Centre
- Co-op and Career Services, Tatham Centre
- Office of Development and Alumni Affairs

University of Waterloo
Get More Information

- **Quest**
  quest.uwaterloo.ca

- **OSAP**
  osap.gov.on.ca

- **Finance – Student Financial Services website**
  uwaterloo.ca/finance/student-financial-services

- **Undergraduate Calendar**
  ugradcalendar.uwaterloo.ca/

- **Student Awards & Financial Aid website**
  safuwaterloo.ca

- **National Student Loan Service Centre**
  Canlearn.ca
Contact us

Student Financial Services
East Campus 5 (4\textsuperscript{th} floor)
X38466
sfs@uwaterloo.ca

Student Awards & Financial Aid
Needles Hall (2\textsuperscript{nd} floor)
X33583
safainfo@uwaterloo.ca
Follow us

@uwaterloolife

facebook.com/uwaterloolife
QUESTIONS?