

Graduate Student Promissory Note - Deferment of Fees/Payroll Deductions

School of Graduate and Postdoctoral Studies (SGPS)
Ontario Tech University
2000 Simcoe Street North, Oshawa, ON L1G 0C5

This form is for graduate students authorizing the university to apply their on-campus scholarships and/or earnings towards their tuition and ancillary fees. Forms must be submitted to gradfinance@ontariotechu.ca by the tuition payment deadline each term.

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@ontariotechu.ca. You are responsible to notify gradfinance@ontariotechu.ca of any registration or employment status changes that may affect your tuition or payment options.

First name: Last Name: Student ID:

Student email: Term: Term Year:

Balance as indicated on your MyOntarioTech 'account summary by term': Source(s) of funding

	Funding value	Amount applied to tuition
Internal graduate scholarship(s) Most scholarships administered by SGPS will be automatically applied to your student account. Indicate expected annual amount. Annual figure is divided by three.	<input type="text"/>	<input type="text"/>
Graduate research assistantship Indicate expected amount for the current term as shown on GRA payment form.	<input type="text"/>	<input type="text"/>
Research assistantship, teaching assistantship, sessional contract When applying to your tuition, deduct 10% from your employment contract for union dues, CPP, EI etc. Actual deductions may vary. (Please ensure TD1 forms have been completed)	<input type="text"/>	<input type="text"/>
Total amount of funding available to be applied to tuition		<input type="text"/>
Tuition balance remaining If amount is greater than zero, you must pay the balance immediately		<input type="text"/>

I understand that if the balance is greater than zero, payment is due on or before the [tuition deadline date](#).

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:

- a) For the purpose of endorsing any money orders or negotiable instruments payable to me, to the order of Ontario Tech University.
- 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.
- 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 SGPS. Failure to do so before the date specified in the Academic Calendar will make me liable for full semester fees.

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

Student's signature

Date