



Arranging Your Fees – University of Guelph

University of Guelph Fee Arrangements

- The following website provides information on the tuition and fee announcements
<http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees/index>
 - Once you receive an offer from the University of Guelph, and you have returned their form indicating your interest in accepting the offer, you will be registered and required to arrange your fees using the Graduate Settlement menu item on WebAdvisor.
 - Students who wish to settle their account using one of the following items must do so on WebAdvisor by the published settlement date.
 - ✓ payroll deduction
 - ✓ funds provided through departmental trust funds
 - ✓ sponsored students (third party to be invoiced)
 - ✓ scholarships/awards.
 - Students who will be paying their accounts from personal funds, OSAP, or using the employee tuition waiver need not complete the interactive form to indicate this but must be sure to make payment in full, or pick up their OSAP, or have the employee tuition waiver form processed by the published payment deadline.
 - Students who require alternate payment arrangements not covered by the interactive Graduate Settlement process must contact Student Financial Services by the published deadline. Contact information can be found at this website:
<http://www.uoguelph.ca/registrar/studentfinance/index.cfm?contacts>
 - This process will be required each and every semester and must be completed by the deadlines provided in order to avoid late fees and/or deregistration. Deadlines for the arrangement of fees is located at the following website: <http://www.uoguelph.ca/registrar/studentfinance/index.cfm?deadlines>
 - If further information is required, please contact accountquestions@registrar.uoguelph.ca
- PLEASE NOTE:** Those students who have been accepted in a term for a start date in the following term, may have the fee payment deadline extended. Please check with Student Financial Services for your fee deadline



Arranging Your Fees – University of Waterloo

University of Waterloo Fee Arrangements

You will need the following information to arrange your fees electronically:

- Fee Payment Arrangement Letter (provided by the Graduate Secretary, Cathy van Esch - civanesc@sciborg.uwaterloo.ca)
 - ❖ this allows you to use your TA, RA, RS and scholarship funding to arrange fees
 - Your Quest Fee Statement for term of entry
 - ❖ we no longer mail out fee statements and you can access your financial statement on QUEST at <http://www.quest.uwaterloo.ca/graduate/index.html>.
- PLEASE NOTE:** If you have not yet met all conditions on your Offer of Admission letter (including submitting a final transcript to GSO), you must wait to arrange fees until you receive this.
- ❖ The University of Waterloo assesses fees on a per-term basis. You need to "arrange your fees" (<http://www.adm.uwaterloo.ca/infofin/students/Payment.html#FEEARRANGE>) (submit payment &/or Promissory Note to fully cover the fees posted to your student account at the due date) each and every academic term.
 - ❖ Your account balance may change as a result of housing or meal plan adjustments, or changes to your course load. Fees are recalculated NIGHTLY. Check your student financial account on Quest *frequently* for updates: <http://www.quest.uwaterloo.ca/>
 - ❖ The *entire balance* posted to your student account must be covered by payment in full *or* by a Promissory Note <http://www.adm.uwaterloo.ca/infofin/students/Forms.html> indicating a combination of payment & approved financial assistance which fully covers the balance, BY THE DUE DATE to avoid LATE FEES (<http://www.adm.uwaterloo.ca/infofin/students/DueDates.pdf>). If you have financial aid you wish to deduct from the payment you need to make for term, you MUST submit a Promissory Note, *even if* the financial aid is showing as Anticipated Aid on your Quest account.
 - ❖ Please visit the Finance - Student Accounts website for Fee Payment Information (<http://www.adm.uwaterloo.ca/infofin/students/Payment.html>), forms & Instructions on how to submit the online Promissory Note (<http://www.adm.uwaterloo.ca/infofin/students/Promissory%20Note%20Instructions.html>), including a tutorial video.

PLEASE NOTE:

All Promissory Notes submitted on time, correctly filled out and accompanied by acceptable proof of each type of financial aid being claimed for the term will be processed first. Your Promissory Note will not be processed if:

- it has been filled out incorrectly
- it does not have attached proof of the financial aid you have indicated
- the proof attached to the Promissory Note is unacceptable (eg. wrong term; scholarship payable to the student rather than UW; student's name is not indicated; it cannot be read, your proof does not indicate the funding specifically for the current term)
- there is a balance outstanding on your student account from a term prior to Fall 2009.

If we can't process your Promissory Note because it is incomplete or incorrect, we will send you an email notice AFTER the due date.

Promissory notes & cheque payments are date stamped upon receipt in our office, but processing may take up to two weeks from the received date. Please continue to check your Quest account to see your registered status change from "enrol request" to "fees arranged". *We cannot respond to requests for confirmation that we have received your payment or Promissory Note*

GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

(GWC)² Website: <http://www.gwc2.on.ca>

For Assistance please contact:

- ❖ Finance - Student Accounts: Room 1110 Needles Hall Office Hours: 8:30am - 4:30pm weekdays
- ❖ 519-888-4567 X38466: Leave a message with your student ID # and a phone number where we can reach you. You will receive a return phone call.
- ❖ sfaccnts@uwaterloo.ca: Our Auto-Reply will answer most of your questions. If it does not cover your inquiry, we will respond within 5 business days.

For International Students:

If you are an international student you are covered by two health insurance plans and are required to enroll in both. Information on both plans is found at the following link: http://www.iso.uwaterloo.ca/current_students/Healthcare.html

Fee Payment Information:

- ✓ Pay your fees via bank payment, and submit the online promissory note, to avoid late fees.
- ✓ Personal cheques are no longer a payment option
- ✓ If your fees are being paid from an account *outside of Canada*, please use the Travelex Bank to Bank Transfer http://www.adm.uwaterloo.ca/infofin/students/Waterloo3_SellSheet.pdf
- ✓ If you are not paying your own fees, be sure to forward this email along with a copy of your quest account for the upcoming term to the person who will be making the payment.
- ✓ Documents sent via regular mail are subject to uncertain delivery. If you *must* send a *certified* cheque, money order or bank draft, we recommend using ExpressPost or international courier.