



This request form is for students who, due to extenuating circumstances, are unable to submit their full Winter Semester payment by **January 11, 2019**. This is an application only. You will be notified via your WebAdvisor on the Account View page if your request has been granted.

CONSIDERATION WILL NOT BE GIVEN UNTIL THE MINIMUM PAYMENT (CALCULATED ON LINE (E) BELOW) IS RECEIVED ON YOUR STUDENT ACCOUNT.

All sections MUST be completed in order for the form to be processed. Please PRINT clearly.

A. Personal Information

Last Name:	First Name:
Student ID:	Reason for Request:

B. Financial Information

(A) Amount Due 11/01/2019	\$
(B) Amount Overdue	\$
(C) Total Amount Due	\$
(D) 25% of Amount Due 11/01/2019: (A) multiplied by .25	\$
(E) Payment Due Friday, January 11, 2019 (B + D)	\$

C. Financial Arrangement Terms

(H) Balance for Financial Arrangement: (C) + \$60 Deferral Fee - (E)	\$
February 1, 2019: (H) multiplied by .33	\$
March 1, 2019: (H) multiplied by .33	\$
March 31, 2019: (H) multiplied by .34	\$

Additional Notes:

D. OSAP statement

Are you an OSAP student? (yes or no)

E. Applicant's Acknowledgment

1. I agree to the above payment plan and understand that it is my sole responsibility to pay my account in full (including additional semester charges that may be added to my account). Failure to fulfill any of the payment requirements shown above will prevent my registration in any future semester as well as disqualify me for any payment deferral consideration.
2. Minimum payment, Line (E) on the form, must be reflected on your WebAdvisor in Account View before your financial arrangement can be approved. Deadline for this payment is January 11, 2019. Approval will be noted on WebAdvisor under Financial Profile, Account View.
3. Previous semester balances must be cleared to zero. Please verify your balance on WebAdvisor, Account View.
4. There is a cost to use the deferral payment option. If your student account does not have a zero balance on January 11, 2019, a \$60 mandatory deferral fee will be added to your account.
5. OSAP students: To verify confirmation of enrolment please check WebAdvisor under Financial Profile, Account View for "Confirmation of Enrolment" notification.
6. I understand that I need to allow 2-3 business days for bank transfers to appear on WebAdvisor.
7. The onus is on me to confirm receipt of my payment and approval of my Financial Arrangement.
8. Student Accounts must be paid in full by March 31, 2019. After this date, accounts with an outstanding balance will be placed on financial sanction.
9. Scan and return completed Request Form to Account Questions at accquest@uoguelph.ca or drop the form in the Student Financial Services box located on the 3rd floor of the UC. Form must be received by January 11, 2019 at 1:00pm.
10. If you require assistance, please contact accquest@uoguelph.ca

Applicant's Signature:	Date:
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F. For Office Use Only

Authorized By:	Date:
Comments:	