Tuition Payments/Grad Settlement and
Payroll Information Winter 2022

GRADUATE SETTLEMENT DEADLINE (students): **December 12**

OR PAY ON-LINE by: **January 14**

*\*Note that Scholarships/awards on accounts are* ***NOT*** *viewed as payments. Graduate Settlement must be completed for these to be used for tuition.*

* Tuition and fees will be viewable on WebAdvisor at the beginning of December. (Monitor [Dates & Deadlines](https://www.uoguelph.ca/registrar/studentfinance/deadlines) after registration)
* ‘Awards Payment’ **must** **be selected** on the Graduate Settlement if a scholarship/award has been applied to student account and they wish to use it for tuition.
* Tuition deductions are made to the student’s **net** pay, **after all other deductions are made**.
* Students may contact cgeorg07@uoguelph.ca if they wish to select two or more methods of payment.
* returning students are assessed the late fee if:

A) they miss the Graduate Settlement deadline (**Dec 12**) or

B) they miss the payment deadline (**Jan 14**)

* the student is **not** charged a late fee when department misses XGSP deadline.

Email accquest@uoguelph.ca with questions concerning your tuition or Graduate Settlement.

**Email Human Resources: Reception** hr@uoguelph.ca **with questions concerning payroll.**

A few useful links for you:

[E-Pay Statement | Human Resources (uoguelph.ca)](https://www.uoguelph.ca/hr/staff-faculty-pay/e-pay-statement)

[Bi-weekly Pay Date Schedule | Human Resources (uoguelph.ca)](https://www.uoguelph.ca/hr/staff-faculty/pay/bi-weekly-pay-date-schedule)

Please visit the [Employee Self-Service](https://hr.uoguelph.ca/employeeportal/) portal to upload payroll direct deposit information.

Please use the following link to upload your tax documents.

[https://uoguelphca-my.sharepoint.com/:f:/g/personal/boevec\_uoguelph\_ca/EnFkeGvCWhFHprT1RQctYqwBLhdt1iRpXo5AxxnrZ-MuWQ](https://uoguelphca-my.sharepoint.com/%3Af%3A/g/personal/boevec_uoguelph_ca/EnFkeGvCWhFHprT1RQctYqwBLhdt1iRpXo5AxxnrZ-MuWQ)

# **Important Dates**

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| Dec 12            | Student deadline to submit Graduate Settlement (or make payment by Jan 14) |
| Jan 14              | 1. Payment deadline for students paying with [Internet Banking](https://www.uoguelph.ca/registrar/studentfinance/fees/payment_internet) (Primarypayment method)
2. [PayMyTuition](https://www.uoguelph.ca/registrar/studentfinance/fees/payment_paymytuition) - (Preferred method for **International Students)**
3. [Money Orders, Certified Cheque, Bank Drafts](https://www.uoguelph.ca/registrar/studentfinance/fees/payment_moneyorder)
4. [Telephone Banking](https://www.uoguelph.ca/registrar/studentfinance/fees/payment_telephone)
5. [HigherEdPoints (Aeroplan® Miles)](https://www.higheredpoints.com/how-it-works/)
6. [OSAP](https://www.uoguelph.ca/registrar/studentfinance/fees/osap)
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| Jan 20-May 12 | Bi-weekly pays from which tuition will be deducted if “Payroll Deduction Payment” has been selected |
| Jan 6 | Deduction for tuition only for students who continue to have a balance owing on their F21 account |
| Jan 6 | 1 day from F21 (partial pay); tuition will be deducted  |
| Jan 20-May 12 | 9 full pays |
| May 12             | Final pay. Tuition will be deducted only if student has a balance owing. Otherwise, student receives the pay. |

