



**RESIDENCE PAYMENT**

Complete and submit this form if you are a resident of Residence Office at the University of Saskatchewan experiencing difficulty and are unable to pay your rental fees. Please submit to your Residence Office, along with any supporting documents; i.e. Student loans information, confirmation of payments or salaries, etc. Your information will be contacted to discuss a payment plan. Completion of this form does not guarantee approval of a payment plan and does not absolve the resident of any monies owed to the University of Saskatchewan.

**STUDENT INFORMATION**

Student Name: \_\_\_\_\_  
Student ID: \_\_\_\_\_  
Residence Address: \_\_\_\_\_  
Contact Phone #: \_\_\_\_\_  
Submission Date: \_\_\_\_\_

**REASON FOR PAYMENT PLAN**

Please provide reasons for requiring a payment plan. In order for the Payment Plan Form to be processed, this form must be accompanied by documentation supporting your request.

- Having Financial Issues
- Funding Delayed
- Other

**ADDITIONAL FINANCIAL AID RESOURCES**

If you are experiencing financial difficulties, please contact Awards and Financial Aid at <http://www.usask.ca/sesd/about/awards.php>



**PAYMENT PLAN AGREEMENT**

Date: \_\_\_\_\_, 201\_\_\_\_\_

Payment Plan Agreement between \_\_\_\_\_ and the Residence Services Office  
First name, Last Name

I understand and agree to the above payment plan and I will pay all outstanding fees to the University of Saskatchewan by the dates specified. Should my circumstances change, I agree to the contact Residence Office immediately and prior to the expected payment date.

**I ALSO UNDERSTAND THE FOLLOWING:**

- My University transcripts will be held as long as I have an outstanding account unless otherwise stated above.
- Withdrawal from the University or moving out of residence does not release me from this payment plan obligation or from any financial penalties and charges.
- Failure to follow the above plan will result in Late Payment fees of \$25.00 per month being charged to my account for the most current month and each consecutive month in which payment is not received. Any outstanding amounts remaining at the end of the term will be charged interest at a rate of 18% per annum (1.5% per month), until my account is paid in full.
- Failure to pay my outstanding account in full as per the agreement set forth, will result in the University of Saskatchewan advancing the matter to the next step in the collection process (collection agency) and all additional costs will be added on my account.
- In the event that I default on my Payment Plan arrangements and the terms and payment dates agreed herein, my Payment Plan becomes null and void.
- Failure to follow through with this payment plan will result eviction from Residence and I will not permitted to live in Residence at the University of Saskatchewan.

I have read and fully understand the above (Please print and sign below)

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Staff Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Approved by print name: \_\_\_\_\_

Approved by signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_