

Notice of Collection of Personal Information

In accordance with the Freedom of Information and Protection of Privacy Act (Ontario) and with University Policy 90, your personal information is collected under the authority of the University of Ottawa Act, 1965. Your personal information provided on this application form, in the required documentation and in all other communications related to your application and awarding of a scholarship and/or financial aid will be used by the University of Ottawa to assess, award, administer and finance all aspects of the scholarship and/or financial aid, for institutional planning and statistics, and for other related purposes. If you are successful in obtaining a scholarship and/or financial aid, the University may disclose your name, program, faculty, year of study and amounts obtained to the donor and/or make this information available publicly by posting it on the University's website.

If you have questions about the collection, use and disclosure of your personal information, please contact the University of Ottawa's Financial Aid and Awards Service at loansandawards@uOttawa.ca. For general questions about privacy, see the University of Ottawa's [Policy 90](#) or contact the University's Access to Information and Protection of Privacy Office at aipo@uOttawa.ca or at 613-562-5800 ext. 1667.

AUTHORIZATION FORM FOR SHIPMENT BY MAIL
uOttawa Students at Toronto, Windsor or Pembroke Campus

Complete this form only if you are unable to go to the Financial Aid and Awards office to claim your financial assistance.

Please include a photocopy of

- your social insurance card
- a government-issued photo identification card (e.g., driver's licence, passport)

Please forward your documents by mail, at the follow address:

- Financial Aid and Awards Service, 55 Laurier East, Room 3156, Ottawa ON K1N 6N5

I, _____, authorize the Financial Aid and Awards Service to forward my bursary cheque, guarantee certificate or loan certificate (for the current academic year) to the following address:

NO. AND STREET		
CITY	PROVINCE	POSTAL CODE

I confirm that my study period is:

YEAR	YEAR	YEAR
SPRING OR SUMMER	FALL	WINTER

I am aware that the bursary cheque, guarantee certificate or loan certificate contains personal information and that if any of these documents are sent by mail, a third party may have access to this information.

I acknowledge that the Financial Aid and Awards Service is not responsible for any bursary cheque, guarantee certificate or loan certificate lost in the mail.

I understand that if the deadline indicated on the loan certificate has passed, the certificate is no longer valid and a duplicate copy will not be issued.

I am responsible for paying my tuition fees by the deadline regardless of whether I have received my financial assistance.

PERSONNAL INFORMATION			
LAST NAME	FIRST NAME		MIDDLE NAME
STUDENT NO.	DATE OF BIRTH		
	YEAR	MONTH	DAY

YEAR	MONTH	DAY	SIGNATURE

FOR OFFICE USE ONLY	
TYPE OF IDENTIFICATION	OFFICER'S INITIALS AND DATE
SIN CARD	
PHOTO ID	

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Financial Aid and Awards Service

55, Laurier East, Room 3156, Ottawa ON K1N 6N5
 Tel. : 613-562-5734, Fax: 613-562-5155
 loansandawards@uOttawa.ca

