

**WOODSWORTH COLLEGE – CERTIFICATE PROGRAM
2014 - 2015 FALL - WINTER SESSION – REFUND SCHEDULES**

To determine your fee adjustments or reversals, review the applicable circumstances in each of the following four categories:

Category 1: Academic Fees				
If you cancel a course, the course fee is adjusted or reversed in accordance with this schedule, using the course cancellation date recorded on ROSI. If you cancel your registration for the session, there are additional financial implications (see Note 1).				
Course Charge Reversed	Recorded Date of Course Cancellation on ROSI <i>Section Code Y</i>	Recorded Date of Course Cancellation on ROSI <i>Section Code F</i>	Recorded Date of Course Cancellation on ROSI <i>Section Code S</i>	<p>Note 1: If you cancel your last course and your registration in the session a <u>minimum charge of \$249.00</u> will be charged to students who cancel their registration in a program (degree or non-degree program) on or after the published date for the first day of classes.</p> <p>Note 2: This refund schedule applies to courses offered on any U of T campus.</p> <p>Note 3: The last date to cancel a course or registration with no academic penalty is not the same as the last date to be eligible for a refund.</p>
100%	To September 7	To September 7	To January 4	
100% less minimum charge <i>(Note 1)</i>	Sept. 8 – Sept. 21	Sept. 8 – Sept. 21	Jan. 5 – Jan. 18	
75%	Sept. 22 – Oct. 13	Sept. 22 – Sept. 28	Jan. 19 – Jan. 25	
50%	Oct. 14 – Nov. 10	Sept. 29 – Oct. 13	Jan. 26 – Feb. 8	
0	On November 11 or after	On October 14 or after	On February 9 or after	

Category 2: Incidental Fees – Compulsory Campus and Student Services (charges reversed only when registration is cancelled)			
Incidental Charges Reversed	Fall-Winter Registration <i>September - April</i> Recorded Date of Cancellation	Fall Registration Only <i>September - December</i> Recorded Date of Cancellation	Winter Registration Only <i>January - April</i> Recorded Date of Cancellation
100%	To September 21	To September 21	To January 18
50%	Sept. 22 – Dec. 19	Sept. 22 – Oct. 20	Jan. 19 – Feb. 16
0	On December 20 or after	On October 21 or after	On February 17 or after

Category 3: Ancillary Fees – Fees for specific programs or courses (charges reversed only when registration is cancelled). This schedule only applies to ancillary fees that are displayed on your ROSI invoice.			
Ancillary Charges Reversed	Fall-Winter Registration <i>September - April</i> Recorded Date of Cancellation	Fall Registration Only <i>September - December</i> Recorded Date of Cancellation	Winter Registration Only <i>January - April</i> Recorded Date of Cancellation
100%	To September 21	To September 21	To January 18
0	On September 22 or after	On September 22 or after	On January 19 or after

Category 4: Other Fees	
System Access Fee of \$50.00	Non-refundable
University Health Insurance Plan (UHIP) Fee of \$648.00	UHIP fee adjustments and reversals are made by student request to the UHIP Office. Instructions can be viewed at http://cie.utoronto.ca/Programs/University-Health-Insurance-Plan.htm .

AN EXCEPTION TO THESE REFUND SCHEDULES WILL BE CONSIDERED ONLY WHERE THERE IS EVIDENCE OF ERROR ON THE PART OF THE UNIVERSITY.

Any credit resulting from a fee reversal will be applied first towards outstanding charges on your ROSI account and then a credit balance may be eligible for disbursement to the student on request. Refer to the 'Refund of Credit Balances' section on the Student Accounts website.