

UNIVERSITY OF TORONTO
JOHN H. DANIELS FACULTY OF ARCHITECTURE, LANDSCAPE AND DESIGN
2015 - 2016 FALL - WINTER SESSION – REFUND SCHEDULES

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

Category 1A: Academic Fees – Program Fees (Fees charged as a single rate)

John H. Daniels Faculty of Architecture, Landscape and Design Program Fee assesses a single fee for Fall-Winter full-time studies. Within the envelope of a full-time course load (3.5-6.0 credits), students under the Program Fee may add and cancel courses without generating either further charges or refunds for individual enrolment transactions. If you are appropriately assessed a Program Fee, a refund is generated only by completely withdrawing from studies by the deadlines, as explained below.

If you cancel your registration for the session, Program fees are reversed in accordance with this schedule, using the registration cancellation date recorded on ROSI. **Cancellation of registration only occurs when all courses are cancelled. If any courses with a final standing remain on the record for the academic session– a final mark, CR/NCR, P/FL– a student will not be eligible to cancel the registration for that session.**

| Program Charge Reversed | Recorded Date of Cancelled Registration on ROSI | | |
|---|---|---|------------------------|
| 100% | To September 13 | <p>Note 1: Program fees will be reversed and a <u>minimum charge of \$256.00</u> will be charged to students who cancel their registration in this session in a program (degree or non-degree program) on or after the published date for the first day of classes for the Fall-Winter Session.</p> <p>Note 2: Immediately after the last day to add F and Y courses, your F and Y course enrolments for the year will be counted and "frozen" for the purposes of the Program Fee. Your S course enrolments and S course Wait List places will be added to this course load.</p> <p>A) If this totals 3.5-6.0 credits, you will be charged the Program Fee. <i>Exception: Students with 3.5 or more credits but who have 3.0 or fewer F courses with final standing (ie. A grade, CR/NCR, P/FL) AND no Y or S courses as of the 50% refund period date in January will be eligible to have their fees assessed on a per course basis. See A&S Registration Instructions for details.</i></p> <p>B) If this totals 3.0 or fewer, you will be moved from Program fee to Per-Course fee billing. Program fees will be reversed and courses fees will be charged for each course and refunded according to Refund Category 1B.</p> <p>Note 3: After the last date to add S courses, your final S course enrolments will be counted and added to your F + Y course enrolments "frozen" (See Note 2).</p> <p>A) If the total is 3.5 or more, you will be charged the Program fee. <i>See Exception above in Note 2A.</i></p> <p>B) If this totals 3.0 or fewer, you will be moved from Program fee to Per-Course fee billing. Program fees will be reversed and courses fees will be charged for each course and refunded according to Refund Category 1B.</p> <p>Note 4: 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% less minimum charge Note 1) | Sept. 14 – Sept. 27 | | |
| If Fall-Winter course load is 3.0 - 6.0 credits on Sept.27th Note 2) | 50% | | Sept. 28 – Jan. 24 |
| | 0 | | On January 25 or after |
| If Fall-Winter course load is 0.5 - 2.5 credits on Jan. 24th Note 3) | 100% Less per-course refund | On January 25 or after | |
| | | On January 25 or after | |

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| Category 1B: Academic Fees – Course Fees (<i>Fees charged for each course</i>) | | | | |
|---|---|---|---|--|
| 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> | |
| 100% | To September 13 | To September 13 | To January 10 | <p>Note 1: If you cancel your last course and your registration in the session a <u>minimum charge of \$256.00</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% less minimum charge <i>(Note 1)</i> | Sept. 14 – Sept. 27 | Sept. 14 – Sept. 27 | Jan. 11 – Jan. 24 | |
| 75% | Sept. 28 – Oct. 19 | Sept. 28 – Oct. 4 | Jan. 25 – Jan. 31 | |
| 50% | Oct. 20 – Nov. 16 | Oct. 5 – Oct. 19 | Feb. 1 – Feb. 15 | |
| 0 | On November 17 or after | On October 20 or after | On February 16 or after | |

| Category 2: Incidental Fees – Compulsory Campus and Student Services (<i>charges reversed only when registration is cancelled</i>) | | | |
|---|---|--|---|
| 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 27 | To September 27 | To January 24 |
| 50% | Sept. 28 – Jan. 24 | Sept. 28 – Oct. 26 | Jan. 25 – Feb. 22 |
| 0 | On January 25 or after | On October 27 or after | On February 23 or after |

| Category 3: Ancillary Fees – Fees for specific programs or courses (<i>Charges reversed only when registration is cancelled.</i>) <i>This schedule only applies to ancillary fees that are displayed on your ROSI invoice.</i> | | | |
|---|---|--|---|
| 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 27 | To September 27 | To January 24 |
| 0 | On September 28 or after | On September 28 or after | On January 25 or after |

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| Category 4: Other Fees | |
|--|--|
| System Access Fee of \$50.00 | Non-refundable |
| University Health Insurance Plan (UHIP) Fee of \$612.00 | 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.