

**UNIVERSITY OF TORONTO – TORONTO SCHOOL OF THEOLOGY  
2016 - 2017 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)*

If you cancel your registration for the session, Program fees are reversed in accordance with this schedule, using the registration cancellation date recorded on ACORN/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, LWD, or WDR – a student will not be eligible to cancel the registration for that session, and thus will not be eligible to have the program fee charges reduced.**

Program Charge Reversed	Fall Registration <i>September - December</i> Recorded Date of Cancellation	Winter Registration <i>January - April</i> Recorded Date of Cancellation	<p><b>Note 1:</b> Program fees will be reversed and a <u>minimum charge of \$263.00</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><b>Note 2:</b> 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 11	To January 3	
100% less minimum charge <b>(Note 1)</b>	Sept. 12 – Sept. 25	Jan. 4 – Jan. 17	
50%	Sept. 26 – Oct. 24	Jan. 18 – Feb. 14	
0	On October 25 or after	On February 15 or after	

**Category 1B: Academic Fees – Course Fees** *(Fees charged for each course): Course Cancellation*

If you cancel a course, the course fee is adjusted or reversed in accordance with this schedule, using the course cancellation date recorded on ACORN/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><b>Note 1:</b> If you cancel your last course and your registration in the session a <u>minimum charge of \$263.00</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><b>Note 2:</b> This refund schedule applies to courses offered on any U of T campus.</p> <p><b>Note 3:</b> 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 11	To September 11	To January 3	
100% less minimum charge <b>(Note 1)</b>	Sept. 12 – Sept. 25	Sept. 12 – Sept. 25	Jan. 4 – Jan. 10	
75%	Sept. 26 – Oct. 17	Sept. 26 – Oct. 2	Jan. 11 – Jan. 17	
50%	Oct. 18 – Nov. 14	Oct. 3 – Oct. 17	Jan. 18 – Jan. 31	
0	On November 15 or after	On October 18 or after	On February 1 or after	

**Category 2: Incidental Fees – Compulsory Campus and Student Services Charges except Knox College** *incidental fees listed in Category 4 below. Charges are reversed only when registration is cancelled.*

Incidental Charges Reversed	Fall Registration <i>September - December</i> Recorded Date of Cancellation	Winter Registration <i>January - April</i> Recorded Date of Cancellation
100%	To September 25	To January 17
50%	Sept. 26 – Oct. 24	Jan. 18 – Feb. 14
0	On October 25 or after	On February 15 or after

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**Category 3A: Ancillary Fees – Fees for specific programs or courses except Emmanuel Applied Music Lab Fee & St. Augustine Incidental fee, see category 3B below. Charges are reversed only when registration is cancelled. This schedule only applies to ancillary fees that are displayed on your ACORN/ROSI invoice.**

Ancillary Charges Reversed	Fall Registration <i>September - December</i> Recorded Date of Cancellation	Winter Registration <i>January - April</i> Recorded Date of Cancellation
100%	<b>To September 25</b>	<b>To January 17</b>
0	On <b>September 26</b> or after	On <b>January 18</b> or after

**Category 3B: Emmanuel Applied Music Lab Fee, St. Augustine Incidental fee. Charges are reversed only when registration is cancelled.**

Ancillary Charges Reversed	Fall Registration <i>September - December</i> Recorded Date of Cancellation	Winter Registration <i>January - April</i> Recorded Date of Cancellation
100%	<b>To September 11</b>	<b>To January 3</b>
0	On <b>September 12</b> or after	On <b>January 4</b> or after

**Category 4: Other Fees (displayed on ACORN/ROSI invoice)**

System Access Fee of \$50.00 Knox College Student Service Fee Knox Library fee Knox M&T Society	<b>Non-refundable</b>
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 <a href="http://www.studentlife.utoronto.ca/cie/uhip">http://www.studentlife.utoronto.ca/cie/uhip</a>

**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 ACORN/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**