

**WOODSWORTH COLLEGE – CERTIFICATE PROGRAM
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 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 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>Note 1: 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>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 11	To September 11	To January 4	
100% less minimum charge <i>(Note 1)</i>	Sept. 12 – Sept. 25	Sept. 12 – Sept. 25	Jan. 5 – Jan. 18	
75%	Sept. 26 – Oct. 17	Sept. 26 – Oct. 2	Jan. 19 – Jan. 25	
50%	Oct. 18 – Nov. 14	Oct. 3 – Oct. 17	Jan. 26 – Feb. 8	
0	On November 15 or after	On October 18 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 25	To September 25	To January 18
50%	Sept. 26 – Dec. 20	Sept. 26 – Oct. 24	Jan. 19 – Feb. 15
0	On December 21 or after	On October 25 or after	On February 16 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 ACORN/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 25	To September 25	To January 18
0	On September 26 or after	On September 26 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 \$612.00	UHIP fee adjustments and reversals are made by student request to the UHIP Office. Instructions can be viewed at http://www.studentlife.utoronto.ca/cie/uhip

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.