

**UNIVERSITY OF TORONTO – TORONTO SCHOOL OF THEOLOGY
DOCTOR OF MINISTRY PROGRAM, ONLINE ASSISTED LEARNING FORMAT
2016 SUMMER SESSION – STUDENT ACCOUNT INFORMATION**

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

Category 1: Academic Fees – Program Fees <i>(Fees charged as a single rate)</i>		
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, 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	Recorded Date of Cancelled Registration on ROSI	Note 1: 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. Note 2: 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.
100%	To May 29	
100% less minimum charge (Note 1)	May 30 – June 5	
50%	June 6 – July 3	
0	On July 4 or after	

Category 2: Incidental Fees – Compulsory Campus and Student Services <i>(charges reversed only when registration is cancelled)</i>	
Incidental Charges Reversed	Summer, Fall-Winter Registration <i>September - April</i> Recorded Date of Cancellation
100%	To June 5
50%	June 6 – July 3
0	On July 4 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	Summer, Fall-Winter Registration <i>September - April</i> Recorded Date of Cancellation
100%	To June 5
0	On June 6 or after

Category 4: Other Fees	
System Access Fee of \$50.00	Non-refundable
University Health Insurance Plan (UHIP) Fee of \$204.00	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 at http://www.fees.utoronto.ca/sessions/summer_2016/refunds/refunds.htm