

**WOODSWORTH COLLEGE – CERTIFICATE PROGRAM
2017 - 2018 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 \$270.00</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 6	To September 6	To January 3	
100% less minimum charge <i>(Note 1)</i>	Sept. 7 – Sept. 20	Sept. 7 – Sept. 20	Jan. 4 – Jan. 17	
75%	Sept. 21 – Oct. 12	Sept. 21 – Sept. 27	Jan. 18 – Jan. 24	
50%	Oct. 13 – Nov. 9	Sept. 28 – Oct. 12	Jan. 25 – Feb. 7	
0	On November 10 or after	On October 13 or after	On February 8 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 20	To September 20	To January 17
50%	Sept. 21 – Dec. 20	Sept. 21 – Oct. 19	Jan. 18 – Feb. 14
0	On December 21 or after	On October 20 or after	On February 15 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 20	To September 20	To January 17
0	On September 21 or after	On September 21 or after	On January 18 or after

Category 4: Other Fees	
System Access Fee of \$55.00	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.