

**WOODSWORTH COLLEGE – CERTIFICATE PROGRAM
2018 - 2019 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. 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 ACORN <i>Section Code Y</i>	Recorded Date of Course Cancellation on ACORN <i>Section Code F</i>	Recorded Date of Course Cancellation on ACORN <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 \$278.00</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 5	To September 5	To January 6	
100% less minimum charge <i>(Note 1)</i>	Sept. 6 – Sept. 19	Sept. 6 – Sept. 19	Jan. 7 – Jan. 20	
75%	Sept. 20 – Oct. 11	Sept. 20 – Sept. 26	Jan. 21 – Jan. 27	
50%	Oct. 12 – Nov. 8	Sept. 27 – Oct. 11	Jan. 28 – Feb. 10	
0	On November 9 or after	On October 12 or after	On February 11 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 19	To September 19	To January 20
50%	Sept. 20 – Dec. 21	Sept. 20 – Oct. 18	Jan. 21 – Feb. 18
0	On December 22 or after	On October 19 or after	On February 19 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 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 19	To September 19	To January 20
0	On September 20 or after	On September 20 or after	On January 21 or after

Category 4: Other Fees	
System Access Fee of \$55.00	Non-refundable
University Health Insurance Plan (UHIP) Fee of \$624.00	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 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.