



2019 Summer

**Request to Register without Payment**

**(on basis of Departmental Operating or Restricted Funds or Principal Investigator Research Funding)**

**TERMS**

This request to register without payment of the Minimum Payment to Register amount on the ACORN invoice is conditional upon the following:

- You must receive funding from Departmental Operating or Restricted Funds or Principal Investigator Research Funding and that the amount of funding exceeds the Minimum Payment to Register amount on the ACORN invoice (50% of summer session tuition charges).
- All outstanding financial obligations from previous sessions have been paid.
- You are responsible for paying the balance of your account even if you do not receive funding from Departmental Operating or Restricted Funds or Principal Investigator Research Funding.

If you register without payment, pay your fees by the following due dates:

1. After you receive your funding, you must pay at least the minimum payment to register amount on your invoice.
2. If you do not receive the Department Operating or Restricted Funds or Principal Investigator Research funding, you are still responsible for paying your fees and must begin doing so as soon as you receive notification of refusal to fund.
3. Full payment of summer session (tuition & non-tuition) fees are due by August 31, 2019 at the latest. Otherwise monthly service charges at a rate of 1.5% compounded (19.56% per annum) will be applied against the outstanding student account balance beginning as of September 15<sup>th</sup> and as of the 15<sup>th</sup> of every month thereafter until the account is paid in full.
4. If you do not make full payment of summer session fees by August 31, 2019, you will NOT be eligible to register for the next session. **Note for U of T Scarborough students: Your deadline for the full payment of summer session fees is August 26<sup>th</sup>.**

**Obligations of a Registered Student**

Students who enroll in courses agree by virtue of that enrolment to abide by all of the academic and non-academic policies, rules and regulations of the University and of their academic division, confirm responsibility for payment of associated fees, and agree to ensure that the accuracy of personal information such as the current mailing address, telephone number, and utoronto.ca email address is maintained.

A student's registration is not complete until he or she has paid tuition and incidental fees, or has made appropriate arrangements to pay. Students who defer fee payment or whose payment is deferred pending receipt of OSAP or other financial assistance, acknowledge that they continue to be responsible for payment of all charges, including any service charges that may be assessed. For details see the Student Accounts Web site at [www.fees.utoronto.ca](http://www.fees.utoronto.ca).

<b>Student Information</b>		<b>Source of Funding (For office use only)</b>	
<b>Name of Student:</b>		<b>CFC:</b>	<b>FUND:</b>
<b>Student Number:</b>		<b>CC:</b>	<b>Commitment Item:</b>
<b>Department:</b>		<b>Allocation:</b>	
Session beginning: Sept. <input type="checkbox"/> Jan. <input type="checkbox"/>		<b>Departmental Financial Contact Information:</b>	
<b>Amount:</b>		<b>Name:</b>	<b>Telephone No:</b>
<b>Student Signature:</b>		<b>Email address:</b>	
<b>Dept. Chair/ PI Signature:</b>		<b>Date:</b>	

Please check one:

- Signature of Chair confirms that expenditures comply with University and/or restricted funds guidelines.  Signature of Principal Investigator confirms that expenditures comply with research sponsor guidelines.

**Attach the following to this form:**

- o If the source of funding is research funding, a copy of the U of T Funded Research Digest is attached to this letter, and the principal investigator provides the authorizing signature.
- o If the source of funding is departmental restricted funds, a copy of the U of T summary sheet is attached to this letter, and the department head provides the authorizing signature.

**Instructions**

- Submit this form by your division's registration deadline with a copy of your ACORN invoice and the required attachments to the Office of Student Accounts
- This form letter can be mailed, faxed to 416-978-2610 or the pdf can be sent to [info.studentaccount@utoronto.ca](mailto:info.studentaccount@utoronto.ca).