



University of Toronto

UNIVERSITY OF TORONTO
OFFICE OF STUDENT ACCOUNTS

Request to Register without Payment **(on basis of Departmental Operating or Restricted Funds** **or Principal Investigator Research Funding)**

**2011
Summer**

TERMS

This request to register without payment of the Minimum Payment to Register amount on the SWS/ROSI 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 SWS/ROSI invoice (65% of your fall/winter 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. **Residence payments cannot be deferred (delayed).** Your residence occupancy agreement lists the payment due dates.
4. **Full payment of fall/winter session fees is due by August 31, 2011.** 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 15th and as of the 15th of every month thereafter until the account is paid in full.
5. **If you do not make full payment of summer session fees by August 31, 2011, you will NOT be eligible to register for the fall/winter session.**

Obligations of a Registered Student

A student is considered to be registered as soon as he or she has paid tuition and incidental fees, or has made appropriate arrangements to register without payment of the first tuition fee payment (tuition fee deferral: Students who defer fee payment acknowledge that they continue to be responsible for payment of all charges, including any service charges that may be assessed.) By virtue of being registered, a student thereby agrees to abide by all of the academic and non-academic policies, rules and regulations of the University and of his or her academic division, as set out in the divisional calendar, and to ensure that the accuracy of personal information such as the current mailing address, telephone number, and utoronto.ca email address is maintained.

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

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:

- 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.
- 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 SWS/ROSI 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.
- Note: A T4A will be issued for the calendar year your funds are applied to your Student Account in the amount of your funding.