

**UNIVERSITY OF TORONTO FACULTY OF ARCHITECTURE, LANDSCAPE & DESIGN
2013 - 2014 FALL - WINTER SESSION – REFUND SCHEDULES**

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

Category 1A: Academic Fees – Program Fees (<i>Fees charged as a single rate to Full-time Students</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	Fall-Winter Registration September - April Recorded Date of Cancellation	Fall Registration Only September - December Recorded Date of Cancellation	Winter Registration Only January - April Recorded Date of Cancellation	Note 1: If you cancel your last course and your registration in the session a <u>minimum charge of \$242.00</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. 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 September 8	To September 8	To January 5	
100% less minimum charge <i>(Note 1)</i>	Sept. 9 – Sept. 22	Sept. 9 – Sept. 22	Jan. 6 – Jan. 19	
50%	Sept. 23 – Dec. 20	Sept. 23 – Oct. 21	Jan. 20 – Feb. 16	
0	On December 21 or after	On October 22 or after	On February 17 or after	

Category 1B: Academic Fees – Course Fees (<i>Fees charged for each course to Part-time/Special Students</i>)				
If you cancel a course, the course fee is adjusted or reversed in accordance with this schedule, using the course cancellation date recorded on 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>	Note 1: If you cancel your last course and your registration in the session a <u>minimum charge of \$242.00</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. Note 2: This refund schedule applies to courses offered on any U of T campus. 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.
100%	To September 8	To September 8	To January 5	
100% less minimum charge <i>(Note 1)</i>	Sept. 9 – Sept. 22	Sept. 9 – Sept. 22	Jan. 6 – Jan. 19	
75%	Sept. 23 – Oct. 14	Sept. 23 – Sept. 29	Jan. 20 – Jan. 26	
50%	Oct. 15 – Nov. 11	Sept. 30 – Oct. 14	Jan. 27 – Feb. 9	
0	On November 12 or after	On October 15 or after	On February 10 or after	

Category 2: Incidental Fees – Compulsory Campus and Student Services (<i>charges reversed only when registration is cancelled</i>)			
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 22	To September 22	To January 19
50%	Sept. 23 – Dec. 20	Sept. 23 – Oct. 21	Jan. 20 – Feb. 16
0	On December 21 or after	On October 22 or after	On February 17 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	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 22	To September 22	To January 19
0	On September 23 or after	On September 23 or after	On January 20 or after

Category 4: Other Fees	
System Access Fee of \$50.00	Non-refundable
University Health Insurance Plan (UHIP) Fee of \$684.00	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.