

**UNIVERSITY OF TORONTO SCARBOROUGH
2013 - 2014 FALL/WINTER SESSIONS
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 (Fees charged as a single rate)			
<ul style="list-style-type: none"> 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	Recorded Date of Registration Cancellation on ROSI		<p>Note 1: Program fees (degree or non-degree program) will be reversed and a minimum of \$242.00 will be charged to students who cancel their registration in this session on or after the published date for the first day of classes.</p> <p>Note 2: Students who are charged a program fee and who drop their course load to fewer than 1.5 credits (part-time) in a session during the 50% refund period will have 50% of the Full-time program fee reversed, and will also be charged 50% of the program per-course fees. No adjustment is made for incidental fees (See Category 2).</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 fee reversal or adjustment.</p>
	Fall Session Registration <i>September – December</i>	Winter Session Registration <i>January - April</i>	
100%	To Sept. 2	To January 5	
100% less minimum charge (Note 1)	Sept. 3 – Sept. 16	Jan. 6 – Jan. 19	
50% (Note 2)	Sept. 17 – Oct. 15	Jan. 20 – Feb. 16	
0%	On October 16 or after	On February 17 or after	

Category 1B: Academic Fees – Course Fees (Fees charged for each course)				
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.				
Course Charge Reversed	Recorded Date of Course Cancellation on ROSI			<p>Note 1: If you cancel your last course and your registration in the session, on or after the published date for the first day of classes, a minimum of \$242.00 will be charged. This policy applies to degree or non-degree programs.</p> <p>Note 2: If you are taking courses at another U of T campus, you must follow this Refund Schedule.</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 fee reversal or adjustment.</p>
	Section Code Y	Section Code F	Section Code S	
100%	To Sept. 2	To Sept. 2	To Jan. 5	
100% less minimum charge (Note 1)	Sept. 3 – Sept. 16	Sept. 3 – Sept. 16	Jan. 6 – Jan. 19	
75%	Sept. 17 – Oct. 7	Sept. 17 – Sept. 23	Jan. 20 – Jan. 26	
50%	Oct. 8 – Nov. 11	Sept. 24 – Oct. 7	Jan. 27 – Feb. 9	
0%	On Nov. 12 or after	On Oct. 8 or after	On Feb. 10 or after	

Category 2: Incidental Fees – Campus and Societies Fees		
<ul style="list-style-type: none"> Incidental Fees are mandatory campus and student service fees charged to all students. Incidental Fees are reversed only when registration is cancelled. 		
Incidental Charges Reversed	Recorded Date of Cancellation	
	Fall Registration Only <i>September - December</i>	Winter Registration Only <i>January - April</i>
100%	To September 16	To January 19
50%	September 17 – October 15	January 20 – February 16
0%	On October 16 or after	On February 17 or after

Category 3: Ancillary Fees – Fees for specific programs or courses		
<ul style="list-style-type: none"> This schedule only applies to ancillary fees that are displayed on your ROSI invoice. These fees are reversed only when registration is cancelled. 		
Ancillary Charges Reversed	Recorded Date of Cancellation	
	Fall Registration Only <i>September - December</i>	Winter Registration Only <i>January - April</i>
100%	To September 16	To January 19
0%	On September 17 or after	On January 20 or after

Category 4: Other Fees	
System Access Fee	Non-refundable.
University Health Insurance Plan (UHIP) Fee	<ul style="list-style-type: none"> Students must request UHIP fee adjustments and/or reversals directly to the UHIP Office. Instructions can be viewed at the website for the Centre of International Experience (UHIP Office).

Important Notes and Information

- 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.
- Students who have a [credit balance](#) on their ROSI account may be eligible to request for a refund. More information is available from the Student Accounts website.

UNIVERSITY OF TORONTO STUDENT ACCOUNT

Fee Refunds

1. There are different refund schedules for different types of fees:
 - **Academic & Incidental fees** - Check the refund schedules for your division and posted on the Student Accounts website.
 - **Ancillary fees** for specific courses or programs, which were assessed as part of your tuition, are refunded only during the 100% refund period for the course or program.
 - **U of T Scarborough fees** - for the Co-op Program, Teaching Placement and Centennial College Programs are refunded according to the Incidental fees refund schedule.
 - **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>.
 - **The Student System Access fee** is non-refundable.
 - **Residence & Meal Plan fees** - Refunds are determined by the residence or meal plan office. Consult your residence or meal plan office.
2. You will be assessed for all program charges whether or not you attend classes. Any reduction of charges is dependent upon the date the registration or course cancellation is recorded on ROSI. **An exception to the refund schedule will be considered only when there is evidence of an error on the part of the University.**
3. The last date to cancel a course or cancel your registration in a session with no academic penalty may not always coincide with the last date to be eligible for a refund. Check the sessional dates in your Calendar or registration documents for final cancellation dates; check the refund schedules for refund dates.
4. If you cancel your registration (or it is cancelled) on or after the first day of classes for your division, there is a minimum charge in effect. Check the refund schedule.
5. Some programs have higher fees. If you are considering changing your program, you should be aware of any financial impact resulting from this decision. Please review the section '[Course Changes](#)'. Make sure you fully understand the impact on your finances before making the final decision. We recommend you speak with a financial aid advisor to plan for any additional charges.
6. Refunds are calculated by comparing total payments (& credits) and total charges on your account. Cancellation of a registration (or cancellation of a course) may reduce charges. Any credit transactions generated by a reduction in charges will first be used to pay off any outstanding charges on your account. If all items are paid and you have a credit balance on your account, (i.e. total payments are greater than total charges), and no additional fees will be charged for the session, then the student MAY be eligible for a refund.
7. Refund payments are issued to the student. Refunds are not issued to parents, even if the parents have paid the fees.
8. If the fees are billed to a sponsoring third party organization or agency, any refunds are issued to the sponsor or agency.
9. No interest will accrue on payments that are eventually refunded, either in part or in full.
10. Accounts with an outstanding balance are subject to a monthly service charge of 1.5% compounded (19.56% per annum) and this charge is added to ROSI as of the 15th of every month until the account is paid in full. If you do not pay your fees in full at the beginning of the school year, you should make monthly payments. Plan to have the account paid by the end of the academic year.
11. If you receive a refund that you think is incorrect, don't throw the cheque away or write on the cheque. Contact the Student Accounts office for instructions.
12. Refunds may be issued on request by emailing the Student Accounts office at info.studentaccount@utoronto.ca. If you do not request a refund the Student Accounts office will automatically issue refunds (over \$10) in November, December, February & March.
13. If you have a credit balance on your ROSI account and you want to use it to pay for another course or other charges in the session, notify the Student Accounts office by email at info.studentaccount@utoronto.ca.
14. Students can request their refund to be deposited directly into their bank account by providing the bank information on ROSI ([Student Web Service](#)). It's important to enter your bank data correctly so follow the example given.
15. If you do not have bank information on your ROSI record (or it has expired), the Student Accounts office will send a refund to the mailing address on your ROSI records. It is important to keep your address information current. Update your information on SWS ([Student Web Service](#)).