

**SCHOOL OF GRADUATE STUDIES  
2012 - 2013 FALL - WINTER SESSION – REFUND SCHEDULES**

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

<b>Category 1A: Academic Fees – Program Fees</b> <i>(Full-time &amp; Part-time Degree Students, and Full-time non-Degree Special 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.				
Program Charge 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	<b>Note 1:</b> If you cancel your last course and your registration in the session a <u>minimum charge of \$235.00</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.
100%	To September 9	To September 9	To January 6	
100% less minimum charge <i>(Note 1)</i>	Sept. 10 – Sept. 23	Sept. 10 – Sept. 23	Jan. 7 – Jan. 20	
50%	Sept. 24 – Jan.20	Sept. 24 – Oct. 22	Jan. 21 – Feb. 18	
0	On January 21 or after	On October 23 or after	On February 19 or after	

<b>Category 1B: Academic Fees – Course Fees</b> <i>(Fees charged for each course to Part-time/Special 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.				
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>	<b>Note 1:</b> If you cancel your last course and your registration in the session a <u>minimum charge of \$235.00</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. <b>Note 2:</b> This refund schedule applies to courses offered on any U of T campus.
100%	To September 9	To September 9	To January 6	
100% less minimum charge <i>(Note 1)</i>	Sept. 10 – Sept. 23	Sept. 10 – Sept. 23	Jan. 7 – Jan. 20	
75%	Sept. 24 – Oct. 15	Sept. 24 – Sept. 30	Jan. 21 – Jan. 27	
50%	Oct. 16 – Nov. 12	Oct. 1 – Oct. 15	Jan. 28 – Feb. 10	
0	On November 13 or after	On October 16 or after	On February 11 or after	

<b>Category 2: Incidental Fees – Compulsory Campus and Student Services</b> <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 23	To September 23	To January 20
50%	Sept. 24 – Jan.20	Sept. 24 – Oct. 22	Jan. 21 – Feb. 18
0	On January 21 or after	On October 23 or after	On February 19 or after

<b>Category 3A: Ancillary Fees – Fees for specific programs or courses except for the IBMME Application fee</b> <i>(see Category 3B). Charges reversed only when registration is cancelled. 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 23	To September 23	To January 20
	On September 24 or after	On September 24 or after	On January 21 or after

**Category 3B: IBMME Application fee** (charges reversed only when registration is cancelled). This schedule only applies to ancillary fees that are displayed on your ROSI invoice.

Ancillary Charges 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
100%	To September 9	To September 9	To January 6
0	On September 10 or after	On September 10 or after	On January 7 or after

<b>Category 4: Other Fees</b>	
System Access Fee of \$45.00	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 <a href="http://cie.utoronto.ca/Programs/University-Health-Insurance-Plan.htm">http://cie.utoronto.ca/Programs/University-Health-Insurance-Plan.htm</a> .

**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 (at [www.fees.utoronto.ca](http://www.fees.utoronto.ca) ,click on '2012-2013 Fall&Winter' and then click on 'Refund of Credit Balances')***