

2019-2020 FALL-WINTER SESSION REFUND SCHEDULES FACULTY OF ARTS AND SCIENCE (St. George Campus)

Please click on the category that applies to you to view your refund schedule:

Program Fee – Refund Schedules:

- **First Year Students:** Commerce, Computer Science, Humanities, Life Sciences, Mathematical and Physical Sciences, and Social Sciences
- **Upper Year Students:** Honours Bachelor of Science/Honours Bachelor of Arts/Bachelor of Science/Bachelor of Arts
- **Non-Degree Students** in Arts & Science
- **Computer Science Major or Specialist:** Year 2 or higher
- **Bioinformatics & Computational Biology Specialist:** Year 2 or higher
- **Rotman Commerce Specialist:** Year 2 or higher
- **Concurrent Teacher Education Program (CTEP):** Year 2 or higher

Course Fees – Refund Schedules:

- **First Year Students:** Commerce, Computer Science, Humanities, Life Sciences, Mathematical and Physical Sciences, and Social Sciences
- **Upper Year Students:** Honours Bachelor of Science/Honours Bachelor of Arts/Bachelor of Science/Bachelor of Arts
- **Non-Degree Students** in Arts & Science
- **Computer Science Major or Specialist:** Year 2 or higher
- **Bioinformatics & Computational Biology Specialist:** Year 2 or higher
- **Rotman Commerce Specialist:** Year 2 or higher

Other Refund Schedules

- **Incidental Fees** – compulsory campus and student services
- **Ancillary Fees** – fees for specific programs or courses
- **PEY (Professional Experience Year) Placement Fees**
- **Other Fees**

<p>Program Fee Bachelor of Arts or Bachelor of Science Non-degree Bachelor of Arts or Science First Year admission streams - Commerce, Computer Science, Humanities, Life Sciences, Mathematical and Physical Sciences, and Social Sciences Computer Science (Major or Specialist) – Year 2 or Higher, or Bioinformatics & Computational Biology (Specialist) – Year 2 or Higher</p>	<p>Category 1</p>
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The Faculty of Arts & Science Program Fee assesses a single fee for Fall-Winter full-time studies. Within the envelope of a Program Fee course load (4.0-6.0 FCEs), students may add and cancel courses without generating either further charges or refunds for individual enrolment transactions. If you are appropriately assessed a Program Fee, a refund is generated only by completely withdrawing from studies by the deadlines, as explained below.

If you cancel your registration for the session, Program Fees are reversed in accordance with this schedule, using the registration cancellation date recorded on ACORN. Cancellation of registration only occurs when all courses are cancelled. If any courses remain on your record for the academic session– a final mark, CR/NCR, P/FL, or LWD – you will not be able to cancel the registration for that session and are not eligible for any refund of the Program Fee. **The only exception occurs if you finish (with a grade, CR/NCR, P/F, or LWD) 3.5 FCEs or fewer in the Fall Term and cancel all of your Y and S section courses on or before the 50% refund deadline in January – see Note 2: Exception for more information.**

Deadline to CANCEL Registration on ACORN	Program Fee Reversed
September 4	<p>100% minus \$55 System Access Fee</p>
September 5 – September 18 [Note 2]	<p>100% minus \$341 minimum charge [Note 1]</p>
September 19 - January 19 [Note 3]	<p>50%</p>
January 20 or after	<p>No Refund Exception [Note 2]</p>

Last day to cancel courses from academic record [Note 4]	Courses with Section Code F	Courses with Section Code Y	Courses with Section Code S
	November 4	February 17	March 15

IMPORTANT NOTES

Note 1	A minimum charge of \$341.00 (which includes a \$55.00 system access fee) 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	Immediately after the 100% refund period in September (the last day to add F and Y courses) your F and Y course enrolments for the year will be counted and ‘frozen’ for the purposes of the Program Fee. Your S course enrolments and S course waitlists will be added to this course load to determine your <i>course load count</i> for tuition assessment purposes.	<p>If your course load count totals 4.0 – 6.0 FCEs:</p> <p>You will continue to be charged the Program Fee.</p> <p><i>Exceptions:</i></p> <p><i>Students whose course load count is frozen at 4.0 or more credits but who have a final standing in 3.5 FCEs or fewer in the Fall Term (with a grade, CR/NCR, P/FL, or LWD) AND who have no Y or S courses as of the 50% deadline in January will be eligible to have their fees re-assessed to Course Fees.</i></p> <p><i>Students who LWD (late withdraw) from ALL F courses AND who have no S/Y courses as of the 50% refund deadline in January will receive a refund equivalent to 50% of the Program Fee (2.5 FCEs in course fees). However, there will be no changes made to incidental fees (i.e. students in this situation are not eligible for a change from full-time incidental fees to part-time incidental fees.)</i></p>
<p>If your course load count totals 0.5 – 3.5 FCEs:</p> <p>You may request to be moved from Program Fee to Course Fees at your College Registrar’s Office. The Program Fee will be reversed and Course Fees will be charged for each course and refunded according to Refund Category 3</p>		
Note 3	After the 50% Program Fee refund deadline (the last day to add S courses), your final S course enrolments will be counted and added to your ‘frozen’ F + Y course enrolments to determine your final course load count.	<p>If your final course load count totals 4.0 FCEs, you will be charged the Program Fee (unless you meet the criteria above in Note 2 Exceptions)</p> <p>If your final course load count totals 0.5 – 3.5 FCEs, you will be moved from Program Fee to Course Fee billing. The Program Fee will be reversed and course fees will be charged for each course and refunded according to Refund Category 3. Any service charges applied to the Program Fee will not be reversed.</p>
Note 4	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.	
Note 5	This refund schedule applies to courses offered in the Faculty of Arts & Science	
Note 6	For a list of important dates and deadlines, please refer to the Faculty of Arts and Science Calendar .	

Program Fee Rotman Commerce Specialist – Year 2 or Higher Concurrent Teacher Education Program (CTEP) - Full-time Only	Category 2
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The Faculty of Arts & Science Program Fee assesses a single fee for Fall-Winter full-time studies. Within the envelope of a full-time course load (3.0-6.0 FCEs), students under the Program Fee may add and cancel courses without generating either further charges or refunds for individual enrolment transactions. If you are appropriately assessed a Program Fee, a refund is generated only by completely withdrawing from studies by the deadlines, as explained below.

If you cancel your registration for the session, Program Fees are reversed in accordance with this schedule, using the registration cancellation date recorded on ACORN. Cancellation of registration only occurs when all courses are cancelled. If any courses remain on your record for the academic session– a final mark, CR/NCR, P/FL, or LWD– you will not be able to cancel the registration for that session and are not eligible for any refund of the Program Fee. **If you contact the Rotman Commerce Program Office and drop to Part-Time status (0.5-2.5 FCEs) by the 50% Program Fee refund deadline in January – you will be refunded 50% of the Program Fee and charged 50% of Course Fees, according to your Part-Time credit weight for the Fall/Winter Session [\[Note 2\]](#).**

Please note that if you are Part-Time as of the 100% refund schedule and you cancel courses after the last date to add F + Y courses in September, the cancelled course(s) is/are still included in your overall course load count. ACORN will allow you to enrol in up to 2.5 courses. Therefore, if you subsequently add S courses that will bring your overall course load to 3.0 credits or more, your fee status will be changed back to the Program Fee even though you are technically enrolled in 2.5 or less. **It is very important that you consult the Rotman Commerce Program Office before you make such changes as the change will result in a significant increase in your tuition fees payable for the year.**

Deadline to CANCEL Registration on ACORN	Program Fee Reversed
September 4	100% minus \$55 System Access Fee
September 5 – September 18	100% minus \$341 minimum charge [Note 1]
September 19 - January 19 [Note 2]	50%
January 20 or after	No Refund

Last day to cancel courses from academic record [Note 3]	Courses with Section Code F	Courses with Section Code Y	Courses with Section Code S
	November 4	February 17	March 15

IMPORTANT NOTES:

Note 1	A minimum charge of \$341.00 (which includes a \$55.00 system access fee) 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	Students who drop their course load to 2.5 FCEs or fewer (Part-Time) in the Fall/Winter Session during the 50% refund period will have their fees re-assessed as follows: Refunded 50% of the Full-Time Program fee <i>and</i> Charged 50% of course fees, according to their part-time credit weight for the Fall/Winter Session. No incidental fee adjustment is made.
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.
Note 4	Commerce Major: for fee and refund information about the discontinued Commerce Major program, please consult the Rotman Commerce program office for more information and relevant fee/refund schedules.
Note 5	This refund schedule applies to courses offered at the Faculty of Arts & Science.
Note 6	For a list of important dates and deadlines, please refer to the Faculty of Arts and Science Calendar .

Course Fees Bachelor of Arts or Bachelor of Science Non-degree Bachelor of Arts or Science First Year admission streams - Commerce, Computer Science, Humanities, Life Sciences, Mathematical and Physical Sciences, and Social Sciences Rotman Commerce Specialist – Year 2 or Higher Computer Science (Major or Specialist) – Year 2 or Higher, or Bioinformatics & Computational Biology (Specialist) – Year 2 or Higher	Category 3
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If you cancel a course, the Course Fee is adjusted or reversed in accordance with this schedule, using the course cancellation date recorded on ACORN. If you cancel your registration for the session, there are additional fee implications [\[Note 1\]](#) [\[Note 2\]](#). **Cancellation of registration only occurs when all courses are cancelled.**

Deadline to CANCEL Course on ACORN <i>Section Code F</i>	Deadline to CANCEL Course on ACORN <i>Section Code Y</i>	Deadline to CANCEL Course on ACORN <i>Section Code S</i>	Course Charge Reversed
September 4	September 4	January 5	100% [Note 1]
Sept. 5 – Sept. 18	Sept. 5 – Sept. 18	Jan. 6 – Jan. 19	100% [Note 2]
Sept. 19 – Sept. 25	Sept. 19 – Oct. 9	Jan. 20 – Jan. 26	75%
Sept. 26 – Oct. 9	Oct. 10 – Nov. 7	Jan. 27 – Feb. 9	50%
October 10 or after	November 8 or after	February 10 or after	No Refund

Last day to cancel courses from academic record [Note 3]	Courses with Section Code F	Courses with Section Code Y	Courses with Section Code S
	November 4	February 17	March 15

IMPORTANT NOTES:

Note 1	<p>Students who either enroll in only F section code courses (Fall term enrolment only) or a combination of F-, S- and/or Y- section code courses (Fall and Winter enrolment) and cancel their registration before the first day of classes in the Fall term, will receive a full refund of their course fees, minus the \$55 system access fee.</p> <p>Students who enroll in only S section code course (e.g. Winter term enrolment only) and cancel their registration before the first day of classes in the Winter term, will receive a full refund of their course fees, minus the \$55 system access fee.</p>
Note 2	<p>Students who either enroll in only F section code courses (Fall term enrolment only) or a combination of F-, S- and/or Y- section code courses (Fall and Winter enrolment) and cancel their registration between the first day of classes in September and the last day to add F+Y courses, will receive a full refund of their course fees, minus the \$341.00 minimum charge (which includes the \$55 system access fee).</p> <p>Students who enroll in only S section code course (e.g. Winter term enrolment only) and cancel their registration between the first day of classes in January and the last day to add S courses, will receive a full refund of their course fees, minus the \$341.00 minimum charge (which includes the \$55 system access fee).</p>
Note 3	<p>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.</p>
Note 4	<p>This refund schedule applies to courses offered in the Faculty of Arts & Science.</p>
Note 5	<p>For a list of important dates and deadlines, please refer to the Faculty of Arts and Science Calendar.</p>

Category 4A	Incidental Fees – Compulsory Campus and Student Services Charges reversed only when registration for the Fall/Winter Session is cancelled, which only occurs when <u>all</u> courses are cancelled. Students' final incidental charges will be determined after the last day to add F+Y courses in September. Students who are enrolled in 3.0 – 6.0 FCE on this date are considered full-time and will be charged full-time incidental fees for the academic session. Students who are enrolled in 2.5 FCE on this date or fewer are considered part-time and will be charged part-time incidental fees for the academic session. [Note 1]		
Incidental Charges Reversed	Fall-Winter Registration September to April Deadline to CANCEL Registration on ACORN	Fall Registration Only September to December Deadline to CANCEL Registration on ACORN	Winter Registration Only January to April Deadline to CANCEL Registration on ACORN
100%	To September 18	To September 18	To January 19
50%	Sept. 19 – Jan. 19	Sept. 19 – Oct. 17	Jan. 20 – Feb. 16
No Refund	On January 20 or after	On October 18 or after	On February 17 or after

Category 4B	Ancillary Fees – fees for specific program or courses (except PEY Placement Fee) Charges reversed only when enrolment in the course charging the ancillary fee is <u>cancelled</u> . This category applies only to ancillary fees that are displayed on your ACORN invoice.		
Ancillary Charges Reversed	Fall-Winter Registration September to April Deadline to CANCEL Course on ACORN	Fall Registration Only September to December Deadline to CANCEL Course on ACORN	Winter Registration Only January to April Deadline to CANCEL Course on ACORN
100%	To September 18	To September 18	To January 19
No Refund	On September 19 or after	On September 19 or after	On January 20 or after

Category 4C	PEY Placement Fee Charges reversed only when enrolment in PEY is <u>cancelled</u>		
Ancillary Charges Reversed	Fall/Winter Registration Deadline to CANCEL Course at the PEY Office		
100%	To September 4		
No Refund	On September 5 or after		

Category 4D	Other Fees		
System Access Fee of \$55.00	Non-Refundable		
University Health Insurance Plan (UHIP) Fee of \$636.00	UHIP fee adjustments and reversals are made by student request to the UHIP Office. Instructions can be viewed at http://www.studentlife.utoronto.ca/cie/uhip		

IMPORTANT NOTES:

Note 1	<p>Full-time students who drop their course load to part-time studies after the last day to add F+Y courses (the 100% refund deadline) are not eligible to have their full-time incidental fees re-assessed to part-time incidental fees.</p> <p>Exception:</p> <p>Students who, after the 100% refund deadline in September, only have single term courses (e.g. H1F, H1S, Y1F, Y1S courses) and drop all S courses before the 100% refund deadline in January, will have their incidental fees charged in the Fall term only.</p> <p>Any year-long courses (e.g. H1Y, Y1Y courses) dropped after the 100% refund deadline in September will result in incidental fees for both the Fall & Winter terms.</p>
Note 2	<p>Students who LWD from all F courses and who have no S/Y courses as of the last day to add S courses in January, will receive a refund equivalent to 50% of the Program Fee (2.5 FCEs in course fees). However, there will be no changes made to incidental fees (i.e. students in this situation are not eligible for a change from full-time incidental fees to part-time incidental fees.)</p>
Note 3	<p>This refund schedule applies to courses offered in the Faculty of Arts & Science.</p>
Note 4	<p>For a list of important dates and deadlines, please refer to the Faculty of Arts and Science Calendar.</p>

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 ACORN 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.