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)

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 ACORN/ROSI invoice (total fall 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. You are responsible for paying for fees on your ACORN/ROSI invoice that are not covered by the Departmental or Principal Investigator funding recorded on your invoice. Your fees are due when billed. The deferral only allowed you to register without payment.
2. Make Fall-Winter session fee payments throughout the session as you receive your departmental, principal investigator or other funding and full payment of Fall-Winter session Tuition & Residence fees is due by the latest by April 30, 2018.
   In the case of unpaid Fall-Winter session fees, monthly service charges (at a monthly rate of 1.5% compounded e.g. 19.56% per annum) are billed to the student starting May 15th, 2018, and are billed on the 15th of every month thereafter until full payment has been made or the unpaid account has been transferred to an external collections agency.
3. If you do not make full payment of the Fall-Winter session fees by April 30, 2018, you will NOT be eligible to register for the 2018 Summer session or subsequent sessions.
4. If your departmental or principal investigator is cancelled, you are still responsible for paying your fees, and must begin doing so as soon as you receive notification of cancellation.

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.

Student Information

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th>CFC:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Number:</td>
<td>CC:</td>
</tr>
<tr>
<td>Department:</td>
<td>Commitment Item:</td>
</tr>
</tbody>
</table>

Departmental Financial Contact Information:

<table>
<thead>
<tr>
<th>Amount:</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Signature:</td>
<td>Email address:</td>
</tr>
<tr>
<td>Dept. Chair/ PI Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

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.