PAYING WITH OSAP FUNDS
IF YOU HAVE OSAP WITH OR WITHOUT UOFT GRADUATE SCHOLARSHIP FUNDING

Minimum Payment to Register

The minimum required payment to register deadline for the Fall-Winter session for your division (Fall term tuition fees and unpaid prior session fees) is before Fall term OSAP funding is released; however, OSAP students may be allowed to register without payment if certain conditions are met.

Instructions for requesting to register without payment (fee deferral) through ACORN or submitting a Request to Register without Payment form can be viewed on the Student Account’s Registration without Payment (Tuition Deferral) webpage.

Deferring Tuition Payment with UofT Graduate Scholarship Funding
You may apply through ACORN for a tuition fee deferral (register without payment) on the basis of UofT Graduate Scholarship/Award or Graduate Funding to change your registration status from Invited to Registered if you are in the funded cohort. Once the deferral is completed, the ACORN Finances dashboard will display a “Deferred payment for scholarship” status under “Financial Arrangements” (see example below). This financial arrangement will prevent your OSAP funding from being directed to the University of Toronto to pay for your tuition and other fees.

Deferring Tuition Payment with OSAP Only
You may apply through ACORN for a tuition fee deferral (register without payment) on the basis of OSAP to change your registration status from Invited to Registered if:

1) you applied for OSAP for the Fall-Winter session and submitted required application documentation by June 30th, and
2) you have received a Notice of Assessment > $1.00, and
3) you have paid for prior session fees, and
4) your OSAP funding is approved before your division’s minimum required payment to register deadline.

Once the deferral successfully completed, the ACORN Finances dashboard will display a “Deferred payment for student loan (OSAP)” status under “Financial Arrangements” for the session.

| Finances |
|-----------------|------------------|
| Outstanding Balance (Debit Account Balance) | **$8,439.28** |
| Financial Arrangements | |
| Fall-Winter 2018-2019 | Deferred payment for scholarship |
| Fall-Winter 2018-2019 | Deferred payment for student loan (OSAP) |

No Deferral

If you are unable to get an OSAP deferral or a UofT Graduate Scholarship deferral (to register without payment) or decide to not defer your tuition payments by following the instructions above, then you must make the minimum required payment (Fall term tuition fees and unpaid prior session fees) displayed on your ACORN invoice before your division’s minimum required payment to register deadline in order to change your registration status from Invited to Registered. If you do not make the minimum required payment displayed on your ACORN invoice, your Fall - Winter registration will be financially cancelled, and your course enrolments will be cancelled. Fee payment instructions can be viewed on Making a Fee Payment.
Pay Fall Term Fees with OSAP Funds and UofT Graduate Scholarship Funding

- Submit all of the required OSAP documentation to Enrolment Services by mid-July, or at least 4-6 weeks before the start of classes,
- Submit your Master Student Financial Aid Agreement (MSFAA) to the National Student Loan Centre (first-time OSAP applicants only)

Starting approximately ten business days before the start of Fall term classes, Enrolment Services will begin to electronically confirm Fall term enrolment.

For your enrolment to be confirmed:

a) your Fall-Winter registration status on ACORN must be Registered; and,

b) the program, course load and study level information on your OSAP application matches the information on your University of Toronto student record, or you are enrolled in a full-time Fall term course load (according to OSAP definition).

Pay Fall Term Fees with UofT Graduate Scholarship Funding

If you have a “Deferred payment for scholarship” financial arrangement recorded on your ACORN account or your OSAP assessment is less than $100, your OSAP funding will NOT be directed to the University of Toronto to pay for some or all of outstanding tuition and other fees. Your tuition is be paid from your graduate funding or scholarship by you, or as outlined in your annual graduate funding letter. If the UofT Graduate Scholarship funding does not cover all of your Fall term fees, you must pay the outstanding fees by the Fall term payment deadline of April 30th.

Pay Fall Term Fees with OSAP Funds

Starting in 2018-19: As per Government of Ontario requirements affecting all OSAP recipients, if you do NOT have a “Deferred payment for scholarship” financial arrangement recorded on your ACORN account, your Fall term OSAP funding will be redirected from OSAP to your ACORN account at the University of Toronto to pay your Fall term fees (with the exception of admissions and residence deposits). If your OSAP funding is greater than the fees you owe, OSAP will deposit your remaining Fall term OSAP funding into your bank account.

You can view the Fall term OSAP funding to be redirected to your ACORN account on the OSAP website, and on the new ACORN Net Cost View Statement.

Prior to Fall term OSAP confirmation of enrolment:

The ACORN Net Cost View will display the Fall term “Anticipated OSAP” amount which is the estimated OSAP amount needed to pay for your Fall term tuition and non-tuition fees. If you have made a Fall term tuition payment, then the Fall term OSAP funding amount to be directed to your ACORN account will be reduced by the payment amount.

Example:

2017 Fall Tuition & Fees totaled $9,152.18 and the Anticipated amount of OSAP to be redirected to your ACORN account is $5,602.50 (not including any fee payments that you have made).
After OSAP confirmation of enrolment:

Check the Funding section of your online OSAP account. When you log in to check your status, you can click the blue button “View the amount of your funding”, then scroll down to the section “When you’ll get your money” to see the “Amount deducted to pay tuition directly to your school”

Example:

$6,982 is the Total 2018 Fall OSAP payment

$4,526 is the Amount deducted to pay for Fall tuition directly to your school within 10 business days of enrolment confirmation

$2,456 is the remaining payment that will be deposited in your bank account within 10 business days of enrolment confirmation
The redirected OSAP amount is based on the amount of fees owing on the Confirmation of Enrolment date. More information on how the redirected OSAP amount is calculated is available on the Enrolment Services website.

The Fall term OSAP payments will be displayed on the ACORN invoice separately as Federal and Provincial amounts:

<table>
<thead>
<tr>
<th>PAYMENTS</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Fall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OSAP Payment - Provincial (2018-09-25)</td>
<td>$ 1000.00CR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OSAP Payment - Federal (2018-09-28)</td>
<td>$ 3526.00CR</td>
<td></td>
<td></td>
</tr>
</tbody>
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The Fall term OSAP payments will be displayed separately on the ACORN Payment History screen:

<table>
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<th>Process Date</th>
<th>Transaction Description</th>
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Fall term OSAP funding will begin to be redirected from OSAP to the University of Toronto in early September; however, it can take up to two weeks for the funding to be received by the University of Toronto and recorded in your ACORN account.

Your Funding Summary on your OSAP account must show that Fall term funding is scheduled to be released.

Fall term scholarship funding is usually recorded on your ACORN invoice starting in September.

If Fall term OSAP funding directed to the University of Toronto and Fall term scholarship funding does not cover all of your Fall term fees, you are responsible for paying this amount by the Fall term payment deadline.

- September 30th if you do NOT have a UofT Graduate Scholarship deferral. Monthly service charge fee billing at a rate of 1.5% compounded (19.56% per annum) will be billed for unpaid Fall term fees on your ACORN invoice starting on October 15th.
April 30th if you have a UofT Graduate Scholarship deferral. Monthly service charge fee billing at a rate of 1.5% compounded (19.56% per annum) will be billed for unpaid Fall term fees on your ACORN invoice starting on May 15th.

Fee payment instructions can be viewed on Making a Fee Payment

**Pay Winter Term Fees with OSAP and UofT Graduate Scholarship Funding**

Starting in the first week of December, **Enrolment Services** will begin to electronically confirm Winter term enrolment.

In order for your enrolment to be confirmed:

a) your Fall-Winter or Winter registration status on ACORN has changed from Invited to Registered.

b) the program, course load and study level information on your OSAP application matches the information on your University of Toronto student record, or you are enrolled in a full-time Winter term course load (according to OSAP definition).

**Pay Winter Term Fees with UofT Graduate Scholarship Funding**

If you have a “Deferred payment for scholarship” financial arrangement recorded on your ACORN account or your OSAP assessment is less than $100, your Winter term OSAP funding will NOT be directed to the University of Toronto to pay for some or all of outstanding Winter term tuition and other fees. Your tuition is be paid from your graduate funding or scholarship by you, or as outlined in your annual graduate funding letter. If the UofT Graduate Scholarship funding does not cover all of your Winter term fees, you must pay the outstanding fees by the Winter term payment deadline of April 30th.

**Pay Winter Term Fees with OSAP Funds**

**Starting in 2018-19:** As per Government of Ontario requirements affecting all OSAP recipients, if you do NOT have a “Deferred payment for scholarship” financial arrangement recorded on your ACORN account, your Winter term OSAP funding will be redirected from OSAP to your ACORN account at the University of Toronto to pay your Winter term fees (with the exception of admissions and residence deposits). If your OSAP funding is greater than the fees you owe, OSAP will deposit your remaining Winter term OSAP funding into your bank account.

You can view the Winter term OSAP amount to be directed to your ACORN account and the remaining funding that will be deposited into your bank account on your OSAP account. The Winter term OSAP amount to be directed to your ACORN account can also be viewed on the new ACORN Net Cost statement.

Prior to Winter term OSAP confirmation of enrolment:

The ACORN Net Cost View will display the Winter term “Anticipated OSAP” amount which is the estimated OSAP amount needed to pay for your Winter term tuition and non-tuition fees. If you have made a Winter term tuition payment, then the Winter term OSAP funding amount to be directed to your ACORN account will be reduced by the payment amount.

**Example:**

2018 Winter Tuition & Fees totaled $9,097.18 and the Anticipated amount of OSAP to be redirected to your ACORN account is $5,602.50 (not including any fee payments that you have made).
After OSAP confirmation of enrolment:

Check the Funding section of your online OSAP account. When you log in to check your status, you can click the blue button "View the amount of your funding", then scroll down to the section "When you’ll get your money" to see the “Amount deducted to pay tuition directly to your school”

Example:

$6,982 is the Total 2018 Winter OSAP payment

$4,526 is the Amount deducted to pay for Winter tuition directly to your school within 10 business days of enrolment confirmation

$2,456 is the remaining payment that will be deposited in your bank account within 10 business days of enrolment confirmation

The redirected OSAP amount is based on the amount of fees owing on the Confirmation of Enrolment date. More information on how the redirected OSAP amount is calculated is available on the Enrolment Services website.

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Winter term OSAP funding could be released as early as the beginning of January however it can take up to two weeks for the Winter term OSAP funding amount to be directed to the University of Toronto to be received and recorded in your ACORN account.

Your Funding Summary on your OSAP account must show that Winter term funding is scheduled to be released.

Winter term scholarship funding is usually recorded on your ACORN invoice starting in September.

If Winter term OSAP funding directed to the University of Toronto and Winter term scholarship funding does not cover all of your Winter term fees, you are responsible for paying this amount by the Winter term payment deadline.

- January 31st if you do NOT have a UofT Graduate Scholarship deferral. Monthly service charge fee billing at a rate of 1.5% compounded (19.56% per annum) will be billed for unpaid Winter term fees on your ACORN invoice starting on February 15th.
- April 30th if you have a UofT Graduate Scholarship deferral. Monthly service charge fee billing at a rate of 1.5% compounded (19.56% per annum) will be billed for unpaid Winter term fees on your ACORN invoice starting on May 15th.

Fee payment instructions can be viewed on Making a Fee Payment

| Key Dates for Students Paying with OSAP Funds and UofT Graduate Scholarship Funding |
|---------------------------------|----------------------------------------------------------------------------------|
| June 30th                        | Apply for Fall-Winter OSAP funding and submit all required documentation          |
| Mid-July (4-6 weeks before the start of classes) | Submit all of the required OSAP documentation to Enrolment Services at least 4-6 weeks before the start of classes. Submit your Master Student Financial Aid Agreement (MSFAA) to the National Student Loan Centre (first-time OSAP applicants only). |
| Minimum Required Payment to Register Deadline | Request a UofT Graduate Scholarship or OSAP deferral or Pay the minimum required payment to register amount to change your registration status from Invited to Registered by your division’s registration deadline. |
| Ten business days Before the start of Fall classes | Enrolment Services will begin confirming Fall term enrolment and if you do not have a UofT Graduate Scholarship deferral, will request Fall term OSAP funding to be redirected from OSAP to your ACORN account to pay for your Fall term fees. |
| Beginning of September          | OSAP redirects Fall term OSAP funding to the University of Toronto. Fall term scholarship funding is usually recorded on your ACORN invoice starting in September. |
| September 30th                  | If you do not have a UofT Graduate Scholarship deferral, pay Fall term fees not paid by OSAP or your graduate funding. |
| October 15th                    | If you do not have a UofT Graduate Scholarship deferral, monthly service charge fee at a rate of 1.5% compounded (19.56% per annum) for unpaid Fall term fees will be billed on your ACORN invoice starting October 15th. |
| First Week of December          | Enrolment Services will begin confirming Winter term enrolment and if you do not have a UofT Graduate Scholarship deferral will request Winter term OSAP funding to be redirected from OSAP to your ACORN account to pay your Winter term fees. |
| Beginning of January            | OSAP redirects Winter term OSAP funding to the University of Toronto. Winter term scholarship funding is usually recorded on your ACORN invoice starting in January. |
| January 31st                    | If you do not have a UofT Graduate Scholarship deferral, pay Winter term fees not paid by OSAP or your graduate funding. |
| February 15th                   | If you do not have a UofT Graduate Scholarship deferral, monthly service charge fee at a rate of 1.5% compounded (19.56% per annum) for unpaid Winter term fees will be billed on your ACORN invoice starting February 15th. |
April 30th  If you have a UofT Graduate Scholarship deferral, pay Fall and Winter term fees not paid by OSAP or your graduate funding.

April 30th  If Fall-Winter session fees are not paid, a financial hold will be recorded on a student’s ACORN account which will block the release of transcripts and registration in future sessions.

May 15th  If you have a UofT Graduate Scholarship deferral, monthly service charge fee at a rate of 1.5% compounded (19.56% per annum) for unpaid Fall and Winter term fees will be billed on your ACORN invoice starting May 15th.

REFUNDING FOR STUDENTS with OSAP & UOFT GRADUATE SCHOLARSHIP FUNDING

Are you eligible for a refund?

Refund requests may be submitted if you have a credit balance greater than $100 on your ACORN account.

Step 1 Sign up for Direct Deposit and provide your bank account information on ACORN. View instructions here. If you do not enroll in Direct Deposit your Refund Request will not be processed.

Step 2 View and correct your ACORN mailing address (your local address) and ACORN permanent address (your home address).

Step 3 New! Refund requests for OSAP students are submitted to and processed by Enrolment Services. ACORN will display a notification for OSAP students with a current session credit balance.

Click on 'request an OSAP refund here' in the blue notification box.
The OSAP Refund Request page displays the maximum Refund amount e.g. $50.

Fill in the requested information and then Click on 'Request Refund at the bottom right hand corner of the screen.
To view the status of your refund request, log out, and when you log back in, you can view the status of your refund request.

Enrolment Services will re-assess your OSAP application to determine whether some or all of the credit balance should be refunded to a U of T award/scholarship program, refunded to the National Student Loans Service Centre to reduce your outstanding loans, and/or refunded to you. Enrolment Services will instruct the Student Accounts Office to issue the refunds.

Credit balances will be refunded first to a U of T award/scholarship program, and second to the National Student Loans Service Centre to reduce your outstanding loans. Any remaining credit balance will be refunded to you.

If you do not request a refund, Enrolment Services will conduct reviews of credit balances for OSAP students in the last two weeks in October (Fall), the last week in February and the first week in March (Winter), and last two weeks in June (Summer). Enrolment Services will instruct the Student Accounts Office to process refunds to the National Student Loans Service Centre and refunds to students. Student Accounts will issue the refunds.

Refunds will be displayed on your ACORN invoice:

**AWARDS**
2018 Fall
Award Cancellation – UTAPS 2018-10-28 $750.00 ($750 was returned to U of T award/scholarship program on Oct. 28, 2018)

**REFUNDS**
2018 Fall
Refund to OSAP 2018-10-28 $900.00 ($900 was refunded to the NSLC on Oct. 28, 2018)
Refund 2018-10-28(direct deposit) $500.00 ($500 deposited in your bank account within 3-5 bus. days)