PAYING WITH OSAP FUNDS

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.

You can apply for an online OSAP deferral (register without payment) on ACORN to change your registration status from Invited to Registered without payment 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.

The ACORN Finances dashboard will display a Deferred payment for student loan (OSAP) financial arrangement for the session if you have successfully applied for an OSAP deferral.

<table>
<thead>
<tr>
<th>Finances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding Balance</td>
</tr>
<tr>
<td>(Debit Account Balance)</td>
</tr>
<tr>
<td>Financial Arrangements</td>
</tr>
<tr>
<td>Fall-Winter 2018-2019</td>
</tr>
</tbody>
</table>

If you are unable to get an OSAP deferral (register without payment) 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

- 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.

In order 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).

Starting in 2018-19: As per Government of Ontario requirements affecting all OSAP recipients, 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. If your redirected OSAP funding is less than the fees you owe, you must pay the outstanding fees by the Fall term payment deadline of September 30th.
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 (or unpaid) 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 redirected payments to the University of Toronto will be displayed on the ACORN invoice separately as Federal and Provincial amounts:

**PAYMENTS**  
2018 Fall  
OSAP Payment – Federal (2018-09-25) $1000.00CR  
OSAP Payment – Provincial (2018-09-28) $3526.00CR

The Fall term OSAP payments will be displayed separately on the ACORN Payment History screen:

<table>
<thead>
<tr>
<th>Process Date</th>
<th>Transaction Description</th>
<th>Invoice Session</th>
<th>Transaction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-09-28</td>
<td>OSAP Payment - Provincial</td>
<td>Fall 2018</td>
<td>$3526.00 CR</td>
</tr>
<tr>
<td>2018-09-25</td>
<td>OSAP Payment - Federal</td>
<td>Fall 2018</td>
<td>$1000.00 CR</td>
</tr>
</tbody>
</table>

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.

If your redirected OSAP funding is less than the fees you owe, you must pay the outstanding fees by the Fall term payment deadline of September 30th. All Fall term fee payments must be made by September 30th.

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. Fee payment instructions can be viewed on [Making a Fee Payment](https://www.utoronto.ca/eservices/fee-payment).
Pay Winter Term Fees with OSAP Funds

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 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 Winter term course load (according to OSAP definition).

Starting in 2018-19: As per Government of Ontario requirements affecting all OSAP recipients, 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 redirected OSAP funding is greater than the fees you owe, OSAP will deposit your remaining Winter term OSAP funding into your bank account. However, if your redirected OSAP funding is less than the fees you owe, you must pay the outstanding fees by the Winter term payment deadline of January 31st.

You can view the Winter 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 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 Winter fees owing (unpaid) on the Confirmation of Enrolment date. More information on how the redirected OSAP amount is calculated is available on the Enrolment Services website.

Redirected Winter term OSAP payments to the University of Toronto will be displayed on the ACORN invoice separately as Federal and Provincial amounts:

<table>
<thead>
<tr>
<th>PAYMENTS</th>
<th>Transaction Description</th>
<th>Invoice Session</th>
<th>Transaction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Winter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OSAP Payment - Federal (2019-01-21)</td>
<td>$ 1000.00CR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OSAP Payment - Provincial (2019-01-24)</td>
<td>$ 3526.00CR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The redirected Winter term OSAP payments will be displayed separately on the ACORN Payment History screen:

<table>
<thead>
<tr>
<th>Process Date</th>
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</tr>
</thead>
<tbody>
<tr>
<td>2019-01-24</td>
<td>OSAP Payment - Provincial</td>
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<td>$3526.00 CR</td>
</tr>
<tr>
<td>2019-01-21</td>
<td>OSAP Payment - Federal</td>
<td>Winter 2019</td>
<td>$1000.00 CR</td>
</tr>
</tbody>
</table>

Winter term OSAP funding will begin to be redirected to the University of Toronto in early January; 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.

If your redirected OSAP funding is less than the fees you owe, you must pay the outstanding fees by the Winter term payment deadline of January 31st.

All Winter term fee payments must be made by January 31st.

Monthly service charge fee billing at a rate of 1.5% compounded (19.56% per annum) for unpaid Winter term fees will be billed on your ACORN invoice on February 15th.

Fee payment instructions can be viewed on Making a Fee Payment

### Scholarship and Awards

Fall term undergraduate scholarship and award payments for the Fall term are normally processed starting in late September and Winter term payments are processed starting in late January. These payments will be applied to unpaid fees on your ACORN account. If the scholarship or award amount exceeds unpaid fees, then an award refund will be issued to you automatically.

Graduate scholarships and award payments for the each term are normally processed at the start of each term (beginning of September, January and May). If these payments will be applied to unpaid fees on your ACORN account and the scholarship or award amount exceeds unpaid fees, then an award refund will be issued to you automatically.
To avoid award refund errors or delays, please ensure that your ACORN bank account and mailing address information is accurate and up-to-date.

<table>
<thead>
<tr>
<th>Key Dates for Students Paying with OSAP Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>June 30th</strong></td>
</tr>
<tr>
<td><strong>Mid-July (4-6 weeks before the start of classes)</strong></td>
</tr>
<tr>
<td><strong>Minimum Required Payment to Register Deadline</strong></td>
</tr>
<tr>
<td><strong>Ten business days Before the start of Fall classes</strong></td>
</tr>
<tr>
<td><strong>Beginning of September</strong></td>
</tr>
<tr>
<td><strong>September 30th</strong></td>
</tr>
<tr>
<td><strong>October 15th</strong></td>
</tr>
<tr>
<td><strong>First Week of December</strong></td>
</tr>
<tr>
<td><strong>Beginning of January</strong></td>
</tr>
<tr>
<td><strong>January 31st</strong></td>
</tr>
<tr>
<td><strong>February 15th</strong></td>
</tr>
<tr>
<td><strong>April 30th</strong></td>
</tr>
</tbody>
</table>

**REFUNDING FOR OSAP STUDENTS**

**Are you eligible for a refund?**

Refund requests may be submitted to Enrolment Services 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)