PAYING WITH OSAP FUNDS
IF YOU HAVE OSAP & SPONSORSHIP 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.

You may 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.

To register without payment on the basis of an external organization or agency that will pay for some or all of your tuition and other fees on your ACORN invoice, you should mail, fax or bring a copy of the annual letter you receive from the external organization or agency stating they will pay your fees along with your ACORN invoice to Student Accounts. A sponsorship deferral must be processed for every session in which you wish to register. The deferral does not carry over from one session to the next.

• Student Accounts will match your ACORN invoice with the authorization letter to determine your eligibility for a sponsorship financial arrangement.
• If eligible, Student Accounts will record a sponsorship financial arrangement on your ACORN account. If the documentation is submitted to Student Accounts at least fifteen business days prior to the start of Fall classes, the Sponsorship deferral will block OSAP funding from being directed to the University of Toronto to pay for your tuition and other fees.
• Student Accounts will invoice sponsors for Fall-Winter session in October and in exceptional cases, will invoice sponsors for Winter term in February.

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 and Payable by a sponsor financial arrangement for a Sponsorship deferral.

<table>
<thead>
<tr>
<th>Financial Arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall-Winter 2018-2019</td>
</tr>
<tr>
<td>Payable by a sponsor</td>
</tr>
<tr>
<td>Fall-Winter 2018-2019</td>
</tr>
<tr>
<td>Deferred payment for student loan (OSAP)</td>
</tr>
</tbody>
</table>

If you are unable to get an OSAP or Sponsorship deferral (to register without payment), then you must make the minimum required payment (Fall term 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 Sponsorship 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 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).

1) If you have a Sponsorship deferral recorded on your ACORN account (when your enrolment is confirmed to OSAP) 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.

2) **New for 2018-19:** As per Government of Ontario requirements affecting all OSAP recipients, if you do NOT have a Sponsorship deferral 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 funding into your bank account. If the combination of your redirected OSAP funding and Fall sponsor payment amount is less than the fees you owe, you must pay the outstanding fees by the Fall term payment deadline of April 30th.

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

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 redirected payments to the University of Toronto will be displayed on the ACORN invoice separately as Federal and Provincial amounts:

**PAYMENTS**

<table>
<thead>
<tr>
<th>Year</th>
<th>Transaction Description</th>
<th>Invoice Session</th>
<th>Transaction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>OSAP Payment - Provincial</td>
<td>Fall 2018</td>
<td>$ 750.00 CR</td>
</tr>
<tr>
<td>2018</td>
<td>OSAP Payment - Federal</td>
<td>Fall 2018</td>
<td>$1,000.00 CR</td>
</tr>
</tbody>
</table>

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

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.

In mid-October, Students Accounts will bill the sponsor for Fall-Winter session fees. In exceptional cases, Student Accounts will bill the sponsor for Winter term fees in February.

If Fall term OSAP funding directed to the University of Toronto and Fall term sponsor payments do 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 Sponsorship 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 Sponsorship 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 Sponsorship Funding**

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

1) In order for your enrolment to be confirmed:
   a) your Fall-Winter or Winter registration status on ACORN must be 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).

2) **New for 2018-19:** As per Government of Ontario requirements affecting all OSAP recipients, if you do not have a Sponsorship deferral 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 redirected Winter OSAP funding is greater than the fees you owe, OSAP will deposit your remaining Winter term funding into your bank account. If the combination of your redirected OSAP funding and Winter scholarship amount is less than the fees you owe, you must pay the outstanding fees by the Winter term payment deadline of April 30th.

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

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

   **PAYMENTS**
   2019 Winter
   OSAP Payment – Provincial (2019-01-21) $ 500.00 CR
   OSAP Payment – Federal (2019-01-23) $ 700.00 CR

   The Winter 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>2019-01-23</td>
<td>OSAP Payment - Federal</td>
<td>Winter 2019</td>
<td>$ 700.00 CR</td>
</tr>
<tr>
<td>2019-09-21</td>
<td>OSAP Payment - Provincial</td>
<td>Winter 2019</td>
<td>$ 500.00 CR</td>
</tr>
</tbody>
</table>

   Winter term OSAP funding will begin to be redirected from OSAP 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.

   In mid-October, Students Accounts will bill the sponsor for Fall-Winter session fees. In exceptional cases, Student Accounts will bill the sponsor for Winter term fees in February.

   If Winter term OSAP funding directed to the University of Toronto and Winter term sponsorship payments do 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 Sponsorship 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 February 15th.
• April 30th if you have a Sponsorship 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

<table>
<thead>
<tr>
<th>Key Dates for Students Paying with OSAP Funds and Sponsorship Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>June 30th</strong></td>
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<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>
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<tr>
<td><strong>At Least Fifteen Business days before the start of Fall classes</strong></td>
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<tr>
<td><strong>Ten business days Before the start of Fall classes</strong></td>
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<tr>
<td><strong>Beginning of September</strong></td>
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<td><strong>September 30th</strong></td>
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<tr>
<td><strong>October 15th</strong></td>
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<tr>
<td><strong>Mid-October</strong></td>
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<tr>
<td><strong>First Week of December</strong></td>
</tr>
<tr>
<td><strong>Beginning of January</strong></td>
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<tr>
<td><strong>January 31st</strong></td>
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<tr>
<td><strong>February 15th</strong></td>
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<tr>
<td><strong>Mid-February</strong></td>
</tr>
<tr>
<td><strong>April 30th</strong></td>
</tr>
<tr>
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</tr>
</tbody>
</table>
May 15th

If you have a Sponsorship 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 & SPONSORSHIP 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.

A new refund request process for OSAP students will be launched at the beginning of September 2018. If you are an OSAP student, do not submit your refund request to Student Accounts.

Refund requests for OSAP students are submitted to and processed by Enrolment Services. 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 ($1,500 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)

**AWARDS**

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