

Request for Fees Arrangement

Graduate students will not normally have tuition fees deducted from the first instalment of their graduate funding. If you cannot pay the required fees before receiving your funding, you may register without making a fee payment. After you receive your funds, you should pay at least the minimum first payment. A Request for Fees Arrangement allows outstanding balances on fees accounts to exist without incurring service charges until May.

Fees Arrangement is conditional on the following:

- You receive a funding package which can be made up from a variety of sources including major awards, teaching assistantships, research stipends and other U of T funding and that the amount of this funding covers at least the minimum first payment indicated on your Fees account.
- You are a full-time degree student in a graduate program and all necessary admission conditions have been met
- Your account does not have an outstanding balance from a previous session.

Instructions

- Complete and sign this form. Unsigned requests will not be processed.
- Submit your Request for Fees Arrangement form to your graduate Administrative Assistant at your home department.
- Please do not use this form for OSAP Deferrals. Fees can be deferred for OSAP and other provincial loans at SGS until November 15th when you present a Notice of Assessment covering at least the minimum first payment. Students in Management, OISE/UT, Social Work, Information, DIFA, MMPA and Dentistry should visit their graduate office for OSAP deferrals.
- Tuition and Education Amount Certificates (T2202A) are produced for the calendar year and only the fees paid which are applicable to the academic session(s) attended in the calendar year will be receipted on your certificate.
- Students receiving awards should be aware that second and third award instalments are credited directly to outstanding fees accounts.
- Students who request fee arrangements will not incur service charges if accounts are paid in full by the end of April. Service charges on outstanding balances begin in May.

NOTE: Accounts must be paid in full by April 30. Beginning in May any outstanding account balance is subject to a monthly service charge of 1.5% compounded (or 19.56% per annum) until the account is paid in full. Returning students are required to clear all outstanding fees (and services charges) prior to registering for the next session. Academic transcripts will not be issued until the account is paid in full.

Obligations of Registered Students

A student is considered to be registered as soon as he or she has paid tuition and incidental fees, or has made appropriate arrangements for deferral of payment. 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 and telephone number is maintained.

Student Number:	Session:	Sept.	Jan.
Surname:	Given Name:		
Department:	Degree:		
Award:			
Student Signature:			Date:
Departmental Authorization:			Date:
<p><i>The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admission, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, Room 201, 12 Queen's Park Crescent West, Toronto, ON M5S 1A8.</i></p>			