



[Note: This form is to be used only when a diploma has been withheld from release during the student's convocation. This form is not for students who simply did not attend their convocation.]

To: Silvia Rosatone
Office of Convocation
27 King's College Circle, Room 102
Toronto, ON M5S 1A1

From: Josie Lalonde, Associate Director, Student Services – Student Systems & Records
School of Graduate Studies

Re: Notification of Clearance of Financial Obligation to the University of Toronto

Name (as on ROSI):	
Student Number:	
Graduation Date (mm/yr):	
Degree:	
Department:	

This will advise that the above-named student has paid all outstanding financial obligations to the University. Please release the diploma upon presentation of this **signed and sealed** form.

Per/Josie Lalonde

Date

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, safety, 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 104, 12 Queen's Park Crescent West, Toronto, ON M5S 1A8.

01/2016