

The **SGS Fee Deferral Request Form** should be used by graduate students who are eligible for a tuition fee deferral (receiving awards and funding) and are unable to defer on ACORN (see [ACORN Help](#)).

Note: Graduate students in a funded cohort can defer their fees on ACORN. [Check ACORN](#) Dashboard under the Finances Card.

Eligibility:

- Are a full-time graduate student;
- Are not in a funded cohort;
- Are receiving eligible university funding* (awards, research stipend, teaching assistantship etc.) totalling 50% or more of the total tuition and fees as indicated on the [ACORN invoice](#); and
- Having no outstanding balances from previous academic sessions.

** Eligible funding includes awards through approved external granting agencies that are administered or paid by the university (e.g. Tri-Agency awards, OGS etc.).*

Submit Your Form:

Send the completed form to your Registrar's or Graduate Unit Office by email along with a copy of your ACORN invoice by the registration deadline to avoid late registration fees.

Please refer to the [SGS Session Dates](#) for details.

A) TO BE COMPLETED BY THE STUDENT			
Registration Session(s)	☐ Fall & Winter ☐ Fall only ☐ Winter only ☐ Summer only		
Surname:		Given Name:	
Student Number:		Graduate Unit:	
Tuition & Fees:		U of T Email:	
Degree Type:	☐ PhD ☐ Master's ☐ Prof. Master's ☐ Prof. Doc		
Full Award Funding Deferral (Type 4)		Partial Award Funding Deferral (Type 5)	
☐ My funding covers 100% (or more) of total tuition & fees. • Payment deadline: April 30 • Fall/Winter monthly service charges begin: May 15		☐ My funding covers 50% (but less than 100%) of total tuition & fees. • Fall payment deadline: September 30, monthly service charges begin: October 15 • Winter payment deadline: January 31, monthly service charges begin: February 15	
<i>Funds payable to students by the university may be first applied towards a student's account as per the SGS Payment Policy.</i>			

List funding for the Academic Year (e.g. September to August), for which registration is being requested: <i>Provide the name and value of all expected awards, fellowships, RA stipendiary, TA income etc.</i>	
	\$
	\$
	\$
Total Funding:	\$

Students are responsible for paying all fees by the [payment deadline](#), even if you do not receive the funding or if your eligibility changes. Late payments are subject to [monthly service charges](#) of 1.5% compounded (19.56% per annum) on your outstanding balance. For full details please refer to the [University Registrar's website](#).

Student Signature:

Date:

B) GRADUATE UNIT AUTHORIZATION		
I confirm the following: ☐ Student has no arrears ☐ Funding covers 100% or more of tuition & fees (use <i>Type 4 Deferred payment (full award funding) DEF-A</i>) ☐ Funding covers 50% (but less than 100%) of tuition & fees (use <i>Type 5 Deferred payment (partial award funding) DEF-P</i>)		
Comments:		
Approved by:	Signature:	Date:

Note: After the SGS registration deadline, registration must be completed by SGS Student Academic Services. Please submit the completed form to graduate.information@utoronto.ca.

SGS OFFICE USE ONLY		
Reason for Approval:		
Approved Registration:		
☐ Fall & Winter REG	☐ Winter only REG	
☐ Fall only REG	☐ Summer only REG	
Approved Deferral Type:		
☐ Type 4 Deferred payment (full award funding) DEF-A	☐ Type 5 Deferred payment (partial award funding) DEF-P	
Approved by:	Signature:	Date: