



Appendix A

Doctoral students participating in a Joint Educational Placement must maintain registration at both institutions for the period of the program. Tuition fees are paid to the “lead” institution. At the University of Toronto (U of T), students must actively register each September either by paying fees or deferring payment on the basis of a fellowship or other award.

Ancillary and incidental fees will be assessed for both lead and collaborator Joint Placement students. When U of T is the collaborator institution and students are in residence at U of T, **students must register by paying their ancillary and incidental fees**. Students who are resident at the other, lead, institution may register and request these ancillary and incidental fees be waived by using this form. This form must be submitted by **no later than September 1**.

When U of T is the lead institution, students may request a reversal of U of T ancillary and incidental fees for sessions they are resident at and have paid incidentals to the collaborator institution. The request must be made by **no later than November 1 (for Fall/Winter fees) and no later than July 1 (for Summer fees)**. Fees will not be refunded for partial sessions.

Section 1: To be completed by the student.

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|------------------|-----------------|
| Last Name: | First Name(s): |
| Institution: | Student Number: |
| Graduate Degree: | Graduate Unit: |

Check one of the following two options:

1. U of T is the collaborator institution in my Joint Educational Placement arrangement. I will be resident at the lead institution between the time period _____ and _____. I am applying to have my U of T ancillary and incidental fees reversed for the academic year and to be registered for the period. By registering I agree to abide by the policies and regulations of my graduate unit, the School of Graduate Studies, and the University of Toronto.

2. U of T is the lead institution in my Joint Education Placement arrangement. I will be resident at the collaborator institution between the time period _____ and _____. I am applying to have my U of T ancillary and incidental fees reversed for the period. Proof of payment of incidentals at the collaborator institution is attached.

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| Student's Signature: | Date: |
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