

## PAYMENT PROCEDURES AND TERMS/CONDITIONS

### Ph.D. Program in Architecture, Landscape, and Design

#### PAYMENT PROCEDURES

**External fellowships, top-up awards for external fellowships, and internal fellowships:** will be posted to ACORN accounts and will automatically be direct deposited into Canadian bank accounts listed on ACORN upon confirmation that a student is registered. Students in the funded cohort must defer their tuition fees by **August 26<sup>th</sup>** to register (see [here](#) for fee deferral instructions).

If your account does not show fees owing, do not go through the fee deferral process as it will not result in registration. If your registration status does not show as "INVIT" you should contact Markus Peterson at [researchstream@daniels.utoronto.ca](mailto:researchstream@daniels.utoronto.ca) to determine the appropriate steps.

It is **highly recommended** to do both of the following on your ACORN Profiles and Settings to ensure your funding is released appropriately and that there are no delays:

1. Enter Canadian bank information into the [direct deposit section](#), ensuring that there is an unexpired validity end date.
2. Enter updated Canadian mailing address, ensuring that there is an unexpired validity end date.

If your Canadian bank account (direct deposit) information is not recorded on ACORN, then a refund by cheque will be issued by Student Accounts to your ACORN mailing address.

Cheques are mailed by Standard Canada Post or Campus Mail (if applicable) and should be received in a week for a Canadian address and within two weeks for an international address. A refund amount greater than \$10,000 requires additional approvals and longer processing time.

For more information, to make a request or to contact Student Accounts please email [info.studentaccount@utoronto.ca](mailto:info.studentaccount@utoronto.ca).

**RA Stipends:** students who receive RA Stipends as part of their funding package will be paid via the payroll (HRIS) system, once monthly, typically on the 28<sup>th</sup> of each month.

#### TERMS/CONDITIONS

This level of funding is guaranteed for 4 years, subject to a student's continuing full-time attendance in the Ph.D. program in Architecture, Landscape, and Design at the University of Toronto, and to a student's satisfactory performance and progress to the degree and continued eligibility for the support, as determined by the student's supervisory committee and by the student's year level. If these conditions are not met, the student's financial support package may be compromised (**see below**).



1. **Remuneration from other sources:** University of Toronto departmental fellowships may be cancelled, reduced or adjusted for recipients who receive other external or internal awards or funding, e.g., NSERC/OGS, paid employment or educational leave, or employment, etc., at the faculty's discretion. The Faculty may also, at its discretion, top-up or supplement an external award. Contact [researchstream@daniels.utoronto.ca](mailto:researchstream@daniels.utoronto.ca) directly for further information. As a condition of funding, graduate students are required to apply for and accept external awards for which they are eligible.
2. **Unit 1 work:** To maintain the TA/co-instructor/course instructor component of the funding package, students must accept the Teaching Assistantship/co- instructor/course instructor, RA-ship position/s that are offered as part of the funding. For upper years of TA/co-instructor/course instruction funding, students must have also satisfactorily performed duties in the previous year's TA /co-instructor/course instructor position.
3. **RA-ships:** Students in most graduate units must accept RA-ships or similar opportunities if they are offered as part of the funding package. The amount of RA income included in funding packages varies and may generate employment income or a stipend, depending on the nature of the opportunity and Canada Revenue Agency (CRA) policy.
4. **Full-time off-campus research:** If an absence is to exceed four weeks in any term, students must apply through the faculty for off-campus approval, at least four weeks prior to departure
5. **Repayment of award:** Students must be registered as full-time degree candidates in order to hold a university/departmental fellowship and must be in full-time attendance in any term (i.e., September-December, January-April, May-August) during which they hold awards. Except for absences necessary for research purposes, as approved by the department (see #4 above), students must reside in such geographical proximity as to be able to participate fully in the faculty's activities during the session. Repayment of an award is required if a student is not in full-time attendance, does not maintain good academic standing and/or transfers to another graduate unit.
6. **Academic Standing:** Students who fail to demonstrate satisfactory performance and progress toward the degree, as determined by the graduate department, will forfeit subsequent installments of their award.