

PAYMENT PROCEDURES AND TERMS/CONDITIONS

Funding Package for Research Stream Programs

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 (i.e., has either paid the Minimum Payment to Register amount, or successfully [requested a tuition fee deferral](#)).

It is important to do both of the following on the ACORN 'Profiles and Settings' tab, to ensure that funding payments are processed:

1. Enter Canadian bank information into the direct deposit section, ensuring that there is an unexpired validity end date (see [How-to | ACORN Help](#) for more information).
 - If a Canadian bank account is not entered, a cheque will be generated and will be mailed out to the valid Canadian mailing address on ACORN.
 - Enter updated Canadian mailing address, ensuring that there is an unexpired validity end date.
 - If an international mailing address is entered, the cheque will be held at the Student Accounts office.
 - Students may contact Student Accounts to request the release of the cheque. However, in consultation with the student, it may be determined that delivery is not advisable or not possible due to Canada Post or other current international mail restrictions. Other determining factors may include potential loss/theft during delivery, or challenges cashing a cheque issued in Canadian dollars.
 - If payment by mailed cheque to an international address is not an option, students may request a refund of the credit balance on their account once they have successfully entered either a Canadian mailing address or Canadian bank account information on ACORN. For more information, to make a request or to contact Student Accounts please email info.studentaccount@utoronto.ca.
2. Students who are receiving funding as part of the Daniels Faculty funding commitment **must** defer their fees on ACORN. This must be done by **August 28, 2022**. To defer fees on ACORN, login to <http://www.acorn.utoronto.ca/>, find the Financial Accounts section and request a fee deferral (see [How-to | ACORN Help](#) for more information). This will allow you to register without paying a tuition deposit. A fee deferral will register you in your courses, as well as defer all service charges until April 30, 2023.
 - Once the tuition fee deferral process is completed, you are considered 'registered'. All funding payments inclusive of tuition fees will be processed in appropriate installments after the student is registered.
 - Internal tuition fellowships will be posted to ACORN and automatically put towards tuition and/or any outstanding balance. Any remaining funds after these fellowships have paid any outstanding balance will automatically be direct deposited to students' bank accounts.

Please note: 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 (Assistant Registrar, Research-based Programs) at researchstream@daniels.utoronto.ca to determine the appropriate steps.

Terms and Conditions

This level of funding is guaranteed, 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.

- 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 directly for more 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:** If TAships/co-instructor/course instructor assignments are offered as a component of the funding package, students must accept these positions to maintain the part of their funding. Failure to do so may result in the forfeiting of the corresponding portion of the funding package. 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:** If RA-ships or similar opportunities are offered as part of the funding package, students must accept these positions to maintain the part of their funding. Failure to do so may result in the forfeiting of the corresponding portion 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 for a minimum of 14 weeks 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 in full-time attendance fewer than 14 weeks in any term, does not maintain good academic standing 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 and [School of Graduate Studies](#) will forfeit subsequent installments of their award.