



**AFFILIATE COLLEGE STUDENT
COURSE REGISTRATION
2019-20**

All sections of this form must be completed by the affiliate college student using the fillable PDF function (handwritten forms will not be accepted). The form must have the student's original signature (electronic signatures are not permissible). Completed forms can be faxed to 416-978-7821 or emailed to diane.henson@utoronto.ca. Registrations must be complete by the registration deadline posted at www.tst.edu/academic/key-academic-dates. Registrations cannot be processed until both the completed, signed course registration form and the Letter of Permission from the home institution have been received.

Course registration is subject to space availability, meeting any course pre-requisites and registration dates. Please Note: affiliate college students are not eligible to register for Reading and Research courses, Clinical Pastoral Education courses or Pastoral Counselling courses.

Section 1 – Personal Information

Title:	Last Name (Legal Name):	Given Names (in Full):		
Former Legal Name (if applicable):	If you have changed your name since your last attendance at/application to TST or UofT, please complete a Change or Correction of Name Form.		Marital Status (optional):	
Date of Birth:	Gender:	If your first language is other than English please indicate what language here:		
Country of Citizenship:	If you are not a Canadian Citizen please indicate:		The date you entered Canada: _____	
Have you ever applied to or previously attended UofT or the Toronto School of Theology?	If yes, please indicate your Student Number:		The last year of attendance/application:	

Section 2 – Contact Information

Mailing Address (during the academic year):			
Street:		Apartment #:	
Town/City:	Province:	Postal Code:	
Daytime Telephone:	Email Address:		
Home/Permanent Address: <input type="checkbox"/> Same as above <i>Please Note: If you are taking a course in the Summer and are paying tuition fees to TST your T2202a will be mailed to your home/permanent address in February. It is your responsibility to inform the TST Registrar of any changes in your permanent and/or temporary address(es).</i>			
Street:		Apartment #:	
Town/City:	Province:	Postal Code:	

Section 3 – Academic History

Current Institution:				
Current Program:				
I have previously attended the following Colleges/Universities:				
Name of Institution	Program	Degree Conferred	From	To

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Section 4 – Toronto School of Theology Course Selection

Information on TST course codes and section can be found on the TST website at www.tst.edu/academic/course/listings. A course code is made up of nine characters; three letters, four digits, two letters. Section codes start with 'L' followed by four numbers.

I would like to register for the following course(s):

Course Code	Section Code	Course Title	Start Session

Section 5 – Fees Payment

For Fall and/or Winter courses you will pay tuition, ancillary and incidental fees to your home institution, not the Toronto School of Theology or its member colleges. TST has a small number of courses that have additional course fees; these are in addition to tuition, ancillary and incidental fees. If you are registered in one of these courses details of how to pay these fees will be sent to you. For Summer courses, tuition fees are payable to the Toronto School of Theology and details of how to pay these fees, fees deadlines and late payment fees will be sent to you with your confirmation of course registration. Tuition fees must be paid before the first day of class. The last day to drop a course without academic penalty is not the same day for full or partial refund.

International students in any or all three semesters; Fall, Winter or Summer will automatically be charged UHIP fees, however those students who already have UHIP or adequate healthcare coverage may petition, by the published deadline, for this fee to be waived. Please note adequate coverage is determined by the Insurer and not by TST. Details of process and deadlines are available from the TST Registrar.

Section 6 – Declaration

I certify that the information I have provided in this form is true, complete and accurate in all respects, including my declaration as to citizenship and immigration status in Canada, institutions attended and that all available information in this application has been disclosed. I understand that if the Toronto School of Theology finds to the contrary, my association with, admission to, or registration in the requested courses may be rescinded and cancelled after notice in writing to me at my permanent or sessional address.

I understand that all information I have provided in connection with this request is subject to verification and audit by the Toronto School of Theology.

The name I have used in this application is the complete name by which I am legally and correctly known. I understand that if I have not previously applied to, or registered at, one of the Toronto School of Theology member colleges or the University of Toronto, this is the name I will be officially recognized by in academic records of the Toronto School of Theology and its member colleges, and it will not be changed thereafter without formal verification. I understand that if I have previously applied to, or registered at the University of Toronto or one of the Toronto School of Theology member colleges and that the name in this application is other than that by which I am known in academic records of the aforementioned, I must complete a change of name form.

I also acknowledge that by signing below, I am requesting registration in the above course(s) that I agree to pay any and all tuition, ancillary, incidental, course fees and UHIP fees by the stated deadlines and I understand that failure to pay the stated minimum enrol as indicated on my fee statement will result in me being withdrawn from the course(s). I also acknowledge that any outstanding amounts are subject to interest charges.

I agree to abide by all TST deadlines available at www.tst.edu/academic/key-academic-dates and academic policies as found in the academic Handbook(s) <http://www.tst.edu/academic/resources-forms/handbooks>.

Student's Signature: _____

Date: _____

Personal information is collected for the purpose of admission, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government.

Your Personal Information will be protected at all times.

If you have questions please contact the TST Registrar, Toronto School of Theology, 47 Queen's Park Crescent East, Toronto, ON, M5S 2C3 or call 416-978-4040.

<i>Office Use:</i>		
<input type="checkbox"/> ROSI Record Created	<input type="checkbox"/> Course(s) Registered on ROSI	Student ID #: _____
<input type="checkbox"/> Enrolment Confirmation Sent	<input type="checkbox"/> Fee statement & Payment Method Sent	Student Temporary UTORID: _____
<input type="checkbox"/> TST College Notified	<input type="checkbox"/> Grade(s) Sent to Affiliate College	UTORID Expiry Date: _____