



**NON-CONJOINT STUDENT  
COURSE REGISTRATION  
SUMMER 2017**

All sections of this form must be completed by the 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 or scanned and emailed to your College Registrar. Contact information can be found at <http://www.tst.edu/contact/directory/college-registrars-admissions-staff>.

Course registration is subject to space availability, meeting any course pre-requisites and registration dates. Please Note: Invoices will not be issued immediately upon registration, but grades will not be released until accounts are paid in full.

**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 UoT, 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 UoT or the Toronto School of Theology?	If yes, please indicate your Student Number:	The last year of attendance/application:	

**Section 2 – Contact Information**

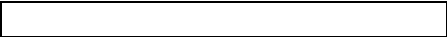
Mailing Address (during the academic year):			
Street:		Apartment #:	
Town/City:	Province:	Postal Code:	
Daytime Telephone:	Email Address:		
Home/Permanent Address: <input type="checkbox"/> Same as above <i>Please Note: If you are taking a course in the Summer and are paying tuition fees to TST your 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 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](http://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. Students may only register in a maximum of four courses in the Summer session

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

Course Code	Section Code	Course Title	Start Session



**Section 5 – Fees Payment**

Invoices will be available via the new Student Information System in late May / early June for Fall and/or Winter courses you will pay tuition, ancillary and incidental fees to your home institution. Details will be sent to you via the email address provided. Non-receipt of an invoice does not exempt the student from meeting his/her financial obligations. Please note that the last day to drop a course without academic penalty is not the same day for full or partial refund. For the Summer session refund schedules are based on the dates of the courses. Please contact your registrar for details.

To drop a course you need to complete a Non-conjoint Course Drop Form. The date the form is received by the Registrar’s Office is the date which is recorded for both academic and fees purposes.

International students in the Summer session 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 the college. Details of process and deadlines are available from the College Registrar.

International students in non-conjoint programs are not eligible for fee exemption under the ‘Status in Canada’ Exemption Categories.

**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 and or my college of registration 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.

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](http://www.tst.edu/academic/key-academic-dates) and academic polices 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"/> SIS Record Created	<input type="checkbox"/> Course(s) Registered on SIS	Student ID #: _____
<input type="checkbox"/> Enrolment Confirmation Sent	<input type="checkbox"/> Details of Fee statement & Payment Method Sent	Student Temporary UTORiD: _____
<input type="checkbox"/> TST College Notified of non-home college course		UTORiD Expiry Date: _____