

## PROCEDURES

### 1. PREAMBLE

Some students with disabilities must, as a result of their disability and as part of their approved accommodation plan, take a reduced course load which could extend the time it takes for them to complete their degree. In such cases these students could end up paying more in tuition fees to complete their program than a student who is able to take a full course load and complete their degree in a shorter time frame. In 1995, the University committed to resolving this imbalance and developed a process to address inequities.

### 2. PURPOSE

The purposes of Policy 159:

**2.1.** To ensure that students who must take a reduced course load, based on an approved accommodation for their disability, pay no more in tuition and applicable ancillary fees for completion of their program than a student without a disability completing the same program.

**2.2** To outline the parameters for how eligibility for this equalization will be determined.

**2.3** To outline inclusions and exclusions in the calculation of equalization amounts.

### 3. SCOPE

These procedures apply to students enrolled in Undergraduate, Masters, or Ph.D. degree programs at Toronto Metropolitan University who are registered with Academic Accommodation Support (AAS) and for whom AAS has approved a reduced course load as an accommodation for their disability.

### 4. DEFINITIONS

**4.1. Equalization**  
To make equitable.

**4.2. Approved Accommodation**  
Planned variation in the way a student with a disability proceeds through their academic program as verified by documents based on assessment from a qualified health professional. These documents are used to determine the student's functional limitations requiring accommodation and are approved as per Academic Accommodation Support.

**4.3 Tuition fees**  
Fees charged to students for delivery of a degree program. Does not include ancillary fees.

**4.4 Ancillary fees**  
Additional university or program fees (non-tuition fees) charged to the student. For the purposes of the tuition equalization calculation, does not include fees collected on behalf of third parties (e.g. student union dues, health and dental plan fees, etc.).

**4.5 Rebate**  
A refund (issued in the form of a taxable bursary).

## **5. PROCEDURE DETAILS**

Tuition fees for eligible students will be rebated in the amount of any difference between the total amount of tuition fees billed (in dollars) to the student to program completion (with some exceptions outlined below) as compared to a student taking the same program with a 100 percent course load as outlined by the program curriculum in the Toronto Metropolitan University calendar. Rebate consideration will be based on the current program that the student is graduating from compared to a student who entered the same program in the same term who graduates within four (4) years. Tuition will be averaged across the duration of attendance to factor inflation. Equalization requests related to financial hardship, need to work, or other factors that can apply to non-disabled students will not be considered.

The Ministry of Education and Advanced Skill Development (MAESD) requires the University to provide for the equalization of tuition fees for undergraduate and graduate degree program students. In addition, but subject to available funds, Toronto Metropolitan University is committed to providing equalization of university ancillary fees.

### **5.1. Eligibility**

To be eligible for equalization of tuition and ancillary fees under this policy:

- 5.1.1. The student must be officially registered with AAS for the purpose of accommodating a disability.
- 5.1.2. AAS must have an assessment on file that justifies the relationship between the student's disability and their inability to complete the program with a full course load.
- 5.1.3. The student must be enrolled in their final semester and have submitted an application to graduate, per the university's stipulated deadlines, from their Undergraduate, Master's or Ph.D. degree program at Toronto Metropolitan University. Applications for equalization after the degree has been conferred will not be considered.
- 5.1.4. The student must have paid more in tuition and ancillary fees for their program of study than would be required if they were able to take a 100% full course load as outlined by the program curriculum in the Toronto Metropolitan University calendar.
- 5.1.5. The student must be a domestic student (eligible to pay domestic tuition fees) and Ontario resident. Out-of-province Canadian citizens and international students will be considered subject to available funds.

### **5.2. Equalization calculation - Exclusions and Inclusions**

The following will not be included in the equalization calculation:

- 5.2.1. Courses taken for personal interest and/or courses that are not applied to the degree requirements.
- 5.2.2. G. Raymond Chang School courses not applied to the degree requirements.
- 5.2.3. Courses repeated for the purposes of improving GPA or repeating failed courses.
- 5.2.4. Scholarships and awards received by the student solely on the basis of merit (there is no financial need component).

The following will be included in the equalization calculation:

- 5.2.5. All courses taken at Toronto Metropolitan University used to meet program graduation requirements.
- 5.2.6. Bursaries and other forms of need-based financial assistance provided to the student to off-set academic costs.

### **5.3. Timeline**

- 5.3.1. For application  
Students must submit a tuition equalization application to AAS in the last semester of study before they intend to graduate. Applications received after graduation will not be considered.

- 5.3.2. For decision  
Every effort will be made to communicate decisions on tuition equalization applications to the applicants within 30 business days of the submission of the application to AAS.

5.4. **Application of the tuition rebate**

Any refund to students under this policy will be applied in the following order:

- 5.4.1. To any outstanding debts owed to the university (including but not limited to tuition fees, residence fees, late fees, fines or other charges).
- 5.4.2. To the National Student Loan Service Centre (if the student has been in receipt of government bursaries, grants and/or loans) and has an overpayment on record, in accordance with MAESD.
- 5.4.3. To the student.

5.5. **Appeal of equalization application decision**

- 5.5.1. Appeals or the equalization calculation must be submitted to the University Registrar within 10 business days of the date on the decision communication to the student.
- 5.5.2. Appeal requests will be reviewed and final decisions will be decided on by the University Registrar.

**6. Roles and Responsibilities**

6.1. **Student Applicants** shall be responsible for:

- 6.1.1. Reviewing eligibility criteria.
- 6.1.2. Completing their application to graduate by the posted deadline.
- 6.1.3. Submitting the tuition equalization application in their last semester of study prior to graduation.

6.2. **Academic Accommodation Support** shall be responsible for:

- 6.2.1. Making eligible students who are entering their last semester of study aware of this program and providing information about the tuition equalization application.
- 6.2.2. Accepting applications for tuition equalization and verifying registration with AAS and eligibility based on approved academic accommodations (actual documentation remains confidential in AAS).
- 6.2.3. Forwarding applications to the Office of the Registrar for a decision.

6.3. **Units within the Office of the Registrar** shall be responsible for:

- 6.3.1. Verifying the applicant's eligibility to graduate from their program
- 6.3.2. Reviewing the application, confirming eligibility and making the tuition equalization calculation.
- 6.3.3. Communicating decisions to applicants.

6.4. The **University Registrar** shall be responsible for:

- 6.4.1. Reviewing and deciding on appeals from applicants related to eligibility and/or calculation decisions.

**7. Jurisdiction**

These procedures are under the jurisdiction of the University Registrar.