



UNIVERSITY OF  
**ST. MICHAEL'S COLLEGE**  
IN THE UNIVERSITY OF TORONTO  
FACULTY OF THEOLOGY

**Faculty of Theology, University of St. Michael's College**  
**APPLICATION TO AUDIT A BD COURSE (For BD Students and External Auditors)**

(AD students are required to complete a different form)

**INFORMATION**

**APPROVAL:**

Auditors must apply and receive approval from both the Instructor and the Programs Coordinator by completing this form and receiving appropriate approvals before the start of the course.

**FEE:**

**With proper approval, all USMC/TST Basic Degree students who study full time are eligible to audit any USMC Basic Degree course for free.**

**With proper approval, All USMC/TST part time Basic Degree students and external auditors may audit up to three USMC Basic Degree courses at a reduced fee:**

<b>Part time Students/Auditors under the age of 65</b> The audit fee is \$200 per course for the first three courses	<b>Part time Students/Auditors who are 65 or older</b> The audit fee is \$100 per course for the first three courses
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**After the three courses, regular audit fee (same as a prevailing Basic Degree course fee, approx. \$600) applies.**

**PAYMENT:**

Cheque Payment (Please make cheque payable to **University of St. Michael's College**,

**By Mail: (DO NOT mail cash)**

The Student Services Office,  
Faculty of Theology,  
University of St. Michael's College  
81 St. Mary Street, Toronto, ON M5S 1J4

Cash or Cheque Payment may be made in person to:

The Student Services Office,  
Faculty of Theology,  
University of St. Michael's College,  
Alumni Hall, Room 307,  
121 St. Joseph Street, Toronto, ON M5S 3C2

**Payment of the audit fees must be made prior to the first day of class.**



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**APPLICATION TO AUDIT A BD COURSE (For BD Students and External Auditors)**  
 (AD students are required to complete a different form)  
**APPLICATION FORM**

NAME \_\_\_\_\_  
 (First Name) (Last Name)

ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ DAYTIME PHONE # \_\_\_\_\_

Are you currently enrolled in any Toronto School of Theology (TST) Program?

No  - Previous Degree: \_\_\_\_\_ University: \_\_\_\_\_

Yes  - College SMC EM TR RG SA KN WY Program: \_\_\_\_\_

Student # \_\_\_\_\_ Study Status:  Full Time  Part Time

I wish to audit: TERM: \_\_\_\_\_ COURSE NUMBER \_\_\_\_\_

COURSE TITLE \_\_\_\_\_

APPROVAL GRANTED: YES NO BY Instructor: Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVAL GRANTED: YES NO BY Programs Coordinator: Signature \_\_\_\_\_ Date \_\_\_\_\_

**CONDITIONS OF AUDITING (PLEASE READ CAREFULLY)**

- Auditors are fully qualified students who are present for and participate in classes according to the general policy outlined below and any particular policies set forth by the instructor of the course.
- Based on class size and other administrative reasons, the Faculty may limit the number of auditors allowed in each course.
- The Faculty reserves the right to accept or decline an auditor's application and the decision may not be appealed.
- Confirmation from the Faculty either accepting or rejecting the audit application will be communicated via email directly to the applicant prior to the first day of class. Without the confirmation, an applicant may not assume that the application is approved.
- All auditors are expected to complete a sufficient amount of the required readings for the course in order to be able to follow the lectures given. Auditors who receive permission from the instructor of the course to participate in class discussions, seminars, tutorials, etc. are expected to complete the same amount of required readings as students enrolled in the course for credit.
- Auditing permits attendance at class only, assignments are not required, and, if presented, are not formally evaluated. No grade or credit will be given for course audit. No transcript or written record will be issued for audit courses.
- Courses taken as audit may NOT be converted to credit courses at a later date.
- Auditors are subject to all academic and disciplinary regulations as outlined in the Faculty of Theology Bulletin/Handbooks.
- Auditors who are not formally admitted to Faculty of Theology are neither candidates for a degree or diploma nor will they be entitled to any student benefits, e.g., Student Card, Student Discounts for Public Transit Passes, etc.
- Auditors may not be eligible for portal access.
- There will be no refund after the second week of classes.

**I have read the Conditions of Auditing and hereby agree to be bound by them.**

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**For Office Use Only**

Payment made through: <input type="checkbox"/> SSO <input type="checkbox"/> Finance Office	Date Received:	Amount Received: Can\$ _____ Form of Payment <input type="checkbox"/> Cheque <input type="checkbox"/> Cash
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