



During the 2023–24 academic year, undergraduate courses offered by the Spanish, Portuguese, or Latin American Studies programs are available to auditors with permission of the Undergraduate administrators and the instructor. Please refer to our website for definitions and policies.

If accepted, internal audit requesters must agree to the following conditions:

- **Auditors may not submit any written work for the course, write tests or final examinations, nor submit comparable materials that would be equivalent to any form of evaluation. Instructors and/or teaching assistant will not mark any work from auditors.**
- Courses taken as an audit may not be converted to credit courses at a later date.
- Internal auditors do not have to pay fees unless an audit attendance confirmation letter is required. Only if this letter is requested, the fee for auditing a course is **\$550.00** for a FULL (Y) course and **\$275.00** for a HALF (H) course. After enrolment approval is granted, auditors will receive payment instructions. There will be no fee refunds after the second week of classes.

To be completed by the internal audit requester

LAST NAME _____ FIRST NAME _____

MIDDLE NAME(S) OR MIDDLE INITIAL(S) _____

EMAIL ADDRESS _____

COURSE CODE AND SESSION _____

STUDENT (OR PERSONNEL) NUMBER _____ COLLEGE _____

PROGRAM _____ UTORID _____

Do you require an audit attendance confirmation letter? YES NO
Please note that this certificate will only be issued once.

Briefly state why you wish to audit this course: _____

<i>As an auditor of this course, I agree to be bound by the University of Toronto's Code of Student Conduct.</i>
DATE (DD/MM/YY) _____ SIGNATURE _____

To be completed by the course instructor

COURSE NUMBER AND TITLE (Lecture section, if applicable)	INSTRUCTOR'S NAME (Please print)	INSTRUCTOR'S SIGNATURE (Must be obtained before submission)

OFFICE USE ONLY		
Approval - Associate Chair, Undergraduate Studies (Signature)	Payment received: \$ _____ Cheque No. _____	Date received: _____ Date forwarded: _____