

## External Audit Request - Processing Form

### Section 1: To be completed by Audit Requester

#### Personal Information

<b>Surname</b>		<b>Given Name(s)</b>
<b>Middle Name(s) or Middle Initial(s)</b>	<b>Date of Birth (dd/mm/yy)</b>	<b>Email</b>
<b>Course code</b>	<b>Lecture section</b>	<b>Session</b>

#### Sign and Date

Policies for course auditing can be found: <a href="https://governingcouncil.utoronto.ca/secretariat/policies/auditing-courses-policy-october-20-1994">https://governingcouncil.utoronto.ca/secretariat/policies/auditing-courses-policy-october-20-1994</a> Minors who audit courses are expected to comply with the University of Toronto's community standards policies and behavioral expectations. Minors and their parents or legal guardians should be aware that the University's courses are not specifically designed for minors and may include activities, conversations, or topics that would not normally be presented to minors. The University is not responsible for ensuring that course content is appropriate for minors.	
<b>Signature of Audit Requester</b>	<b>Date (dd/mm/yy)</b>

**Please contact the relevant academic unit or program office for instructions on how to pay the required auditing fee**

### Section 2: To be completed by University of Toronto

<b>Signature of Course Instructor</b>	<b>Signature of Department Chair / Designate</b>	<b>Date (dd/mm/yy)</b>
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The University of Toronto respects your privacy.

Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971.

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

In addition, the Ministry of Training, Colleges, and Universities has asked that we notify you of the following: The University of Toronto is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Minister of Training, Colleges and Universities under s. 15 of the *Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19*, as amended. The ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the ministry for purposes that relate to post-secondary education and training. Further information on how the Minister of Training, Colleges and Universities uses this personal information is available on the ministry's website.

At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University Freedom of Information and Protection of Privacy Coordinator at McMurich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.