



Application for Payment Schedule B Part-time Tuition Canadian & Permanent Residents (Landed Immigrants) only

All Master's students are automatically assessed tuition fees according to Schedule A unless formally approved to be assessed according to Schedule B. Part-time Master's students may be assessed tuition fees according to Schedule B. To enrol on a part-time basis, students may be required to provide evidence that they are working in paid employment for more than 12 hours a week or have heavy family (e.g. parental) responsibilities or have other special circumstances (e.g. health factors) which restrict the time available for study.

Students who are planning on taking a Master's degree on a part-time basis must obtain approval of their Supervisor or Group Leader, and the Departmental Graduate Advisor **prior to the beginning of the first term of the program** (i.e. prior to the commencement of the degree program) **in which fees are first assessed**. Students must register for at least one course before submitting this form. Requests are normally processed one month before the start of classes.

Students permitted to pay their tuition fees according to Schedule B are advised that:

1. they are not eligible to receive interest-free status government loans, and University fellowships or scholarships,
2. are not eligible for teaching assistantships, research assistantships, student housing, or assigned desk space at the University,
3. they are not eligible for internships or cooperative placements,
4. they are not normally eligible for personal leaves of absence,
5. the five-year maximum time allowed for the program applies to part-time students.

Students who pay tuition fees according to Schedule B are **not** permitted to revert back to Schedule A after the initial payment of the tuition fees in the first term of the program. Tuition fees paid according to Schedule B are payable in three (3) instalments per year (plus authorized student fees). **A Master's student who selects Schedule B will pay total fees of no less than nine (9) instalments** (plus student fees). Upon program completion, any outstanding instalments will be assessed and must be paid in full to graduate.

Declaration

I have reviewed the above information regarding Schedule B. I am hereby requesting that fees for my program be assessed on Schedule B (partial payment schedule). I understand the consequences of paying tuition fees according to Schedule B, as outlined above and that I am not permitted to revert back to Schedule A after the initial payment in the first term of the program.

Student Signature: _____

Student Name: _____

Date: _____

Student Number: _____

Approval of Supervisor or Group Leader:

Name

Signature

Group

Date (yyyy/mm/dd)

Approval of Departmental Graduate Program Advisor:

Name

Signature

Department

Date (yyyy/mm/dd)