

A. Tuition and Other Fees Billing Structure

1. TUITION FEE RATES

Canadian, Québec Residents are charged the base rate of tuition as determined by the *Ministère de l'Éducation, Loisir et Sport du Québec* (MELS).

Canadian, Non-Québec Residents, Cycle II are charged the base rate of tuition plus a non-Québec resident premium (*forfaitaire*) as determined by MELS. U: Students in a Cycle III (PhD) programs are not charged a non-Québec premium (*forfaitaire*).

International Engineering & Computer Science (ENCS), Cycle I (Undergraduate) programs are charged the base rate of tuition plus an International student *forfaitaire* as determined by MELS, plus an additional 10% *forfaitaire*, plus an ENCS program premium.

International John Molson School of Business, Cycle I (Undergraduate) and Cycle II (Graduate) programs are charged the base rate of tuition plus an International student *forfaitaire* as determined by MELS, plus an additional 10% *forfaitaire*, plus a JMSB program premium.

All other International, in Cycle I (Undergraduate), II (Graduate) and III (PhD) programs are charged the base rate of tuition plus an International student premium (*forfaitaire*) as determined by MELS.

2. TUITION & OTHER FEES BILLING STRUCTURE

2.1 Fees

2.1.1 Tuition and Other Fees

Each Graduate program of study requires the student to successfully complete a **nominal number of academic credits** and apply to graduate within a specific number of academic terms (**Academic Time Limit**). *For example, full-time students admitted to most 45-credit Master's programs must complete all academic degree requirements within a maximum of 12 terms.*

Master's and Ph.D. program students are billed tuition and other fees on the basis of the total number of (nominal) academic credits in the program. Fees are charged in equal¹ instalments over a specific number of terms, called **Tuition Fees Billing Cycle** terms, beginning with the first term of enrolment in a Graduate program. The rate, or equivalent number of credits in an academic term, at which fees are billed is determined by the students' initial admission status (i.e. **full- or part-time**). *For example, full-time students admitted to most 45-credit Master's programs are charged the equivalent of 7.5 credits of Tuition and Other Fees in each of the first 6 terms of enrolment in their program.*

IMPORTANT: Master's & Ph.D. program fees are automatically charged to students who are currently enrolled in a Master's or Ph.D. program and **not when, or if, a course registration is effected**.

¹ In some cases, adjusting entries may be made in the final Tuition Fees Billing Cycle term, or in the term when the student applies for Graduation. *In all cases, students will not be charged tuition for more than the total number of (nominal) credits in their program of study.*

2.1.2 Other Fees

"Other Fees" include all fees that are otherwise charged on a "per-credit" basis, *e.g. Capital Campaign, Administrative Fee, Student Service Fee, Recreation & Athletics Fee*. Each **Billing Cycle Term**, "Other Fees" are charged at the same rate, or equivalent number of credits, as the Tuition Fees.

2.1.3 Miscellaneous Fees

Miscellaneous Fees are fees that are charged on a "per-term" or on an annual basis (*e.g. the Registration Fee is charged each term and the Student Association Fee is charged annually*). Miscellaneous Fees are charged in every term or academic year that a student is enrolled in a Master's or Ph.D. program.

2.1.4 Continuation and Other Fees

Once a student has been billed all the tuition and other fees for the program, the student will be charged a **Continuation fee** in each term until they graduate from their program or *officially withdraw* from their program of study, or until their **Academic Time Limit** expires. In addition to the **Continuation fee**, all "per-term" and "annual" fees are charged during the **Continuation Cycle** terms.

This fee is only charged to students in a Master's/Magisteriate and Ph.D. program.

2.1.5 Time Limit Extension and Other Fees

Once students have completed the total number of terms within their Academic Time Limit they may apply for an **Academic Time Limit Extension (TLE)**. If an **Academic Time Limit Extension (TLE)** is granted by the School of Graduate Studies, a **Time Limit Extension fee** plus all "per-term" and "annual" fees are charged during the **Time Limit Extension** terms.

2.1.6 Code Permanent Surcharge

Since the Fall 2000 term, all registered Québec university students are required to have a "code permanent" which is issued by the Québec Ministry of Education. Students who do not have a code permanent must submit a form and supporting documentation to the School of Graduate Studies Admissions Office (514-848-3800). If the required documents are not submitted within the prescribed deadline, full-time students will be charged a **Code Permanent Surcharge** of approximately \$2,130 per term of tuition and part-time students will be charged approximately \$1,704 per term. Further information, including a copy of the form, is available at: <http://registrar.concordia.ca/cqf/codeperm.htm>

2.1.7 Leave of Absence with Access Fee

Students on an approved leave of absence from their program of study, with access to university facilities (*e.g. an e-mail account, library*) are charged a flat fee of \$150 per term. Please read *section Leaves of Absence from Program* for detailed information about leaves of absences.

2.2 Tuition Fees Billing Cycles and Continuation Fees Billing Cycles

2.2.1 General

Tuition and Other Fees are billed over a minimum number of terms in which students, on average, are expected to complete their academic requirements and apply to graduate. *For example, full-time students admitted to most 45-credit Master's programs will be billed Tuition and Other Fees over the first 6 academic terms of their program of study and must complete all academic degree requirements (and apply to graduate) within a maximum of 12 term (see chart under section 2.3.2 b).*

Some academic programs have anomalies that result in students requiring a greater (e.g. *Ph.D. in Clinical Psychology*) or fewer (e.g. *Master's in Business Administration*) number of terms in which to complete their academic requirements and apply to graduate. The number of Tuition & Other Fees Billing Cycle terms in these programs has been increased (see chart under section 2.3.2 c) or decreased (see chart under section 2.3.2 d).

In order to benefit fully from a Graduate Fee Remission Award, fee remission recipients are charged the *equivalent* of 11.25 credits per term over a fewer number of terms (see chart under section 2.3.2 e).

Whether these fees are billed over a regular, extended or shortened number of Billing Cycle terms, the maximum number of terms in an Academic Time Limit is not adjusted.

2.2.2 Regular Programs

Program Level (Cycle II or III)	Master's (Cycle II)		Ph.D. (Cycle III)
Total number of Nominal Credits	45	60	90
<i>Full-time Students</i>	<i>Number of terms</i>		
Tuition & Other Fees Billing Cycle	6	8	12
Continuation Fees Billing Cycle	6	4	6
Academic Time Limit Terms	12	12	18
<i>Part-time Students</i>	<i>Number of terms</i>		
Tuition & Other Fees Billing Cycle	8	10	15
Continuation Fees Billing Cycle	7	5	9
Academic Time Limit Terms	15	15	24

2.2.3 Exception Programs II (fewer number of terms in Billing Cycle)

The 45-credit and 57-credit Master's in Business Administration and the 60-credit Master's in Creative Arts Therapies are programs in which Tuition and Other Fees are billed over a fewer number of billing terms cycle.

Program Level (Cycle II or III)	Master's in Business Administration				Master's in Creative Arts Therapies	
	45		57		57	
Status in program	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
Tuition & Other Fees Billing Cycle Terms	5	9	6	9	6	8
Terms in which No fees billed	n/a	n/a	n/a	n/a	2	2
Continuation Fees Billing Cycle Terms	4	6	3	6	4	5
Academic Time Limit Terms	9	15	9	15	12	15

2.2.4 Fee Remissions ("VC" Immigration Status)

Students who have been awarded a fee remission are charged Tuition and Other Fees over a fewer number of billing cycle terms (*equivalent of 11.25 nominal credits per term*) so as to take full advantage of the award.

Program Level (Cycle II or III)	Master's (Cycle II)			Ph.D. (Cycle III)
	45	57	45	57
Total number of Nominal Credits				
Status in program	<i>Full-time Students</i>			
Tuition & Other Fees Billing Cycle Terms	4	6	6	8
Terms in which No fees billed	2	2	2	4
Continuation Fees Billing Cycle Terms	6	4	4	6
Academic Time Limit Terms	12	12	12	18

2.2.5 Full-time and Part-time Enrolment Status

The rate (the *equivalent* number of credits billed in an academic term) at which fees are billed is determined by the students' initial admission, or enrolment status (*i.e. full or part-time*).

Academically,

- A. students changing from full-time to part-time status will be granted additional terms in which to complete their academic requirements; and,
- B. students changing from part-time to full-time status will be required to complete their academic requirements in fewer terms.

Financially however,

- A. Students who change **status after completion** of more than one half of their tuition billing cycle will not have their fee schedule, or the rate at which their fees are billed, adjusted. In other words,

- i students who change from *full-time to part-time* status (**after completion** of more than one half of their tuition billing cycle) will continue to be billed fees at the full-time student rate; and,
 - ii students who change from *part-time to full-time* status (**after completion** of more than one half of their tuition billing cycle) will continue to be billed fees at the part-time student rate.
- B. Students who change **status before completion** of one half of their tuition billing cycle **will have** their fee schedule adjusted to reflect the new enrolment status. In other words,
 - i students who change from *full-time to part-time* status (**before completion** of more than one half of their tuition billing cycle) will be billed fees at the part-time student rate; and,
 - ii students who change from *part-time to full-time* status (**before completion** of more than one half of their tuition billing cycle) will be billed fees at the full-time student rate.

3. **DEFINING THE "START" OF A STUDENT'S TUITION BILLING CYCLE**

Once a student has been admitted to a graduate program, the first registration or CIP notation processed on the Student Information System (SIS) application WK-100 will trigger the start of a student's Tuition Billing Cycle as well as their status of enrolment (*e.g. current program status*). *For example, if a student admitted for the 2000 Summer term (2000/1) is registered in the 2000/1 term, then the Tuition Billing Cycle will begin in the 2000/1 term. If this same student is first registered in 2000/2, then the first term of the Tuition Billing Cycle is 2000/2.*

All Master's and Ph.D. program students are automatically billed once their Tuition Fees Billing Cycle has started and while their program status remains "current". The current program flag contains both a year/session and registration link.

4. **FAILED, DISCONTINUED, HORS PROGRAM AND OTHER GRADE NOTATIONS FOR MASTER'S AND Ph.D. STUDENTS**

4.1 **Failed, Discontinued, Hors Program Grade Notations**

Since the 1999 Summer term (1999/1), courses with a failed, discontinued or an hors program grade notation are included in the tuition and other fees charged for a Master's or Ph.D. program. Failed, discontinued and hors program courses and grade notations prior to 1999/1 are not included in the fees charged for Master's or Ph.D. programs.

4.2 **Graduate Course Deficiencies (basis/requirement of admission)**

Students who are required to take (extra) academic credits/courses in addition to the nominal academic credits in their program of enrolment will be charged a maximum of 3 credits of tuition

and other fees per term until all (academic) "course deficiencies" have been billed. Course deficiencies are normally charged during the first terms following admission to a graduate program of study. However, occasionally, course deficiency notations may be added to a student's graduate record at a later date.

5. VISITING/EXCHANGE STUDENTS

Visiting or exchange students whose host university is Concordia, and who pay fees to Concordia, will be billed on a "per-credit" basis. This includes all visiting/exchange students except for those with an immigration status (IMSTAT) of "VX" (International Exchange) or those who are registered under a Québec Inter-University (INTU) Agreement.

International Exchange students with an IMSTAT of "VX" are not charged tuition & other fees. They are however, required to pay International Health Insurance Premiums.

Students registered under a Québec Inter-University (INTU) Agreement pay fees to their home University; and on the basis of their admission and program of enrolment.

6. FEE REMISSIONS

Students receiving a Fee Remission (IMSTAT of "VC") will be billed 11.25 nominal credits of tuition and other fees plus miscellaneous fees each term. See section 2.3.2 e Fee Remissions section for detailed billing information.

7. GRADUATION

7.1 General

All Graduate students are required to apply to graduate (before the published deadlines) once they expect to meet all their degree requirements. Master's and Ph.D. students will continue to be billed fees each term until the term before Convocation. For example, the Summer term preceding the Fall Convocation (November) and the Winter term preceding the Spring Convocation (June). The Application to Graduate forms are available at the Birks Student Service Center, S-LB-185, and at the Dean of Students Office, L-AD-121.

Students should be encouraged to apply to graduate as soon as they have completed, or expect to complete, their degree requirements so as to avoid incurring additional term or annual fees.

Once the Application to Graduate form has been processed by the Office of the Registrar [i.e. the "potential graduate" (Pot-Grad) flag is set], the balance of tuition and other fees (not yet billed) and Graduation fees for the covering program of study will be charged to the student's account.

7.2 Spring Convocation

Potential Graduates are automatically registered as Continuing in Program (CIP) in the Fall and Winter terms preceding the Spring Convocation held in the month of June. The balance of Tuition and Other Fees (not yet billed) for the covering program of study plus Graduation fees will be charged, and will become payable at the first calendar month-end after the “pot-grad” flag is posted to the student’s record. Interest will be charged at every calendar month-end closing.

The dynamically assessed "balance of program" charges are automatically loaded to the student’s account at the A/R April month-end closing (usually 1st Friday in May). After that date and until Convocation, the Office of the Registrar must notify the Student Accounts Office (via e-mail) of any deletions to the Master’s & Ph.D. Graduation List so that any applicable "balance of program" fee adjustments can be posted to the students' accounts

7.3 Fall Convocation

Potential Graduates are not registered as Continuing in Program (CIP) during the Fall term. However, the balance of Tuition and Other Fees (not yet billed) for the covering program of study, will be charged and will become payable at the first calendar month-end after the “pot-grad” flag is posted to the student’s record. Interest will be charged on unpaid balances at every calendar month-end closing.

7.4 Exceptions to the final term of CIP registration rules

As noted above, once a student has applied to graduate, the student continues to be registered as "Continuing in Program" (CIP) up to, and including, the term before Convocation. For example,

- students graduating in the Fall semester are registered as CIP up to and including the Summer term preceding Fall Convocation in November; and
- students graduating in the Spring semester are registered as CIP up to and including the Winter term preceding the Spring Convocation in June.

The reasoning behind this registration procedure is that it is assumed that the student will complete all degree requirements during

- the Summer term for Fall Convocation; and,
- the Winter term for Spring Convocation.

In some cases, students complete all their degree requirements, including their thesis defence, one term earlier. In these cases, it may be possible to submit a request to have one term of CIP notation and Continuation fees reversed. In these cases, it is the responsibility of the Graduate Program Director to advise the SGS that the student has completed all degree requirements (including thesis defence) earlier than expected. SGS will verify the student’s record and if

- all MEQ funding has been received for that student’s program; and
- all tuition & fees have been charged to the student’s account

no later than the term in which the student has completed his/her degree requirements, the SGS may ask the GSST to remove the CIP notation from one term. As the SIS system is not geared to process this exception, the GSST must notify the Student Accounts Office that this course notation has been removed from the student’s record and any applicable Continuation Fees

will be reversed. The GPD must submit an official Student Request to the School of Graduate Students for verification and approval. If the Student Request is approved, the balance of Tuition and Other Fees (not yet billed) for the covering program of study will be charged; all fees related to a CIP registration will be reversed/cancelled.

8. GRADUATE AUDITOR PROGRAM

Graduate Independent and Visiting/Exchange students wishing to audit a Graduate course must apply to the **Graduate Auditor program**. Applications must be submitted to the School of Graduate Studies. Graduate Auditor program students are billed under the same fee structure as a Graduate Independent student (*i.e. tuition and other fees will be billed on a "per-credit" basis*).

Master's and Ph.D. students wishing to audit a graduate course can do so within their Master's or Ph.D. program. In these cases, no additional tuition and other fees are charged to the student.

B. Other Billing, Academic, Registration, Student Records Issues

9. "CONTINUING-IN-PROGRAM" (CIP) REGISTRATIONS

Students, who are still within their program time limit and are not otherwise registered in course credits, will be registered in "Continuing in Program" (CIP 001/1, 001/2 or 001/4). This registration is an academic notation and not a registration for academic credit. This registration/notation will not generate the assessment of any fee.

A student's first registration must always be processed on application WK-100 whether or not the registration is for a credit course or a CIP notation. After that, the system will dynamically register the student in CIP when they are not otherwise registered in academic course credits.

Students who have exceeded their time limit must submit a request for a Time Limit Extension to the School of Graduate Studies. If a Time Limit Extension is granted, the registration system will automatically (dynamically) register the student in a "Time Limit Extension" term (TLE 001/1, 001/2 or 001/4) until the student has reached the end of their extended time limit.

10. TRANSFERS OF PROGRAM (NEW ADMISSIONS)

10.1 General

When students are granted a transfer of program, their program time limit and tuition fees billing cycle begin anew. Transfer credits (pro-tanto) are not accorded financial credit and will not reduce the total number of nominal credits billed in the new program of admission. With the exceptions noted below, all tuition and other fees paid in the original program are not transferable to the new program of study, and are therefore forfeited.

10.2 Transfers of Programs Exceptions

10.2.1 Master's of Engineering and Master's in Applied Science

Transfers between the Master's of Engineering and the Master's in Applied Science programs **in the same concentration** are an **exception**. Provided the student has maintained **continuous registration** in consecutive terms, the student may transfer from one program to another and/or from one option to another. The calculation of the program time limit and tuition fees billing cycle will be calculated in the same manner as option changes. All tuition and other fees paid in the original program are transferable to the new program of study and are not forfeited.

10.2.2 Master's of Engineering (Civil or Building)/ Master's in Applied Science (Civil or Building)

Transfers between the Master's of Engineering (Civil or Building) and the Master's in Applied Science (Civil or Building) programs are an **exception**. Provided the student has maintained **continuous registration** in consecutive terms, the student may transfer from one program to another and/or from one option to another. The calculation of the program time limit and tuition

fees billing cycle will be calculated in the same manner as option changes. All tuition and other fees paid in the original program are transferable to the new program of study and are not forfeited.

10.2.3 Master's of Computer Science to Master's in Applied Computer Science

Transfers between the Master's of Computer Science and the Master's in Applied Computer Science programs are an **exception**. Provided the student has maintained **continuous registration** in consecutive terms, the student may transfer from one program to another and/or from one option to another. The calculation of the program time limit and tuition

fees billing cycle will be calculated in the same manner as option changes. All tuition and other fees paid in the original program are transferable to the new program of study and are not forfeited.

10.2.4 Diploma in Administration (DIA) to the Master's in Business Administration (MBA)

Program transfers between the Diploma in Administration (DIA) and the Master's in Business Administration (MBA) programs are an **exception**. Provided the student has **completed the Diploma program requirements**, has not graduated (received their Diploma degree, or degree is not conferred) and has maintained **continuous registration** in consecutive terms. Upon official withdrawal from the DIA program, all tuition fees paid in the DIA program, up to a maximum of 24-credits, are transferable to the MBA program and are not forfeited.

10.2.5 Diploma in Sport Administration (DSA) to the Master's in Business Administration (MBA)

Program transfers between the Diploma in Sport Administration (DSA) and the Master's in Business Administration (MBA) programs are an **exception**. Provided the student has **completed the Diploma program requirements**, has not graduated (received their Diploma degree, or degree is not conferred) and has maintained **continuous registration** in consecutive terms. . Upon official withdrawal from the DIA program, all tuition fees paid in the DIA program, up to a maximum of 24-credits, are transferable to the MBA program and are not forfeited. All tuition fees paid in the DSA program, up to a maximum of 24-credits, are transferable to the MBA program and are not forfeited.

10.2.6 Special Degree Transfers (New Admissions) from other Universities

When a Graduate student transfers to a Concordia Master's or Ph.D. program to continue graduate work started at another institution, financial credit equal to the number of academic transfer (pro-tanto) credits awarded will be granted to the student.

11. OPTION CHANGES

When students are granted an option change, their program time limit and tuition fee billing cycles are not adjusted. The academic time limit and billing cycles are not extended and continue to be counted from term of admission to the original program of study. All tuition and other fees paid in the original option are transferable to the new program of study and are not forfeited.

12. FAST TRACKING

Concordia Master's students who will not complete their Master's degree and who are "fast tracked" to a Ph.D. program must be withdrawn from their Master's program – by the Department - and admitted to the Ph.D. program. Otherwise, the students will be billed for fees in both programs.

Since this is a new admission, the Ph.D. program time limit and tuition fee billing cycle begin anew. All tuition and other fees paid in the Master's program are non-transferable and will not be applied to the new program of study; they are forfeited.

Students who have not completed a Master's degree and are admitted directly to a Concordia Ph.D. program may be required to take a course(s) in addition to their Ph.D. program requirements. A "program deficiency notation" will indicate the additional course credit requirements. Courses coded with a "program deficiency notation" will be billed on a "per-credit" basis (see section 4.2 Graduate Course Deficiencies on page 6).

13. LEAVES OF ABSENCE FROM PROGRAM

13.1 General

Prior to determining the actual beginning and length of a leave, students should confirm with their Graduate Program Director and supervisor that all required components of their degree programs are available at a later date. Whenever possible, the beginning and end of a leave should coincide with the beginning and end of a term. Student Requests for all Leaves of Absence must be approved by the Graduate Program Director prior to the covering DNE deadline.

Students apply in advance by completing a Student Request Form available from their Graduate Program Director. For Leaves without access (up to a maximum of 3 terms) and Parental Leaves, this form must be countersigned by the student, the Graduate Program Director and the supervisor (if applicable), and submitted to the Office of the Registrar. For Leaves with Access, this form must be countersigned by the student, the Graduate Program Director and the supervisor, and submitted to the School of Graduate Studies for approval.

Requests for a leave of more than three terms must be approved by the Dean of Graduate Studies and Research. While on leave, the student's program time limit will be extended by the period of the leave. All deadlines for work graded "In Progress" will be extended by the period of the leave.

Students holding a Concordia Fellowship will receive a deferral of their fellowship for the period of the leave. In the case of other fellowships, the regulations of the granting agencies will apply.

Eligibility for Loans & Bursaries, Health Insurance Coverage A leave from a program of study may have financial implications for students receiving loans or bursaries. Students should check the regulations associated with their funding. Both Canadian and International students are permitted to apply for a leave of absence from their program of study.

Canadian, Landed Residents and International students on an approved leave of absence **do not pay the Student Health & Dental Plan or Health Insurance (for International students) fees and they are not covered by (insured under) any Concordia University health insurance plans.**

13.2 Types of Leaves

13.2.1 Leave without Access to University services

Graduate students may apply for a Leave for personal reasons. The student will not have access to university and student services or health &/or dental plan coverage. No fees are charged.

It is important to note that the student will not have access to any health &/or dental plan coverage. No health insurance or health & dental plan fees are charged.

13.2.2 Leave with Access to University services

Graduate students may apply for a Leave for compelling medical reasons. The student will have access to limited university and student services (*e.g. library privileges*). Leaves with Access to

(limited) University services must be supported by appropriate documentation before being considered for approval by the Dean of Graduate Studies and Research.

A flat Service Fee of \$150 per term will be charged.

It is important to note that the student will not have access to any health &/or dental plan coverage. No health insurance or health & dental plan fees are charged.

13.2.3 Parental Leave

All graduate students are entitled to a parental leave of up to three consecutive terms during their program of study on the occasion of the birth or adoption of a child. The student will have access to limited university and student services (*e.g. library privileges*). No fees will be charged.

It is important to note that the student will not have access to any health &/or dental plan coverage. No health insurance or health & dental plan fees are charged.

C. Other Financial Issues

14. REGISTRATION RESTRICTIONS (ACADEMIC, ACCOUNTS, etc.)

14.1 Accounts Restrictions

All students must pay fees when they become due in order to continue registering in future terms. Students who have not paid their fees for the previous academic term will not be permitted to register (for a credit course or **CIP** notation) in future academic terms. In addition, when fees become overdue, any course registrations processed for future academic terms will be cancelled. Students should be referred to the Student Accounts Office, H-541 to discuss payment or payment arrangements.

14.2 Other Registration Restrictions

Other registration restrictions may include an admission requirement not met, CAQ document not submitted, Code Permanent document not submitted, other documents required by the Ministry of Education not submitted by the student, etc. Students who have failed to submit the required documents will not be permitted to register.

14.3 Enrolment Requirements for Master's and Ph.D. program students

Students enrolled in Master's and Ph.D. programs are required to maintain registration in consecutive academic terms (course credit or CIP notation) in order to remain enrolled in their graduate program. Students who are not permitted to register as a result of an Accounts or other Registration Restriction will be withdrawn from their graduate program. If the student is required to re-apply to the School of Graduate Studies for re-admission financial credit for tuition fees billed in the original graduate program will not be applicable to the new or re-admission.

Registration restrictions will automatically block registration and CIP notations (additions and new registrations) on the WK-100, WC-100, WT-100 and Web registration applications.

15. FINANCIAL AID ELIGIBILITY

15.1 Qualifying program students

Qualifying students are considered full-time when they are registered in a minimum of 12 credits in an academic term. Qualifying programs are funded under the same rules as Undergraduate programs. Students on any type of a leave of absence from their program of study are not eligible to receive financial aid.

15.2 Graduate Certificate and Diploma program students

Graduate Certificate and Diploma program students are considered full-time when they are registered in a minimum of eight credits in an academic term.

15.3 Graduate Independent students

Graduate Independent students are not eligible for financial aid, as they are not studying in a program recognised by the Ministry of Education.

15.4 Master's & Ph.D. program students

Master's (Thesis and Non-Thesis) and Ph.D. students' current enrolment status (full-time/part-time) will determine their eligibility for financial aid funding.

16. TUITION (INCOME TAX) RECEIPTS - ENROLMENT STATUS

16.1 Certificate and Diploma Programs; Qualifying, Independent and Visiting/Exchange students

Enrolment status is reported on the basis of the total number of academic credits registered in each academic term. Students registered in eight or more credits in a term will be reported as full-time students in that term. Students registered in fewer than eight credits in a term will be reported as part-time students in that term.

16.2 Master's and Ph.D. program students

Students' enrolment status is determined by the enrolment status in their graduate program of study. Students' enrolment status is indicated on the Student Record and Transcript.

17. EMPLOYMENT (STAFF) TUITION WAIVERS

17.1 General

Eligible Concordia University employees must go to the Human Resources Department to obtain a tuition waiver. If a tuition waiver is granted, the Human Resources Department (the Payroll Office) will process the waiver to the student's account.

The Tuition Waiver Benefit rules are applied in accordance with the governing collective agreement(s).

17.2 Fees Waived

Tuition Waivers cover only the Canadian, Québec Resident base tuition rate (*e.g. in 2001/2002 the base rate is \$55.61 per credit*).

The Non-Québec Resident and International student tuition premiums are **not waived** and must be paid by the employee, the employee's spouse, or the employee's dependent. The student is also financially responsible for the payment of all "other" and miscellaneous fees (*e.g. non-tuition, continuation, time limit extension, leave of absence, etc.*).

17.3 Taxable Benefits

Tuition waivers for employees whose spouse or dependent(s) is the graduate student, are a "taxable benefit" and are reported on the employee's employment tax slips at the end of the taxation year.

Tuition waivers for employees who are also the graduate student are not a "taxable benefit" and are not reported on the employee's employment tax slips at the end of the taxation year.