

SIMON FRASER UNIVERSITY
DEAN OF GRADUATE STUDIES
MEMORANDUM

S.03-70

*Tabled to
Sept 03
Senate Meeting*

TO: Senate
FROM: Jonathan Driver, Dean of Graduate Studies
SUBJECT: Changes to Graduate General Regulations resulting from new tuition fee
rules
DATE: 3rd June 2003
Cc:

At its May 2003 meeting, the Board of Governors approved new procedures for the calculation of graduate tuition fees. The document that went to the Board is appended to this document.

Senate Graduate Studies Committee approved a series of changes to Graduate General Regulations at its April 2003 meeting, the changes to take effect if the new tuition fee calculation methods were approved by the Board. I am therefore bringing these changes to Senate for approval.

Motion

That Senate approve the changes to Graduate General Regulations 1.4, 1.4.3, 1.4.4, 1.4.5, 1.4.7, 1.8.4, 1.8.5, and 1.12.2 described in Senate paper 03-70, and that Senate approve any renumbering of regulations required by these changes.

Jonathan Driver

GRADUATE GENERAL REGULATIONS

The following changes are required in order to implement the changes to tuition fee rules. These changes require Senate approval

From: 1.4 Registration	To: 1.4 Registration Students are registered in one of two different types of programs. In “per-semester fee” programs, students are charged a standard fee for each semester of registration. In “per-credit fee” programs, students are charged a fee based on the number of credits taken. (See “Graduate Fees” for current tuition fee rates). All students are in per-semester fee programs, except for students in per-credit fee programs, as listed under “Graduate Fees”.
----------------------------------	---

From: 1.4.3 Continuity of Registration With the exception of students in discontinuous programs, all are required to register in every semester until all requirements for the degree have been fulfilled. This includes students registered on leave. A student who does not register is considered to have withdrawn from the University (See 1.8.4 for regulations on student leave.)	To: 1.4.3 Continuity of Registration Students in per-semester fee programs are required to register in every semester until all requirements for the degree have been fulfilled. This includes students registered on leave. A student who does not register is considered to have withdrawn from the University. (See 1.8.4 for regulations on student leave.) Students in per-credit fee programs register only in those semesters in which they are taking courses or working on other requirements, such as a project or field exam. A student in a per-credit fee program
--	--

	who does not register in at least one of three consecutive semesters is considered to have withdrawn from the University.
--	---

1.4.4

Delete entire regulation:

1.4.4 Registration in Discontinuous Programs

~~Students who are enrolled in programs which are designed to be discontinuous are not required to register on leave during the semester or sessions in which the program does not run, nor to register during those semesters. However, if they have to miss one or more of the semesters in which they are expected to register, the normal leave regulations apply (see 1.8.4). Programs currently designated as discontinuous are MA (Liberal Studies), Meng, and MRM.~~

1.4.5

Delete entire regulation:

1.4.5 Part Time Study

~~A number of graduate programs have been approved, by the relevant graduate program committee, for part time study. They are listed below.~~

~~archaeology (MA; PhD)
biological sciences (MPM; MET)
business administration (Executive MBA, MBA [MOT])
communication (MA; PhD)
economics (MA; PhD)
education (MA; MSc; Med)
engineering Science (Meng)
English (MA; PhD)
French (MA)
history (MA)
Latin American studies (MA)
liberal studies (MA)
mathematics (MSc, PhD)
physics (MSc, PhD)
political science (MA, PhD)
publishing (Mpub)
resource and environment management (MRM)~~

statistics and actuarial science (MSc, PhD)

special arrangements (MA; PhD)

women's studies (MA)

The list of approved programs is subject to change.

A student in a graduate program may ☐ enroll part time if all the following requirements are satisfied in that semester:

a) that program has been approved by senate for part time study or Co-operative Education (see 1.4.7) respectively, and

b) the student enroll in one course only or Cooperative Education, and

c) the student is not working on his or her thesis, project, or extended essays, and

d) the student is not working on his or her thesis, project, or extended essays

The application to enroll part time must be approved by the student's senior supervisor and the chair of the departmental graduate program committee.

A part time enrolment is considered to be the equivalent of one half a full time equivalent (FTE) enrolment. The time limit for degree completion may reflect part time status; (see 1.12). Registration as a part time student may affect the total fee paid for a graduate program (see "Graduate Fees" on page 305).

From:	To:
1.4.7 Co-operative Education	1.4.7 Co-operative Education
Cooperative education integrates work experience and graduate studies. The name reflects the cooperative relationship among the University, employer and student. Practical experience from work terms is related to the student's major interests within the graduate program. A number of graduate programs have been approved, by the relevant graduate program committee, for cooperative education (co-op). These are listed below. business administration (specialist MBA) chemistry (MSc) economics (MA) environmental toxicology (MET) mathematics (MSc) resource and environmental management (MRM)	Cooperative education integrates work experience and graduate studies. The name reflects the cooperative relationship among the University, employer and student. Practical experience from work terms is related to the student's major interests within the graduate program. A number of graduate programs have been approved, by the relevant graduate program committee, for cooperative education (co-op). These are listed below. business administration (specialist MBA) chemistry (MSc) economics (MA) environmental toxicology (MET) mathematics (MSc) resource and environmental management (MRM)

statistics and actuarial science
(MSc)

The list of approved programs is subject to change. In addition, some faculties may permit co-op work terms for individual students on a case-by-case basis. Interested students should consult the co-op coordinator.

The application to enroll in co-op is subject to departmental approval. Each department has a specific course for the co-op work term or practicum.

If the co-op work term is the only course in which the student is registered and if the student is not working on his or her thesis, projects, etc., the registration status can be 'part-time' or 'full time,' at the student's option. Otherwise, the student would be required to register full time. The co-op registration fee is listed in the *Graduate Fee Schedule* and is counted as one half a fee unit toward the fee units required for the degree. If registered co-op, the only other fees payable would be the student activity fee and, if applicable, the graduation fee. Students who choose to register 'part-time' while on a co-op semester should be aware that part-time registration may affect the total fees paid for their graduate program (see "Graduate Fees" on page 305).

statistics and actuarial science
(MSc)

The list of approved programs is subject to change. In addition, some faculties may permit co-op work terms for individual students on a case-by-case basis. Interested students should consult the co-op coordinator.

The application to enroll in co-op is subject to departmental approval. Each department has a specific course for the co-op work term or practicum.

From:

1.8.4 Application to go on Leave

It is desirable that a graduate degree or diploma involve several consecutive semesters of uninterrupted research. However, a student may apply to go on leave if both of the following conditions are satisfied.

a) a situation arises which makes it necessary or desirable to interrupt the work, and

b) no substantial use will be made of University facilities.

Permission to register on leave must be approved by the student's supervisory committee and the graduate program committee.

Students on leave are required to register during the normal registration period for each semester by indicating on leave status when registering.

Students who wish to register on leave for more than three sequential semesters must submit a written explanation for all subsequent on-leave registrations.

Such applications require approval from the Dean of Graduate Studies.

To:

1.8.4 Application to go on Leave

(This regulation applies only to students in per-semester fee programs)

Students in per-semester degree programs are expected to maintain continuous registration (see 1.4.3).

However, a student may apply to go on leave if both of the following conditions are satisfied.

a) a situation arises which makes it necessary to interrupt the graduate program;

and

b) no substantial use will be made of University facilities.

Permission to register on leave must be approved by the student's supervisory committee and the graduate program committee.

Students on leave are required to register during the normal registration period for each semester by indicating on leave status when registering.

Students who wish to register on leave for more than three sequential semesters must submit a written explanation for all subsequent on-leave registrations.

Such applications require approval from the Dean of Graduate Studies.

The on-leave fee may be waived in exceptional circumstances, such as those resulting from accident, illness or parenting responsibilities.

Delete:

1.8.5 Failure to Register

~~A student who does not register is considered to have withdrawn from the University.~~

From:	To:
1.12.2 Master's Degree A student shall complete all of the requirements for a master's degree within twelve semesters of full time equivalent (FTE) enrolment. In addition, all requirements of the master's degree must be completed within six calendar years of initial enrolment as a master's student	1.12.2 Master's Degree Students in per-semester fee programs (see 1.4) shall complete all of the requirements for a master's degree within twelve semesters of enrolment. On-leave semesters will not be counted as semesters of enrollment. In addition, all requirements of the master's degree must be completed within six calendar years of initial enrolment as a master's student. Students in per-credit fee program (see 1.4) shall complete all of the requirements for a master's degree within six calendar years of initial enrollment.

**SIMON FRASER UNIVERSITY
DEAN OF GRADUATE STUDIES
MEMORANDUM**

TO: Dr. John Waterhouse, Vice-President, Academic
FROM: Jonathan Driver, Dean of Graduate Studies
SUBJECT: Graduate fee regulations
DATE: 6th May 2003
cc: Dr. M. Stevenson, President; Ms. P. Hibbitts, Vice-President,
Administration and Finance

The implementation of the new student information system (planned for fall 2003) requires us to make some changes to the way in which we calculate graduate fees, but also allows us the opportunity to simplify what has become a very complex system, with rules that some students find cumbersome and unfair.

With this memo I have enclosed a copy of our current fee regulations and a proposal for new fee regulations. This has been discussed by Senate Graduate Studies Committee, and SGSC has approved some changes to Graduate General Regulations that will be required by the new tuition fee rules, if the rules are approved by the Board of Governors.

Graduate fees at SFU have evolved from a system of fee collection that is widely used in Canada. Graduate students pay a flat fee every semester for the first part of their program, and the fee rate drops in the second part of their program. SFU uses this fee structure for most graduate programs. Over the years, other fee structures have been added. Some programs allow students to register part-time, and pay half the regular fee. Some programs are designated "discontinuous", and students only pay fees for certain semesters. Some programs have abandoned the flat fee concept, and charge students by the credit hour. Some programs charge different flat fees for different components of the program.

I propose that graduate fees be calculated in one of two ways. First, most programs will continue to collect a flat fee on a per semester basis, with the fee rate dropping after a certain number of semesters. The only change to these programs will be: (a) the elimination of discontinuous programs, and (b) the elimination of a part-time option. Second, a small number of programs will collect fees based on the number of credits for which a student enrolls. Essentially, this is the same system as we currently use for undergraduate students. Programs that utilize this method will typically be course-intensive programs with final requirements that do not require long periods of research culminating in the production of a thesis. Programs that are currently designed to be part-time or discontinuous will probably benefit from this option.

If these new tuition regulations are approved, academic units will be asked to review their program structure, and to propose which tuition calculation method is appropriate for them. Most programs will continue to use their current tuition fee calculation. A few will have to make changes. Any changes to the academic programs will require approval by Senate. Any changes to tuition fee calculation will be assessed for cost and revenue neutrality, and then sent to the Board of Governors for approval.

Assuming that the new student information system is implemented in fall 2003, these changes would take effect at the start of the spring semester 2004.

I would be pleased to answer questions about this proposal.

encl. Copy of current graduate tuition rules from Calendar
Proposed new Calendar entry

Graduate Fees

Special Notice Regarding Fees, Fall 2002-3 and 2003-1

The following fees are proposed at the time of printing of this Calendar and were subject to approval by the Board of Governors on May 23, 2002.

The final approved fee schedule will be available on this website immediately following that meeting. www.reg.sfu.ca

Tuition Fee Schedule

	Basic tuition fee ¹	Differential tuition fee for international students ²
Full Time Fee Unit	\$948.35	\$948.35
The following have their own unique fees		
Graduate Diploma in Business Administration (per credit hour)	\$463.15	\$463.15
Graduate Diploma in Education (per credit hour)	\$189.70	\$189.70
Off Campus MEd Program (per semester)	\$2161.25	\$2161.25
EDD Program (per semester)	\$3334.50	\$3334.50
Graduate Diploma in Urban Studies (per credit hour)	\$162.50	\$162.50
Executive MBA Program (weeknight program) (per semester)	\$4322.50	\$4332.50
Executive MBA Program (weekend program) (per semester)	\$5471.05	\$5471.05
MBA Program (day program) (per semester)	\$4200.00	\$4200.00
MBA Program (Global Asset and Wealth Management) (per credit hour)	\$625.00	\$625.00
MBA Program (Management of Technology) (per credit hour)	\$514.55	\$514.55
MPub Program (per course)	\$617.50	\$617.50
MPub Program (internship) (per semester)	\$1235.00	\$1235.00
Program (per semester)	\$1640.00	\$1640.00

Subject to the notes below, and to the graduate fee schedule:

1. The basic tuition fee schedule applies to a student who registers for a graduate course, or courses, who establishes or has established to the satisfaction of the University that, at the time of commencement of the semester, he or she is either a citizen of Canada or has the status of a permanent resident of Canada.
2. The differential tuition for international students schedule applies to each student who registers to undertake a graduate course, or courses, who does not establish or has not established to the satisfaction of the University that, at the time of commencement of the semester, he or she is either a citizen of Canada or has the status of a permanent resident of Canada.

- Part time fee is equal to one half of the full time fee unit.
- Co-op fee is equal to one half of the full time fee unit.
- The minimum fee for a master's degree is set at six full time fee units, unless the degree is completed in no more than 24 consecutive months of full time enrolment, in which case the student is liable only for the fee units payable until the date of completion of all degree requirements.
- The minimum fee for a doctoral degree is set at eight full time fee units, unless the degree is completed in no more than 32 consecutive months of full time enrolment, in which case the student is liable only for the fee units payable until the date of completion of all degree requirements.
- For students registered in the EMBA program, a continuing fee equal to one half of the regular full time fee unit will be payable in the second and subsequent semesters of continuing registration.
- The continuing fee, equal to one half of the full time fee unit, is payable by students who have met the minimum fee requirement stated above.
- Students who transfer to another degree program, without completing the first, retain credit for fee units already paid.
- Registration in specific semesters in programs designated as discontinuous does not require payment of a fee. Those programs designated as discontinuous and affected semesters are:

Program	Semesters
MALS	first and second summers
MEng	every summer
MRM	first and second summers, only for students who have registered part-time exclusively.

- Students registered on a time extension beyond the maximum given in *Graduate General Regulation 1.12* (page 305) are required to pay a registration fee equal to one full time fee unit for each such registration.
- Students registered for one semester to complete degree requirements as described in *Graduate General Regulation 1.12.3* (page 305) are required to pay a registration fee equal to one and a half full time fee units.

Fees for Special, Exchange, and Qualifying Students

basic tuition fee per credit hour	\$95.10
courses at the 200 level and above in BUS, CMPT, ENSC: tuition fee per credit hour	\$126.80

Note: No tuition fees will be charged to an exchange student who is a bona fide graduate student paying regular fees at another Western Canadian university which extends a like privilege to graduate students registered at Simon Fraser University.

Other Fees

All fees are payable per semester.

Student Services and Recreation-Athletics Fees

The Student Services Fee (SSF) and Recreation-Athletics Fee (RAF) are assessed to all students registered for credit courses that are offered at the Burnaby Mountain, Harbour Centre and Surrey campuses according to the table below. These fees are not assessed to students on co-operative education work terms, on leave, or in the off-campus MEd program.

	SSF	RAF	Total
part-time students	\$23.40	\$19.50	\$42.90
full time students	\$23.40	\$39.00	\$62.40

Student Activity Fee

students registered full time	\$55.81
students registered part time	\$27.91
except for: students taking courses for credit at designated off campus locations	\$27.91

Students registered on leave do not pay this fee.

Special Fees

application fee	\$55.00
on leave fee (see page 303 <i>Graduate General Regulations 1.8.4</i>)	\$154.00
late registration fee	\$50.00
reinstatement fee	\$100.00
official transcript of academic record	\$3.25

Normally, students are required to submit the transcript fee before the transcript will be released. Only at the discretion of the registrar will the student be billed for a transcript after its release.

late submission fee	(see <i>Refunds</i> below)
replacement library card fee	\$16.50
graduation fee	\$36.00

The non-refundable graduation fee is payable in six instalments of \$6.00 in each of the student's first six semesters of registration in the graduate program.

Penalty for Late Fee Payment

A penalty of 2% of outstanding fees after the last day of the fourth week of classes is payable, plus 2% of outstanding fees for each four week period thereafter, for a minimum charge of \$10.

Mandatory Supplementary Course Fees

In addition to credit course fees, mandatory supplementary course fees may be assessed for individual courses in addition to basic tuition. Mandatory supplementary course fees cover additional costs associated with photocopied materials, prepared computer disks and/or audio visual tapes that may replace or enhance the use of a

required text as a means of instruction. This material may be distributed by the bookstore or individual departments.

A schedule of these fees appears below, and is also published in the *Graduate Course Timetable*. The fees are approved by the vice president finance and administration, following the recommendation of the advisory committee on mandatory supplementary course fees. Questions regarding these fees may be directed to the department initiating the fee, the Office of the Registrar, or the vice president finance and administration.

Mandatory supplementary course fees are not charged for regular credit instruction services which may include

- evaluation of work or performance, such as marking of papers and exams
- laboratory use, including materials and supplies that are consumed during laboratory use. (Departments may charge a refundable deposit for materials that are used by the student and returned to the University in reasonable condition at the end of the course.)
- basic library facilities including one library card and access to collections
- basic microcomputer laboratory use
- materials or services required as a result of the method of instruction such as audio visual equipment, course outlines, study rooms and films and video tapes that are integral to the instruction and do not become property of the student.

Biological Sciences

BISC 600	\$189
BISC 812	\$225

Earth Sciences

BISC 600	\$189
EASC 611	up to \$150
EASC 613	up to \$30
EASC 617	up to \$50
EASC 619	up to \$100
EASC 623	up to \$40
EASC 812	\$225

Geography

GEOG 728	\$65
----------------	------

Marine Science

All MASC courses offered at the Western Canadian Universities Marine Biological Station (Bamfield)
..... \$137 per credit hour

Resource and Environmental Management

REM 698	\$100 per semester
---------------	--------------------

Form of Payment

Unless otherwise authorized, fees must be paid in full each semester at the time of registration. Credits for scholarships or bursaries will be given only on the authority of the dean of graduate studies. A student applying for Canada student loans should try to make arrangements to pay fees from other sources, as loans cannot be authorized until the student is officially registered.

With regard to the British Columbia student assistance program, students are reminded to register as full time students in order to qualify to receive funds in a given semester, to retain funds received in a given semester, and to be granted interest free status for a given semester.

See "Payment of Fees" on page 48 for a description of various payment methods.

Refunds

Withdrawal from Program

If a student withdraws from the graduate program without completing the degree before the end of the semester, refunds will be calculated from the date the student officially notifies the registrar in writing of his/her withdrawal from the University. Withdrawal in the first month of the semester will result in a refund of 50% of the tuition fees payable. No other refund will be made.

Change of Fee Status

Students whose registration status changes during a semester and within the first four weeks of classes, may be eligible for partial refund of the applicable fees and should consult the Office of the Registrar for further information. No other refund will be made.

Qualifying and Special Students

Fees and fee refunds for qualifying and special students are in accordance with the undergraduate fee schedule.

Overdue Accounts

Students in bad financial standing because of overdue University accounts will be precluded from registering in subsequent semesters. In addition, the University will withhold certain services. For example, the Office of the Registrar will not release various letters and documents including: statement of grades, official transcripts of academic record, and parchments for degrees, diplomas and certificates. Delinquent accounts will be forwarded to a collection agency for appropriate action.

Students with overdue accounts will be assessed a penalty of 2% after the first day of the fifth week of classes, and an additional 2% in each four week period thereafter. A minimum charge of \$10 will apply to each penalty assessment. Total penalties will be adjusted to conform to Canadian laws and regulations when the final payment is made.

Completion of Program

If a student completes all requirements for the degree during the semester, the following refund schedule for total tuition fees payable will apply:

Completion in the first month of the semester
refund of 75% of fees payable for the semester

Completion in the second month of the semester
refund of 50% of fees payable for the semester

Completion in the third month of the semester
refund of 25% of fees payable for the semester

Refunds are applicable to the time extension surcharge, but not to the readmission, reinstatement or late registration fees. Refunds will be made only if the required minimum fee has been paid prior to the semester in which the degree requirements are completed.

Fee Waiver

The on-leave fee may be waived in exceptional circumstances, for example, from accident, illness or parenting, on the basis of medical documentation.

Late Submission Fee

The fee for submission to the library of thesis, project or extended essays after the deadline for submission, but prior to the first day of classes of the next semester, shall be one eighth of a full time fee unit.

The late submission fee applies to all degree completion requirements, including the master's final examinations.

Fees for Courses at Another Institution

A student registered at Simon Fraser University who takes a course at another institution of higher learning and has had this course approved in advance for credit towards the graduate program (see *General Regulations*) is responsible for enrolling at the other institution and paying fees assessed by that institution. When the student produces satisfactory evidence of tuition fee payment at the other institution, the Simon Fraser University fees for that semester will be decreased by this amount.

The student must maintain full time registration at Simon Fraser University. The SFU fee paid for that semester will be refunded to an amount not to exceed the lesser of the two amounts.

The 'minimum fee for the degree' is at least six fee units for a master's degree and at least eight fee units for a doctoral degree.

Tuition Fee Certificates (T2202A)

The official tuition fee certificates will be produced by the Cashiers' Office in January of the following year. They will be available for personal pick up at the Cashiers' Office during the month of February in the following year.

The following document shows what will appear in the Calendar. Items in italics are explanatory notes and will not appear in the Calendar.

GRADUATE FEES

Tuition Fees

Tuition fee calculation depends upon the program in which a student is enrolled. Most programs require students to register every semester and charge a per-semester fee. Some programs (see Tuition Fee Schedule, below) charge a per-credit fee, such that the fee for any semester depends upon the number of credits in which a student enrolls.

Per-semester fee programs

All graduate students pay a per-semester fee, except those students in programs that charge a per-credit fee.

The fee is paid every semester, regardless of the number of courses being taken.

The minimum fee for a masters program is six semester fee units. However, the minimum fee rule will be waived for students who complete all degree requirements in less than six semesters of continuous full time registration.

The minimum fee for a doctoral program is eight semester fee units. However, the minimum fee rule will be waived for students who complete all degree requirements in less than eight semesters of continuous full time registration.

Students who register on leave are not eligible for the waiver of the minimum fee requirement.

A masters student who has completed six semesters of registration (excluding on leave registration) pays a continuing fee in subsequent semesters equal to one half of the regular fee.

A doctoral student who has completed eight semesters of registration (excluding on leave registration) pays a continuing fee in subsequent semesters equal to one half of the regular fee.

Semesters in which a student registers on leave do not count towards the number of semesters required to switch to the continuing fee.

Students in a co-op semester who are taking at least one course pay a per-semester fee based on the stage they have reached in their program (either regular fee or continuing fee). Students not taking a course pay the co-op fee.

Fees are listed in the tuition fee schedule.

Per-credit fee programs

In some programs, students are charged a fee based on the number of credit hours in which they enroll. All such programs are listed in the tuition fee schedule, together with the relevant tuition fee.

In programs in which there is a final “capstone” requirement such as a thesis, project, extended essay or field exam, this requirement is assigned a number of credit hours. Students must register for this and pay the appropriate fee for at least one semester, normally at the end of their program of study. Once they have registered for this requirement in a particular semester, they must register in all subsequent semesters until degree requirements have been completed. In the subsequent semesters of registration for this requirement, the credit hours assigned will be half the first semester’s value.

Students in co-op semesters pay the co-op fee. If they are also taking courses, they also pay the fees applicable to those courses.

Students in per-credit programs who take undergraduate or graduate courses in other programs at SFU, or who take courses at other institutions covered by the Western Deans’ Agreement, will pay the same fee per credit hour as they do for courses in their own programs.

Fees are listed in the tuition fee schedule.

[The following table is a sample of the tuition fee schedule. This will require separate approval by the Board of Governors once the fee levels have been decided for a particular year]

TUITION FEE SCHEDULE 200x-200y	
PER-SEMESTER FEES	
Per-semester fee	\$per semester
Continuing fee	\$ per semester
Executive MBA per semester	\$ per semester
Weekend MBA per semester	\$ per semester
Co-op fee	\$ per semester
PER-CREDIT FEES	
Faculty of Applied Sciences	
Masters of Engineering	\$ per credit
Faculty of Arts	
Graduate Liberal Studies	\$ per credit
Masters of Publishing	\$ per credit
Masters of Public Policy	\$ per credit
Graduate Diploma in Urban Studies*	\$ per credit
Faculty of Business Administration	
Specialist MBA*	\$ per credit
MBA Management of Technology*	\$ per credit
MBA Global Asset Wealth Management*	\$ per credit
Graduate Diploma in Business Administration*	\$ per credit
Faculty of Education	
Graduate Diploma in Education*	\$ per credit
Masters of Education	\$ per credit
Doctor of Education (Ed.D.)	\$ per credit
Faculty of Science	
Masters of Environmental Toxicology	\$ per credit

*[NB currently only programs marked with * are listed in the Calendar as per-credit fee programs. Decisions will have to be made about the remainder of programs in this schedule. Some may remain as per semester fee programs; others may switch to per credit fee programs. All such changes will be cost and revenue neutral]*

Fees for Non-degree, Exchange, and Qualifying Students

Students in the above categories who take graduate courses in per-semester fee programs pay the following fee per credit hour.....\$ *[to be determined annually]*

Students in the above categories who take graduate courses in per-credit fee programs pay the per-credit hour fee applicable to the program (see tuition fee schedule)

Students in the above categories who take undergraduate courses pay the appropriate undergraduate tuition fees.

No tuition fees will be charged to a bona fide graduate student at another western Canadian university who attends Simon Fraser University to take a course under the terms of the Western Deans' Agreement.

Payment

Unless otherwise noted, all fees are payable per semester.

Extension and readmission

All students registered on a one semester extension beyond the maximum time limits of their program pay the full per-semester fee.

All students readmitted for one semester to complete their degree requirements (see GGR 1.12.3) pay one and a half times the full per semester fee.

Transfer

Students who transfer from one SFU program to another, without completing the first, retain credit for fees paid to the first program.

Student Services and Recreation-Athletics Fees

No change to regulations

Student Activity Fee

No change to regulations

Special Fees

No change to regulations

Penalty for Late Fee Payment

No change to regulations

Mandatory Supplementary Course Fees

No change to regulations

Form of Payment

No change to regulations

Withdrawal from the Program

No change to regulations

Change of fee status

No change to regulations

Qualifying and Special Students

No change to regulations. Title changes to "Non-degree, Qualifying and Special Students"

Overdue Accounts

No change to regulations

Course drop

Students in per-credit fee programs who drop a course before the end of the fourth week of the semester will receive a full refund of tuition fees for that course. No refunds will be given for courses dropped after that date.

Completion of Program

If a student completes all degree requirements during the semester, the following refund schedule for total tuition fees payable will apply:

Completion in the first month of the semester

Refund of 75% of fees payable for the semester

Completion in the second month of the semester

Refund of 50% of fees payable for the semester

Completion in the third month of the semester

Refund of 25% of fees payable for the semester

Refunds are applicable to the fees paid for a one semester extension, but not to tuition fees charged for readmission, reinstatement or late registration.

Refunds to students in per-semester fee programs will only be made to students who are paying the continuing fee.

Fee Waiver

For students in per-semester fee programs, on-leave fee may be waived in exceptional circumstances, for example, accident, illness or parenting, on the basis of medical documentation.

Late Submission Fee

No change to regulations

Fees for Courses at Another Institution

Except for situations covered by the Western Deans' Agreement, a student registered at Simon Fraser University who takes a course at another institution of higher learning and has had this course approved in advance for credit towards the graduate program (see *General Regulations*) is responsible for enrolling at the other institution and paying fees assessed by that institution. When the student produces satisfactory evidence of tuition fee payment at the other institution, the Simon Fraser University fees for that semester will be decreased by this amount. The SFU fee paid for that semester will be refunded to an amount not to exceed the lesser of the two amounts.

A student in a per-semester fee program must maintain registration at Simon Fraser University, and may not register on leave. A student in a per-credit fee program must register for the same number of credits at SFU as are to be taken at the other institution.

Full-time and part-time

All graduate students in per-semester fee programs are considered full-time students.

All graduate students registered for thesis, project or field exams are considered full-time students.

Graduate students in per-credit fee programs who register for 6 or more credit hours in a semester are considered full-time students.

Tuition Fee Certificates (T2202A)

No change to regulations