

Early Completion Tuition Refund Form

- WHAT:** This form is used for student who defend their thesis prior to the end of an academic term. They may be eligible for a tuition refund. Please see the Graduate Studies website for more information on deadlines.
- WHO:** The form must be completed fully with a detailed reason/explanation provided by the student. Once complete, the form is submitted to the School of Graduate and Postdoctoral Studies.
- WHEN:** The length of time for refund to be processed is normally 4-6 weeks.

Last Name First Name Student Number

Program Start Term of Program (Term and Year)

Student Status (Full-time or part-time) Did you change your student status while enrolled in this program? Yes No

Date of Thesis Defence Date of Thesis Package Submitted



Student's signature

Date (dd/mmm/yyyy)

(NOTE: THIS APPLICATION WILL NOT BE PROCESSED UNLESS IT IS SIGNED AND DATED)

FOR OFFICE USE ONLY

Completed number of terms:		
Has the student fulfilled the minimum tuition program fee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the student have an OSAP loan? Check with SAFA	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How much tuition should be refunded? (Percentage)		

SGPS Approval:

Dean of SGPS/Designate Signature Date (dd/mmm/yyyy) Refund Amount

Processed By Signature