

Early Completion Tuition Refund Form

School of Graduate and Postdoctoral Studies
Ontario Tech University
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- 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.
- NOTE:** Domestic students who have not yet completed the standard minimum period of registration **may be assessed a minimum program tuition fee and will not be eligible for a refund for early completion.**

Last Name First Name Student Number

Program Start Term of Program (Term and Year)

Student Status (Full 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

SIGN
→
HERE

Student's signature

Date (dd/mmm/yyyy)

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

FOR OFFICE USE ONLY

Date Thesis/COA received by SGPS office:	<input type="text"/>	
Completed number of terms:	<input type="text"/>	
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)	<input type="text"/>	

SGPS Approval:

Dean of SGPS/Designate

Signature

Date (dd/mmm/yyyy)

Refund Amount

Processed By

Signature