



Simon Fraser University  
Maggie Benston Centre 1100  
8888 University Drive  
Burnaby, BC V5A 1S6

TEL 778.782.3042  
FAX 778.782.3080

gradstudies@sfu.ca  
www.sfu.ca/grad

MEMORANDUM

---

ATTENTION Senate  
FROM Jeff Derksen,  
Chair of Senate Graduate Studies  
Committee (SGSC)  
RE: Revisions to Graduate Tuition Refunds

DATE April 15, 2019

---

**For information:**

Acting under delegated authority at its meeting of April 12, 2019, SGSC approved the revisions to the graduate tuition refunds policy, effective **Fall 2019**. There are no changes to the policy, only to the language to improve clarity.



Simon Fraser University  
Maggie Benston Centre 1100  
8888 University Drive  
Burnaby, BC V5A 1S6

TEL 778.782.3042  
FAX 778.782.3080

gradstudies@sfu.ca  
www.sfu.ca/grad

MEMORANDUM

---

ATTENTION Jeff Derksen, DATE April 3, 2019  
Chair of Senate Graduate Studies  
Committee (SGSC)  
FROM Krista Gerlich-Fitzgerald, Associate  
Director, Admissions, Records and  
Registration  
RE: Revisions to Graduate Tuition Refunds

---

Editorial changes to this policy are necessary to clarify that students in both per term and per unit fee programs may be eligible for tuition refunds under certain circumstances when dropping course work or withdrawing from the University.

**Motion:**

That SGSC approve the revisions to the graduate refunds policy effective **Fall 2019**

## Graduate Tuition Refunds

<p>Summary of change: Change to the graduate tuition refunds in the University Calendar: there are no revisions to the policy, only to the language to improve clarity for student refunds</p>	
<p>Rationale for change: Language revisions regarding refund dates and amounts to ensure clarity in case of dropped courses and withdrawals from programs by the students in per unit and per term fee programs.</p>	
<p>Effective term and year: Fall 2019</p>	
<p>Will this change impact current students? If yes, what is the plan for current students? There are no changes to the policy.</p>	
FROM	TO
<p><b>Refunds</b> <b>Withdrawal from Program</b> <del>If students withdraw from the graduate program without completing the degree before the end of the term or withdraw from the term, refunds will be calculated from the date the students officially notify the director of graduate admissions and records in writing of their withdrawal from the term and/or from the University. Withdrawal in the first month of the term will result in a refund of 75% of the tuition fees and in the second month of the term a refund of 50% of the tuition fees. No other refund will be made.</del></p> <p><b>Course Drop</b> <del>Students in per term fee programs are not eligible for refunds if they are still enrolled in any other course.</del> <del>Students in per unit fee programs who drop a course in the first month of the term will receive a 75% refund of tuition fees for that course and 50% in the second month of the term. No refunds will be given if all courses are dropped after that date.</del></p>	<p><b>Refunds</b></p> <p><b>A refund of 75% of the tuition fee will be assessed within the first calendar month of the term. A refund of 50% of the tuition fee will be assessed within the second calendar month of the term. No other refund will be made. Students in per term fee programs are not eligible for a refund if they are still enrolled in any other course.</b></p> <p><b>If students withdraw from their graduate program, refunds will be calculated from the date of the official written notification of withdraw submitted to the associate director of graduate admissions and records.</b></p>