

Process for Approval of Request to Register with a fee Exemption

- 1) Complete the [SGS Register with Tuition Fee Exemption form](#) along with additional [APHD Tuition Exemption Request Form](#)
- 2) Submit the forms along with any other documentation to support your request (i.e., COVID-19 Monitoring Form, General Monitoring Form) to your program administrator. Forms must be received by the following deadlines for APHD based on the session for which you are requesting the exemption:
 - a. August 1st for fall term
 - b. December 1st for winter term
 - c. April 1st for summer term
- 3) Program administrator alerts the Program Chair that request has been submitted and provide documents for review
- 4) Chair reviews requests with the Program Committee/Committee on Academic Progress and will consider the forms along with the 2020 monitoring report and COVID19 Monitoring Form to make determination. Evaluation should consider the eligibility criteria.
 - a. **For Research Stream:** 1) for students who are in a funded stream only, the student is no longer within the funded cohort; for all students, the student has not received other financial support to mitigate tuition costs during the disruption (e.g., DCA, GA); 2) good progress was being made prior to COVID-19 disruption; 3) the nature of the disruption due to COVID-19 was such that a delay was likely and attempts were made to pivot; 4) all other course and practicum/internship components are completed; 5) the revised plan for completing the thesis within the exempted session is reasonable
 - b. **For Coursework Only Stream:** 1) the experiential component (usually the practicum) was disrupted or delayed or academic activities or access to resources for degree completion were impeded due to COVID; and 2) completion of program will require additional time beyond program length of degree.
- 5) The Program Committee documents the outcome of the meeting and notifies the Program Administrator who then informs the student and supervisor of the outcome. Where a recommendation for approval has been made, the Program Administrator ensures the form is then sent to the supervisor (or program chair for professional degree programs) and associate chair for signing, the signed copy is sent to the student for submission and a copy is placed in the student file.