



Western Canadian Deans of Graduate Studies

Terms of Reference

Tuition fees

The Western Deans' Agreement provides an automatic tuition fee waiver for visiting students. Graduate students paying normal required tuition fees to their home institution will not pay tuition fees to the host institution.

Students may be required to pay student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution. Wherever possible, these fees will also be waived. The submitted form, duly signed, will be the sole authority for this fee waiver. No other documentation is required.

Students will qualify for the fee waiver if they:

1. present the Western Deans' Agreement authorization form signed by the Dean or designate and Department Head or Graduate Advisor of a participating Western institution specifying the courses to be taken for credit toward a graduate degree program at their home institution by the specified deadline;
2. are in good standing in a graduate program at the home institution;
3. have paid all current and back fees at the home institution.

Registration

Students must meet all requirements as prescribed by the host university's regulations, deadlines, class capacities, and course prerequisites.

Registration is possible in courses at both the graduate and undergraduate levels, and in credit courses offered through distance education or other means. To be eligible, courses must be an integral part of the applicant's graduate degree program. Fee waiver is not permitted for Audit or non-credit courses.

Students are subject to regulations of the home institution governing credit for the courses to be undertaken. As a condition of registration at the host institution, students will arrange for official transcripts from the host institution to be sent to the home institution confirming successful completion of courses selected.

Students must send confirmation of registration and notice of any change to the Graduate Records Office of the home institution at the time registration or course change is completed.

Students may not claim fee waivers under the terms of this Agreement for a period of more than 12 months total.

Each institution has its own regulations regarding the maximum number of transfer credits permitted in a given degree program. Students should ensure that their requests are within these limits.

Deadlines

Deadlines in effect at both the home and host institutions must be observed. Students must have the Authorization Form approved by the relevant Department Head and the Faculty of Graduate Studies at the host institution at least two weeks prior to the commencement of the course(s) requested or by the deadline specified below. The fee waiver is not available retroactively.

- **SFU:** Forms must be received a minimum of 6 weeks prior to the [start of the term of enrollment](#).
- **UBC:** Forms must be received a minimum of 6 weeks prior to the [start of the term of enrollment](#).
- **UNBC:** Forms must be received a minimum of 6 weeks prior to the [start of the term of enrollment](#).

Please complete the form on the next page.



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Western Deans' Agreement | Authorization and Course Registration

This form must be submitted and all approvals obtained well in advance of the start date of the course(s) you plan to take. Check the deadlines of the host institution as some institutions will require a minimum of 6 weeks for processing in order to accept this request.

Student Information

First name: _____ **Middle initial:** _____ **Surname:** _____
Mailing Address: _____
Street City Province Postal Code
Email Address: _____ **Phone Number:** _____
Immigration status: Canadian Permanent Resident Study Permit: _____
Indicate country of citizenship
Birthdate: _____ **Gender:** _____
DD/MM/YYYY

Program of Study Information and Course Request

Home institution: _____ **Home Department:** _____
Student ID #: _____ **Degree Program:** _____ **Expected completion date:** _____
MM/YYYY
Host institution: _____ **Have you ever attended this institution in the past?** No Yes
 If **yes**, please indicate: Former student ID# _____ Dates attended: _____

Please provide full information for the courses you are requesting registration in below:

Course Code	Course #	Section/Catalogue #	Course Title	Credit/Weight	Term

Please include a brief outline of your reasons for requesting enrolment in the above course(s):

I hereby accept and agree to the terms of reference for the Western Dean's Agreement and to abide by the statutes, rules, and regulations of the host institution while attending as a registered graduate student.

Student Signature: _____ **Date:** _____
DD/MM/YYYY

Approval Signatures

HOME Institution

The student named above is in good standing (including current fees paid) in a graduate degree program and has permission to take the courses listed above for degree credit as a Visiting Student under the provisions of the Western Deans' Agreement.

1. Department/Graduate Program Approval

Name: _____ **Date:** _____
DD/MM/YYYY
Signature: _____

2. Graduate Studies Approval

Name: _____ **Date:** _____
DD/MM/YYYY
Signature: _____

HOST Institution

3. Department/Graduate Program Approval

Name: _____ **Date:** _____
DD/MM/YYYY
Signature: _____

4. Graduate Studies Approval

Name: _____ **Date:** _____
DD/MM/YYYY
Signature: _____