



# **Graduate student funding terms and conditions**

# Table of contents

|                                                                             |           |
|-----------------------------------------------------------------------------|-----------|
| <b>1. About this document.....</b>                                          | <b>2</b>  |
| <b>2. Freedom of Information and Protection of Privacy Act (FIPPA).....</b> | <b>2</b>  |
| 2.1 Information on FIPPA .....                                              | 2         |
| 2.2 Ontario Tech University and FIPPA.....                                  | 2         |
| 2.3 Third party requests.....                                               | 2         |
| <b>3. Validity of offer of admission and funding .....</b>                  | <b>3</b>  |
| <b>4. Graduate student funding commitments.....</b>                         | <b>3</b>  |
| 4.1 Self-funded students.....                                               | 4         |
| <b>5. University employment .....</b>                                       | <b>4</b>  |
| <b>6. Graduate scholarships and awards .....</b>                            | <b>5</b>  |
| 6.1 Graduate research assistantships .....                                  | 5         |
| 6.2 Internal awards .....                                                   | 5         |
| 6.3 Donor-funded scholarships.....                                          | 9         |
| 6.4 External scholarships .....                                             | 9         |
| 6.5 International graduate student financial support.....                   | 9         |
| <b>7. Method of payment for graduate awards and funding .....</b>           | <b>9</b>  |
| 7.1 University employment .....                                             | 9         |
| 7.2 Graduate research assistantships .....                                  | 10        |
| 7.3 Scholarships .....                                                      | 10        |
| 7.4 Bursaries .....                                                         | 10        |
| <b>8. Continuation of funding .....</b>                                     | <b>10</b> |
| <b>9. Tuition and fees .....</b>                                            | <b>11</b> |
| 9.1 Tuition overpayment .....                                               | 11        |
| 9.2 Tuition deduction by payroll .....                                      | 11        |
| <b>10. Taxation of awards and funding.....</b>                              | <b>11</b> |
| 10.1 Tax receipts .....                                                     | 12        |
| <b>Appendix 1: Previously awarded internal scholarships.....</b>            | <b>13</b> |

# 1. About this document

This document outlines the terms and conditions of graduate funding for Ontario Tech University applicants and current students.

The university reserves the right to make changes without prior notice to the information contained in this publication. Please refer to the [university website](#) for the most current version of this document.

The Dean of Graduate and Postdoctoral Studies, or successor thereof, is responsible for overseeing the implementation, administration, and interpretation of this document including all terms contained herein.

Applicants receiving an offer of admission and/or funding are expected to review this document in full to be aware of, and comply with, the information enclosed.

By accepting an offer of admission and/or funding commitment, you acknowledge the following:

- You understand and will comply with the information outlined in this document including, but not limited to, the terms and conditions of admission; and terms, conditions, and eligibility for funding.
- The information provided to the university is, to the best of your knowledge, accurate, true, and compliant with university policy.

## 2. Freedom of Information and Protection of Privacy Act (FIPPA)

The university is compliant with FIPPA. Information provided to the university through your application for admission, or other collection sources (for example, response forms, registration changes, etc.), will be used for academic purposes.

### 2.1 Information on FIPPA

For additional information on FIPPA, visit the [Government of Ontario's website](#).

### 2.2 Ontario Tech University and FIPPA

For information on our compliance with FIPPA, visit the [university website](#).

### 2.3 Third party requests

Personal information will not be provided to third parties, including parents, family or friends, without the written consent of the student.

### 3. Validity of offer of admission and funding

The offer of admission and funding expires after the response deadline. After this date, the offer of admission and funding will no longer be valid, and the option to accept the offer will expire.

The offer of admission and funding will clearly outline the program of study, term of admission, full- or part-time status, and total funding commitment.

The specific composition of a student's funding commitment is provided separately from the offer of admission and is reviewed annually. Any changes to a student's funding commitment will be communicated in advance of the Fall term. Changes made outside of this cycle due to extenuating circumstances (e.g., receipt of external funding) will be communicated as they are decided. Funding may also be revised due to changes in status/eligibility (see Section 8).

### 4. Graduate student funding commitments

Ontario Tech University is committed to providing financial support to our graduate students in eligible research-based master's and doctoral programs. The minimum funding threshold for full-time students in eligible programs is given in the table below. Normally, funding is not provided to part-time students.

| Program                                                                                          | Minimum Annual Funding |
|--------------------------------------------------------------------------------------------------|------------------------|
| Master of Arts (MA),<br>Master of Health Sciences (MHSc),<br>Master of Science in Nursing (MScN) | \$9,000                |
| Master of Science (MSc), Master of Applied Science (MASc)                                        | \$16,000               |
| Doctor of Philosophy (PhD)                                                                       | \$18,000               |

These are minimums set by the university. Full-time students in the programs listed above will receive an annual funding commitment equal to or greater than the minimum funding threshold for their program. This commitment spans three academic terms per year for the standard length of the student's program, normally up to two years for master's students and four years for doctoral students. Students who choose to complete their degree requirements prior to the standard length of the program may forfeit a portion of their financial support.

The funding commitment can be met through any combination of sources including but not limited to:

- Graduate research assistantships (GRAships)
- Teaching assistantships (TAships)

- Research assistantships (RAships)
- Internal/external awards (see Section 6)

In any year, a student may receive less than the amount of their funding commitment if they decline separate components of their funding commitment, or if they fail to remain eligible for one or more components of that commitment. In either case, the university is not obliged to replace these components, and funding will be reduced accordingly.

**Note:** See Section 8 for more details on continuation of funding. If you no longer meet the eligibility requirements and conditions for the continuation of funding, your funding may be impacted.

#### 4.1 Self-funded students

Notwithstanding the above, self-funded students may be admitted or transfer to a program which normally offers a minimum funding commitment. Normally, self-funded arrangements will only be considered if students have a proven source of external funding (e.g., industry sponsorship or government funding).

Such arrangements require the student to submit a request to enroll as a self-funded student. By submitting this request, the student elects to forgo the stated minimum guaranteed funding for the entire duration of their program. Such requests must be approved by the student's supervisor, Graduate Program Director, Dean of the supervisor's Faculty, and Dean of the School of Graduate and Postdoctoral Studies.

## 5. University employment

Two key sources of funding for graduate students are teaching assistantships (TAs) and research assistantships (RAships). These are available to both domestic and international students and are administered by the student's home Faculty.

TAs and RAships are paid employment opportunities. Teaching assistants (TAs) work under the direction of course instructors through various teaching duties. Course assignments are normally made by the student's home Faculty upon the student's arrival to campus.

Research assistants (RAs) work under the direction of a research supervisor. This research work is not necessarily directly connected to the student's own research and program of study. Details on research supervisor and research topic are normally provided by the home Faculty upon the student's arrival to campus.

Both TAs and RAships are paid by the hour. Any contractual increases in hourly rates will not result in a reduction of financial support from other sources. The terms and conditions of employment for TAs and RAs are governed by the collective agreement between Ontario Tech University and the Public Service Alliance of Canada (PSAC). For more information on the collective agreement, visit the [university's Human Resources website](#).

A student may waive any portion of their TA and/or RA assignment by completing the [TA/RA Request to Waive Assignment form](#). By signing and submitting the form, the student voluntarily waives the specified TA and/or RA assignment, including the associated funding and assigned hours for the term. The University will be considered to have fulfilled its funding commitment for the waived portion and is not required to provide an alternative TA or RA assignment or equivalent funding.

## **6. Graduate scholarships and awards**

### **6.1 Graduate research assistantships**

Graduate Research Assistantships (GRAs) support students in research which contributes to their program of study and usually results in a thesis. GRAs have no hourly rate or set value and are typically funded through a supervisor's research grants.

These payments are not considered employment income by the university and no tax deductions are made at source. However, the ultimate decision on the taxation of individuals is made by the Canada Revenue Agency and individuals should plan accordingly.

If the funding commitment offered to a student at the time of their admission contains a GRA, the amount offered in the initial commitment is guaranteed and will not normally be reduced so long as the student is enrolled, their fee status has not changed, and they are actively conducting work in their program at a satisfactory level. For more information, refer to Section 8.

If sufficient funding is available, a student's GRA may be supplemented with an additional amount at any time, at the discretion of the student's supervisor. Any additional amount is not indicative of a future guarantee and may result in the reduction of non-GRA funding sources.

Payment of GRAs to tuition accounts will be processed once per academic term (one payment in each of the Fall, Winter and Spring/Summer terms). For more information and details on current payment options, please visit the [graduate funding website](#).

### **6.2 Internal awards**

Internal awards may be awarded by a student's home Faculty or the School of Graduate and Postdoctoral Studies (SGPS). Unless otherwise specified, the following terms apply to all internal awards outlined in this section:

- These awards are open to both domestic and international full-time thesis-based graduate students.
- These awards will not normally be reduced so long as students continue to meet the funding eligibility requirements (see Section 8).
- These awards can form part of a student's funding commitment.

### **6.2.1 Dean's Scholarship**

The Dean's Scholarship is awarded by a student's home Faculty based on academic excellence and research potential. To be eligible, students must have applied for applicable external funding opportunities, such as federal or provincial graduate scholarships (e.g., tri-agency CGRS Master's/Doctoral, OGS, or equivalent programs). No separate application is required for this scholarship.

Awards are normally determined annually in June for Fall intake students, October for Winter intake students, and February for Spring/Summer intake students. The minimum award value is \$500 per term and may be increased in increments of \$500, normally up to a maximum of \$5,000 per term or \$15,000 per academic year. The scholarship is awarded for one year at a time and may be renewed throughout the standard length of the program, normally up to two years for master's students and four years for doctoral students.

The distribution of individual scholarships from the total scholarship budget allocated to the Faculty is at the discretion of the Faculty Dean. The Dean's Scholarship may be used to support domestic or international students (this scholarship subsumes the previous Graduate International Tuition Scholarship (GITS)).

### **6.2.2 Graduate In-Program Scholarship**

The Graduate In-Program Scholarship is awarded by a student's home Faculty to help meet the university's minimum funding commitment when other sources of funding are insufficient. Normally, to be eligible, students are expected to have applied for applicable external funding opportunities, such as federal or provincial graduate scholarships (e.g., tri-agency CGRS Master's/Doctoral, OGS, or equivalent programs). No separate application is required for this scholarship.

Awards are normally determined annually in June for Fall intake students, October for Winter intake students, and February for Spring/Summer intake students. The value of this scholarship is determined based on the level of additional support required to meet the minimum funding commitment and may be reduced or adjusted if alternate sources of funding become available during the award period. The minimum award value is \$500 per term and may be increased in increments of \$500. The scholarship is awarded for one year at a time and may be renewed throughout the standard length of the program, normally up to two years for master's students and four years for doctoral students.

The distribution of individual scholarships from the total scholarship budget allocated to the Faculty is at the discretion of the Faculty Dean. The Graduate In-Program Scholarship may be used to support domestic or international students.

### **6.2.3 Provost's Graduate Entrance Scholarship**

The Provost's Graduate Entrance Scholarship is awarded by SGPS to outstanding students at the time of admission. Students are selected based on academic excellence, research potential, reference letters, and demonstrated success in securing external funding and scholarships. No separate application is required for this scholarship.

The scholarship is valued at \$10,000 and is awarded for one year. Normally, to be considered for this award, students must apply for admission to the university in advance of the posted scholarship consideration deadline.

The Provost's Graduate Entrance Scholarship is considered separate from a student's funding commitment.

### **6.2.4 Indigenous Graduate Scholarship (IGS)**

The Indigenous Graduate Scholarship is awarded by SGPS to students who self-identify as First Nations, Métis, or Inuit at the time of admission. Recipients are selected based on academic excellence and research potential. To be considered for this award, students must complete the IGS application form available on the [university website](#), normally before admission.

The scholarship is valued at \$10,000 per year and is awarded throughout the student's standard program length, normally up to two years for master's students and four years for doctoral students.

### **6.2.5 International Scholar-at-Risk Graduate Scholarship**

The International Scholar-at-Risk Graduate Scholarship is awarded by SGPS to international applicants to full-time thesis-based graduate programs who are already enrolled in graduate studies at an institution outside Canada. This scholarship is reserved for students affected by hardships which jeopardize their safety or ability to complete their studies, including displacement, war, political oppression, and the climate crisis. Recipients are selected based on academic excellence, research potential, hardship, and financial need. Students must apply to be considered for this award, normally before admission to the university.

Awards are normally determined at the time of admission. The value of this scholarship is determined based on applicants' individual circumstances. This scholarship is normally awarded for the remainder of the student's standard program length as determined from the start date of their studies outside Canada, normally up to a total of two years for master's students and four years for doctoral students.

### **6.2.6 Public Scholar Graduate Fellowship**

The Public Scholar Graduate Fellowship is awarded by SGPS to students based on community contributions and a commitment to university engagement. Students must apply to be considered for this award.

This award supports students wishing to pursue public and community engagement at the university. Fellows will be mentored in public engagement and will represent SGPS and the university at internal events including Open Houses and external events such as the Ontario University Fair. Fellows will also participate in communications such as social media, articles, and podcasts regarding graduate education and research excellence. The engagement commitments required in a given term will be shared with the recipient prior to accepting the award. Funding may be suspended, forfeited, or require repayment in the event of unfulfilled requirements or inappropriate conduct.

The value of this award is \$2,500 for one term. Previous recipients remain eligible to apply for the award in future terms throughout their standard program length, normally up to two years for master's students and four years for doctoral students. The award is normally determined in June for the Fall term, October for the Winter term, and February for the Spring/Summer term.

### **6.2.7 Graduate Career Enhancement Award**

The Graduate Career Enhancement Award is awarded by SGPS to students in their final year based on a student's career goals and proven professional opportunities. Such opportunities may include securing an internship or industry research collaboration, having publications in progress, or planning to start a business. Students must apply to be considered for this award.

This award is conferred for between one and three terms during a student's final year of study. Its value is determined based on the amount needed to replace the TAsip component of a student's funding commitment for the duration of the award. Recipients are required to waive their guaranteed TAsip during this period.

### **6.2.8 Graduate Professional Development Award**

The Graduate Professional Development Award is awarded by SGPS to support students' professional opportunities including but not limited to conference admission and travel, open-access publication fees, patent filing, or business start-up costs. Recipients are selected based on proving the availability of a valuable professional opportunity. Students must apply to be considered for this award.

The value of the award is determined by the amount required to cover or partially cover the cost of a professional opportunity, normally to a maximum of \$500. Awards are determined on a rolling basis throughout the year.

The Professional Development Award is considered separate from a student's funding commitment.

### **6.2.9 Emergency Student Support**

The Emergency Student Support fund is managed by SGPS and will provide emergency support to recover students' guaranteed funding in exceptional circumstances where previously committed funds become unavailable. No separate application is required.

### **6.3 Donor-funded scholarships**

Students may receive scholarships other than those listed in Section 6.2 which are funded by donors and administered through the office of Student Awards and Financial Aid.

### **6.4 External scholarships**

Students receiving an external scholarship, including the Ontario Graduate Scholarship (OGS), Natural Sciences and Engineering Research Council (NSERC), Social Sciences and Humanities Research Council (SSHRC), Canadian Institutes of Health Research (CIHR), or other external awards, must contact [gradfinance@ontariotechu.ca](mailto:gradfinance@ontariotechu.ca) to activate payments.

### **6.5 International graduate student financial support**

International students in thesis-based programs may be eligible for an internal scholarship and/or assistantships as outlined in this document.

In addition, international students may be eligible for an Ontario Graduate Scholarship (OGS) or other sources of external funding.

For information regarding scholarship opportunities available to international students at Ontario Tech University, visit the [student awards web page](#).

There are limited funding opportunities available for international students at Ontario Tech University. To obtain a study permit, international students must submit evidence of sufficient funds to cover tuition and living expenses. Therefore, it is expected that all international students attending Ontario Tech will be able to support themselves and any dependents during their studies.

## **7. Method of payment for graduate awards and funding**

### **7.1 University employment**

TAships and RAs are coordinated through the Faculty offices and are typically paid to students on a bi-weekly basis as outlined in the contract.

## **7.2 Graduate research assistantships**

GRAs are coordinated through the Faculty offices. Payment of GRAs will be processed and applied to a student's tuition account once per academic term (one payment in each of the Fall, Winter and Spring/Summer terms). Students with a hold on their account will not receive payment of GRAs until the hold is cleared.

## **7.3 Scholarships**

Scholarships are applied to the student tuition account in equal payments before the tuition payment deadline at the beginning of each term and until the award has expired or until the student no longer meets the eligibility requirements outlined in the scholarship offer. Any awards paid in the last term of study will be pro-rated according to the current tuition refund policy. Students with a hold on their account will not receive scholarship payments until the hold is cleared.

### **7.3.1 Ontario Graduate Scholarships (OGS)**

OGS awards are applied to the student tuition account in equal payments before the tuition payment deadline at the beginning of each term and until the award has expired or until the student no longer meets the eligibility requirements outlined by the scholarship program.

### **7.3.2 Canadian Institutes of Health Research (CIHR), Natural Sciences and Engineering Research Council (NSERC), and Social Sciences and Humanities Research Council (SSHRC)**

These awards are also applied to the student tuition account in equal payments before the tuition payment deadline at the beginning of each term and until the award has expired or until the student no longer meets the eligibility requirements outlined by the relevant scholarship program. These external organizations may require students to submit annual progress reports. In addition, students who are completing their degree early may be required to repay a portion of the scholarship.

## **7.4 Bursaries**

Bursaries are coordinated through [Student Awards and Financial Aid](#), located in the Office of the Registrar. Bursaries are given to students who have demonstrated financial need; any questions should be directed to [gradfinance@ontariotechu.ca](mailto:gradfinance@ontariotechu.ca). Recipients may receive a direct deposit to their personal bank account, or funds can be directly applied to their tuition account if there is an outstanding balance.

## **8. Continuation of funding**

Continuation of all sources of funding from the university is dependent on maintaining clear academic standing and on the availability of funds. If you withdraw, change to part-time status,

change your program, change your research topic or supervisor, change your fee status or take a leave of absence, you may no longer be eligible for funding.

Students who have completed their degree requirements are no longer eligible to receive funding. Students who choose to complete their degree requirements prior to the standard length of the program may forfeit a portion of their financial support.

If a student no longer meets the funding eligibility criteria, they may be required to repay all or a portion of any award received (excludes bursaries and emergency financial support).

## 9. Tuition and fees

By accepting an offer of admission, it is understood that you have reviewed the information in the [Graduate Academic Calendar](#) as well as the details outlined in this publication, and that you agree to pay in full the tuition and compulsory ancillary fees applicable to your program. All graduate students are responsible for the payment of tuition and fees in each term until the completion of their program.

### 9.1 Tuition overpayment

Students with scholarships applied to their tuition may have an overpayment of tuition and fees and therefore have a credit balance. Credit balances will be refunded each term after the 100 percent tuition refund deadline (see the [university website](#)). Refund requests submitted prior to this date will not normally be considered unless there are extenuating circumstances.

To receive these funds, contact [gradfinance@ontariotechu.ca](mailto:gradfinance@ontariotechu.ca) for the Refund Request Form.

### 9.2 Tuition deduction by payroll

Graduate students may wish to apply their on-campus earnings against their tuition owing and must formally elect to do so **each term**.

Interested students should consult the [university website](#) for details.

Please note that the total value of funding is not the full amount available to apply against tuition. Teaching Assistantships and Research Assistantships will have deductions at source for income tax purposes, such as Employment Insurance (EI), Canada Pension Plan (CPP), and union dues.

## 10. Taxation of awards and funding

Employment funding sources such as TA/RAs are taxable, and will be subject to deductions at source for EI, CPP, and union dues. When applicable, TD1 forms must be completed to avoid overpayment of taxes.

Scholarships, GRAships, and awards are not subject to source deductions for income tax, EI, and CPP. Nonetheless, students may wish to set aside funds to cover any possible tax obligations. The university recommends that students retain all funding documentation for their records.

## **10.1 Tax receipts**

**T2202s** are issued by the Office of the Registrar and can be viewed and printed through [MyOntarioTech](#).

**T4** slips for TAs and RAs can be viewed and printed through [MyOntarioTech](#). For questions or concerns, contact [payroll@ontariotechu.ca](mailto:payroll@ontariotechu.ca).

**T4A** slips for scholarships and bursaries can be viewed and printed through [MyOntarioTech](#).

# Appendix 1: Previously awarded internal scholarships

This appendix provides information on previously awarded internal scholarships which may no longer receive new allocations as of the 2026-27 academic year. This information is provided for reference to existing recipients who will continue to receive these awards due to an ongoing commitment/award renewal.

## Dean's Graduate Scholarship

Students are automatically assessed for scholarship eligibility at the time of admission and do not need to apply. Most offers of scholarship will be made with the offer of admission. To continue receiving this scholarship, the student must maintain a 3.7 GPA (A- average) and receive satisfactory research progress reports. See Section 8 for more details regarding continuation of funding. If you no longer meet the eligibility requirements and conditions for the continuation of funding, you may be required to repay all or a portion of the award.

**Master's level.** This scholarship is awarded by a student's home Faculty to full-time master's students entering a thesis-based degree program (MA, MASc, MHSc, and MSc). To be eligible, students must have a high cumulative GPA (minimum 3.7/A-). This scholarship is valued at \$3,000 per year and is renewable for the standard length of the program, usually a two-year maximum.

**Doctoral level.** This scholarship is awarded by a student's home Faculty to full-time students entering a doctoral program. To be eligible, students must have a high cumulative GPA (minimum 3.7/A-). This scholarship is valued at \$4,500 per year and is usually awarded for four years.

\*Annual values listed are based on those at the time of publication. Values in subsequent years are based on application pool and availability of funds.

## Graduate International Tuition Scholarship

Each year, a limited number of scholarships will be awarded to high-achieving international students entering a doctoral program full-time. The Graduate International Tuition Scholarship (GITS) is awarded by a student's home Faculty and is valued at \$10,000 per year for up to four years.

Students are automatically assessed for scholarship eligibility at the time of admission and do not need to apply. Most offers of scholarship will be made with the offer of admission. Students holding a GITS are not eligible to hold an external scholarship concurrently (including, but not limited to, the Ontario Graduate Scholarship, Ontario Trillium Scholarship, or other external scholarships).

To continue receiving this scholarship, the student must maintain a minimum 3.7 GPA (A- average) and receive satisfactory research progress reports. Students that change their fee

status to domestic (i.e., obtain permanent residency) are no longer eligible to hold the GITS. If you no longer meet the eligibility requirements and conditions for the continuation of funding, you may be required to repay all or a portion of the award.

### **Graduate Student Conference Travel Award**

In some years, funds may be available to support graduate students in thesis-based programs travelling to present research at academic or professional conferences. The value of this award is up to \$500 per student. An application is required in accordance with the deadlines posted on the website and will be reviewed and selected by a University Selection Committee.

### **Graduate Student Excellence Scholarship (GSES)**

The GSES is intended to supplement insufficient funding from other sources, normally to ensure that full-time students in research-based programs are able to meet the minimum funding threshold set by their program. The value of the bursary is flexible, determined by the Faculty Dean, and may be adjusted where alternate funding becomes available. Normally, to be eligible for the GSES, both the supervisor and the student must have demonstrated reasonable efforts to obtain other available funding.

### **Indigenous Graduate Scholarship (for those recipients who commenced the award prior to the 2026-27 academic year)**

The Indigenous Graduate Scholarship (IGS) is intended to provide financial support for graduate students that have self-identified as Indian/First Nations, Non Status Indian/First Nations, Métis or Inuit.

Two scholarships (one at the master's level and one at the doctoral level) will be awarded each year (pending budget availability). Each scholarship is valued at \$10,000 per year for the standard length of program, normally two years for a master's student and four years for a doctoral student.

Recipients will normally be selected at the time of admission.

These scholarships are awarded on top of the university's current levels of minimum funding. Minimum funding may vary from program to program. The IGS may be held concurrently with a Dean's Graduate Scholarship or other external awards.



## **We're here to help**

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