

School of Graduate and Postdoctoral Studies Ontario Tech University 2000 Simcoe Street North, Oshawa, ON L1G 0C5

- 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 <u>minimum program tuition fee</u> 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 Yes No enrolled in this program?
Date of Thesis Defence		Date of Thesis Package Submitted
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:		
Completed number of terms:		
Has the student fulfilled the minimum tuition program fee?	🗌 Yes	🗌 No
Does the student have an OSAP loan? Check with SAFA	🗌 Yes	No No
How much tuition should be refunded? (Percentage)		
SGPS Approval:		

Dean of SGPS/Designate	Signature		Date (dd/mmm/yyyy)	Refund Amount
Processed By		Signatu	re	
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Personal information on this form is collected under the authority of the University of Ontario Institute of Technology Act, SO 2002, c. 8, Sch. O. and will be collected, protected, used, disclosed and retained in compliance with Ontario's Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. F.31. Questions regarding the collection of your personal information may be directed to the School of Graduate and Postdoctoral Studies, Ontario Tech University, 2000 Simcoe Street North, Oshawa, ON L1G 0C5, 905.721.8668 ext. 6209 or by email at <u>gradstudies@ontariotechu.ca</u>. For an alternative format of this form, contact <u>gradstudies@ontariotechu.ca</u>. This form last updated November 2019.