



# **Graduate student funding terms and conditions**

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## About this document

The purpose of this document is to clearly outline the terms and conditions of admission and funding for applicants to Ontario Tech University. Funding eligibility terms and conditions are applicable to all continuing students.

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

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

By accepting the offer of admission and funding, you are acknowledging 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.

## 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.

### Information on FIPPA

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

### Ontario Tech University and FIPPA

For information on our compliance with FIPPA, visit the [governance section of the university's website](#).

### Third party requests

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

# 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 through the Applicant Portal will expire.

The offer of admission and funding will clearly outline the program of study, term of admission, full- or part-time status and funding. Offers of financial support for newly admitted or registered students may be revised from time to time, normally due to changes in status as outlined in continuation of funding (refer to page 6).

## Minimum funding for graduate students

Ontario Tech University is committed to providing financial support to our graduate students in research-based master's and doctoral programs. Each program has a minimum funding threshold for full-time students. The minimum funding may be met through various sources of funding (see below) and these sources are normally outlined in the offer of funding at the time of admission.

<b>Program</b>	<b>Minimum Funding</b>
Master of Arts (MA), Master of Health Sciences (MHSc)	\$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; individual programs may have higher minimum funding levels.

Minimum funding may be achieved through any one or more of, but is not limited to, the following:

- Graduate research assistantships (GRAships)
- Teaching assistantships (TAship)
- Research assistantships (RAship)

These minimum levels may be met or exceeded in a given year and are typically offered for the standard length of the program. In any year, a student may receive less than their minimum funding level because they have chosen to decline separate components of this funding package or have failed to maintain the standards of performance required for one or more components of the package. In either case, the university is not obliged to replace these components and the funding will be reduced accordingly.

Minimum funding is an annual commitment spanning three academic terms per year for the standard length of the student's program. Students who choose to complete their degree requirements prior to the standard length of the program may forfeit a portion of their financial support.

## Assistantships

The primary sources of funding for graduate students at Ontario Tech University are teaching assistantships (TAs), research assistantships (RAs) and/or graduate research assistantships (GRAs). These are available to both domestic and international students. Normally, funding is not provided to part-time students.

These sources of funding are administered by the student's home faculty.

### Teaching assistantships and research assistantships

TAs and RAs are types of paid employment available to graduate students. 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 researcher. 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 of these forms of work 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 Human Resources website](#).

**Note:** The 10-hour rule policy applies to the TAs and the RAs. See page 6 of this document or learn more on the [graduate funding web page](#).

### Graduate research assistantships

Graduate Research Assistantships (GRAs) are integrated into the research programs of one or more professors from funding that is usually obtained through research grants awarded to professors. GRAs support students in research that contributes to students' program of study and usually results in a thesis. GRAs have no hourly rate or any set value. 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 Canada Revenue Agency and individuals should plan accordingly.

GRA recipients who are awarded additional fellowships, scholarships, bursaries, secure outside employment or change their fee status may have their funding package reviewed. It is the student's responsibility to notify their supervisor of any changes in status or financial support outlined above.

Where a student has received a provincial or federal scholarship, normally a reduction in GRAship will not exceed 50 per cent of the original value of the commitment.

Payment of GRAships to tuition accounts will be processed once per academic term (one payment in each of fall, winter and spring/summer semesters). For more information and details on current payment options, please visit the [graduate funding web page](#).

## Continuation of funding

Continuation of all sources of funding from the university is dependent on maintaining good academic standing, high-quality research performance (where applicable) and 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 fail to complete a term, you may no longer be eligible for funding.

Students who complete their degree requirements are no longer eligible for the individual components of the financial support package. 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 10-hour rule

As a member university of the Ontario Council on Graduate Studies, Ontario Tech University is committed to ensuring full-time graduate students work no more than an average of 10 hours per week on campus. This rule is in place to ensure full-time students are in a position to devote their time and energy to the requirements of their program of study.

To be considered full-time, graduate students must meet the following criteria:

If employed by Ontario Tech University, work no more than an average of 10 hours per week at diversionary employment while registered as a full-time student. Diversionary employment is work that takes a student's time away from their program of study and research. For example, TA positions are diversionary employment while most GRAships are not, if they directly support students in their programs of study and research. In calculating this diversionary work average, it is recognized that employment opportunities for full-time students may fluctuate

throughout the year. Students have a diversionary work allocation of 510 hours in any 12-month period and no more than 255 in any of each of three terms: fall (September to December), winter (January to April) and spring/summer (May to August).

For more information, see classification of graduate students under [types of graduate students and offers of admission](#) in the Graduate Academic Calendar.

## Graduate scholarships

### Dean's Graduate Scholarship – master's level

Full-time master's students with a high academic standing (minimum A-minus), entering a thesis-based degree program (MA, MASc, MHSc and MSc) are eligible for this scholarship. This scholarship is renewable for the standard length of the program, usually a two-year maximum.

### Dean's Graduate Scholarship – doctoral level

Full-time doctoral students entering a doctoral program with a minimum A-minus average are eligible for this scholarship. This scholarship is usually awarded for four years.

	Annual value*
Dean's Graduate Scholarship – master's level	\$3,000
Dean's Graduate Scholarship – doctoral level	\$4,500

\*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.

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. Due to a limited number of available scholarships, they will be awarded at the discretion of the applicant's home faculty.

To continue receiving this scholarship, the student must maintain an A-minus average and receive satisfactory research progress reports during this time period.

See details on continuation of funding on page 6. 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 for graduate students in thesis-based programs to provide support to graduate students presenting research at academic or professional conferences. The value of awards are up to \$300 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.

### **Indigenous Graduate Scholarship**

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 over and above 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.

### **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 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. Due to the limited number available, these are awarded at the discretion of the home faculty. 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).

To continue receiving this scholarship, the student must maintain an A-minus average and receive satisfactory research progress reports during this time period. Students that change their fee status to domestic (i.e., obtain permanent residency) are no longer eligible to hold the GITS.

See details on continuation of funding on page 6. 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.

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

International students in thesis-based programs (MA, MAsc, MHSc, MSc, PhD) may be eligible for an internal scholarship and/or assistantships, which are typically offered at the time of admission as outlined in this document.

In addition, international students may be eligible for an internal GITS, Ontario

Graduate Scholarship (OGS) or Ontario Trillium Scholarship (OTS).

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. In order to obtain a study permit, international students must submit evidence of having enough 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.

### **External scholarships**

Students receiving an external scholarship, including OGS, OTS, Natural Sciences and Engineering Research Council (NSERC), Social Sciences and Humanities Research Council (SSHRC), Canadian Institutes of Health Research (CIHR) or other awards, must contact SGPS in order to activate payments. GRAships may be reviewed and/or reduced within current guidelines, see Graduate Research Assistantships on page 5.

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

### **Assistantships**

TAships and RAships are coordinated through the faculty offices and are typically paid to students on a bi-weekly basis as outlined in the contract. GRAships are coordinated through the faculty offices. Payment of GRAships will be processed and applied to a student's tuition account once per academic term (one payment in each of fall, winter and spring/summer semesters). Students with a hold on their account will not receive payment of GRAships until the hold is cleared.

### **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 offer of scholarship. Any awards paid in your last term of study will be pro-rated according to the current tuition refund policy. Scholarships will not be applied to student tuition accounts with a hold.

### **Ontario Graduate Scholarships and Ontario Trillium Scholarships**

These 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 relevant scholarship program.

## **Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council, and Social Sciences and Humanities Research Council**

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.

### **Bursaries**

Bursaries are coordinated through [Student Awards and Financial Aid](#), located in the Office of the Registrar. Recipients may receive a cheque or direct deposit to their personal bank account or it can be applied to their tuition account if there is an outstanding balance.

## **Tuition overpayment**

Students with scholarships being applied to tuition may have an overpayment of tuition and fees and therefore have a credit balance. Credit balances will be refunded each term after 100 per cent refund deadline for tuition fees. Refund requests submitted prior to this date will not normally be considered, unless there are extenuating circumstances.

In order to receive these funds, submit a completed Refund Request Form to [gradfinance@ontariotechu.ca](mailto:gradfinance@ontariotechu.ca). This form can be obtained by emailing [gradfinance@ontariotechu.ca](mailto:gradfinance@ontariotechu.ca).

## **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.

Domestic students who complete their degree requirements prior to the standard program length may be assessed for [minimum program tuition fees](#).

Information on tuition, compulsory ancillary fees, minimum program tuition fees and

payment deadlines can be found on the [Graduate Studies website](#).

## 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 website for details](#).

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

## Taxation of awards and funding

Employment, such as TAs and RAs are taxable and will be subject to deductions (approximately 10 per cent) at source for EI, CPP and Union dues. To avoid paying taxes when applicable, TD1 forms must be completed.

Scholarships, GRAs and awards are not subject to source deductions for income tax, EI and CPP. This may not eliminate your own tax obligations and you may wish to set aside funds to cover any possible tax requirements. The university recommends that you retain all funding documentation for your records.

### Tax receipts

**T2202s** are issued by the Office of the Registrar and can be viewed and printed through [MyCampus](#). These will not be mailed to students.

**T4/T4A** slips for TAs and RAs can be viewed and printed through [MyCampus](#). For questions or concerns, contact [uoitpayroll@ontariotechu.ca](mailto:uoitpayroll@ontariotechu.ca).

**T4A** slips for scholarships and bursaries are issued by our Finance department and will be mailed to the address on file, so please ensure we have your current address. For questions or concerns, contact [uoitstudentAR@ontariotechu.ca](mailto:uoitstudentAR@ontariotechu.ca).



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

### **School of Graduate and Postdoctoral Studies**

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