School of Graduate Studies  
Policy on Fee Changes  
October 20, 2005  

Fees Regulation, 3.4.2.: At the time of first registration, each Diploma or Master’s candidate must select a payment plan. The fee payable in the first and subsequent semesters will depend upon the payment plan selected. Once selected, the payment plan will remain in effect for the duration of the student’s period of registration, and cannot be changed. Payment Plan C is available for selected full-time programs only.

Currently, changes in Master’s payment plans within the first semester are permitted. Rationale: it is only fair for the student to arrive at Memorial and to determine the length of their program through discussion with the supervisor and department. The student should also be given the time to understand the payment scheme and resulting fee consequences. The Dean may approve a change in payment plan beyond the first semester for special circumstances which the student must submit in writing.

Fee changes are clear for students transferring to a different level of degree, e.g. Master’s to PhD, Master’s to Diploma. However, the financial consequences of transferring from one Master’s program to another; especially given the variety of fees, are not straight forward. The following is recommended as a guideline.

**Fee Change**

**Change of FT/PT Status:**

Change payment plan beyond the first semester  
*Requires approval*

*(must make written case to Dean outlining exceptional circumstances)*

**Change in Route:**

Is full time:  
- Changes to Plan C-eligible route within 1st semester  
  *Student chooses A/B/C*

- Changes to Plan C-eligible route beyond 1st semester  
  *Requires approval*

  *(must make written request showing how can be completed in 1 year)*

**Transfers between Master’s programs (with plans A,B,C):**

Transfers to program **not** eligible for Plan C, defaults to A or B  
*Student chooses A/B*

Is full time:  
- Transfers to Plan C-eligible program within 1st semester  
  *Student chooses A/B/C*

- Transfers to Plan C-eligible program beyond 1st semester  
  *Requires approval*

  *(must make written request showing how can be completed in 1 year.)*

**Transfers between Master’s programs (A, B or C plan and other Master’s fee):**

Transfers from one Master’s to another with different program fee  
*Fee must change*

*Special fees are not normally refundable*