

# 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 <i>(must make written case to Dean outlining exceptional circumstances)</i>	Requires approval
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#### Change in Route:

Is full time: -changes to Plan C-eligible route within 1 <sup>st</sup> semester	Student chooses A/B/C
-changes to Plan C-eligible route beyond 1 <sup>st</sup> semester <i>(must make written request showing how can be completed in 1 year)</i>	Requires approval

#### Transfers between Master's programs (with plans A,B,C):

Transfers to program <b>not</b> eligible for Plan C, defaults to A or B	Student chooses A/B
Is full time: -transfers to Plan C-eligible program within 1 <sup>st</sup> semester	Student chooses A/B/C
-transfers to Plan C-eligible program beyond 1 <sup>st</sup> semester <i>(must make written request showing how can be completed in 1 year.)</i>	Requires approval

#### 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 <i>Special fees are not normally refundable</i>	Fee must change
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