



Western Canadian Deans of Graduate Studies

Terms of Reference

Tuition fees

The Western Deans' Agreement provides an automatic tuition fee waiver for visiting students. Graduate students paying normal required tuition fees to their home institution will not pay tuition fees to the host institution.

Students may be required to pay student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution. Wherever possible, these fees will also be waived. The submitted form, duly signed, will be the sole authority for this fee waiver. No other documentation is required.

Students will qualify for the fee waiver if they:

1. present the Western Deans' Agreement authorization form signed by the Dean or designate and Department Head or Graduate Advisor of a participating Western institution specifying the courses to be taken for credit toward a graduate degree program at their home institution by the specified deadline;
2. are in good standing in a graduate program at the home institution; and
3. have paid all current and back fees at the home institution.

Registration

Students must meet all requirements as prescribed by the host university's regulations, deadlines, class capacities, and course prerequisites.

Registration is possible in courses at both the graduate and undergraduate levels, and in credit courses offered through distance education or other means. To be eligible, courses must be an integral part of the applicant's graduate degree program. Fee waiver is not permitted for Audit or non-credit courses.

Students are subject to regulations of the home institution governing credit for the courses to be undertaken. As a condition of registration at the host institution, students will arrange for official transcripts from the host institution to be sent to the home institution confirming successful completion of courses selected. Deadlines for course withdrawal and opt outs for fees (such as medical) at the host institution must be followed.

Students must send confirmation of registration and notice of any change to the Graduate Records Office of the home institution at the time registration or course change is completed.

Students may not claim fee waivers under the terms of this Agreement for a period of more than 12 months total.

Each institution has its own regulations regarding the maximum number of transfer credits permitted in a given degree program. Students should ensure that their requests are within these limits.

Deadlines

Deadlines in effect at both the home and host institutions must be observed. Students must ensure they have submitted the Authorization Form to their home institution by established home institution deadlines. Refer to your home institution for details. Host institution deadlines are posted on the [Western Canadian Deans of Graduate Studies website](#).

Fee waivers cannot be processed retroactively. Requests must be submitted to the home institution. If a form is submitted by the student directly to the host institution, the form will not be processed.

Please complete the form on the next page.



Western Canadian Deans of Graduate Studies

Western Deans' Agreement | Authorization and Course Registration

This form must be completed well in advance of the start date of the course(s) you plan to take. Check the deadlines for submission of an approved form to the host institution as these vary, ensuring also that you meet your home institution deadline for processing.

Student Information

First name: _____ **Middle initial:** _____ **Surname:** _____

Mailing Address: _____ *Street* _____ *City* _____ *Province* _____ *Postal Code* _____

Email Address: _____ **Phone Number:** _____

Immigration status: ☐ Canadian ☐ Permanent Resident ☐ Study Permit: _____ *Indicate country of citizenship*

Birthdate: _____ *DD/MM/YYYY* **Gender:** _____

Program of Study Information and Course Request

Home institution: _____ **Home Department:** _____

Student ID #: _____ **Degree Program:** _____ **Expected completion date:** _____ *MM/YYYY*

Host institution: _____ **Have you ever attended this institution in the past?** ☐ No ☐ Yes

If **yes**, please indicate: **Former student ID#:** _____ **Dates attended:** _____

If the visit is for research or related to an existing co-supervisor relationship, list the host institution faculty member's name:
Name: _____ **Type:** ☐ Co-Supervisor ☐ Other: _____

Have you previously completed coursework via the Western Dean's Agreement? ☐ No ☐ Yes (list course/credits/institution) _____

Is the requested course(s) listed in the course catalogue at the home institution? ☐ No ☐ Yes (provide details below)

If the course(s) is typically offered at your home institution, please provide a rationale for completing via the Western Deans.

Please provide full information for the course(s) you are requesting registration in below:

Course Code	Course #	Section/Catalogue #	Course Title	Credit/Weight	Term
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Please include a brief outline of your reasons for requesting enrolment in the above course(s):

Student Declaration and Signature

Any revisions to course registration must adhere to the deadlines established at the host institution (including drop deadlines). Student fees, if assessed, vary by institution. Opt-out rules, procedures and deadlines at the host institution apply (including for medical insurance, if assessed). Students are responsible for ensuring they adhere to all host institution regulations. By signing below, you accept and agree to the terms of reference for the Western Dean's Agreement and abide by the statutes, rules, and regulations of the host institution while attending as a registered graduate student.

Student Signature: _____

Date: _____



HOME Institution

Comments/Notes:

This information is collected under the authority of the provincial Universities Act, which mandates the provision of programs and services, the Freedom of Information and Protection of Privacy (FOIP) Act, the Taxation Act (Canada), and the Statistics Act (Canada). It is required to determine an applicant's eligibility for admission, to register the applicant in courses, and to assess fees. If admitted, this information will become part of the student's record and will be disclosed to relevant academic and administrative units on campus. Specific data elements will be disclosed to the Federal and Provincial governments to meet reporting requirements. For more information on the uses and disclosure of this information, contact the Administrator of Graduate Studies at the relevant university.