



## 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. Where 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;
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 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.

Students must send confirmation of registration and notice of any change to the Registrar's 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.

Department Head and the Faculty of Graduate Studies at the time of the commencement of the course(s) requested or by the Registrar's Office retroactively.

minimum of 6 weeks prior to the start of the term of enrollment

- UBC Forms must be received a minimum of 6 weeks prior to the start of the term of enrollment.
- UNBC Forms must be received a minimum of 6 weeks prior to the start of the term of enrollment.

Please complete the form on the next page.



## Western Deans' Agreement