Memo

To: Graduate Administrators/Coordinators

From: Hasmik Sargsyan, Manager, Recruitment and Admissions

CC: Josie Lalonde, Director, Student Academic Services; Corey Dales, Director, Information Systems; Rory McKeown, Admissions and International Student Advisor; Audrey Fong, Admissions Assistant

Date: October 10, 2017

Re: SGS Application Fee

At this time of year, we often receive requests for application fee refunds and application changes. Please be reminded that the SGS Admissions Application fee is a non-refundable and non-transferable fee. However, exceptions will be made in certain circumstances:

Change(s) will be permitted with no additional application fee in cases where:
- An applicant is refused admission for lack of space, supervision or funding. In these cases, the graduate unit may recommend that the application is transferred to a different session. The new session must be within 12 months of the original one.
- The admissions committee determines that the applicant is a better fit for another degree program. Both graduate units and the applicant must be in agreement for this program change. Note that references and supporting document requirements (except academic transcripts) are program specific and are not transferable.

Change(s) will not be permitted in cases where:
- An applicant applies to the wrong program (i.e. applied to Sociology rather than Sociology & Equity Studies or Mathematical Finance rather than Financial Economics). In these cases, the applicant must submit a new application and pay the application fee if they wish to be considered for a program different from the one to which they initially applied.

Applicants are responsible for familiarizing themselves with the admission requirements before they apply to a program. Those who apply without realizing that they do not meet the published admission requirements will not receive a refund of their application fee. Please take the time to review your departmental information to make sure it is accurate and up-to-date.

An SGS Admissions Application is only valid for the year to which the applicant has applied. However, if an offer of admission is made and an applicant would like to put their studies on hold, a revised offer may be made, at the graduate unit’s discretion, deferring admission up to a maximum of 12 months. In this case the applicant will not need to pay for a new application.

If you have any questions or need assistance regarding this process, please contact Hasmik Sargsyan. Requests for change(s) should be sent to Audrey Fong.