

## DOCTORAL TUITION AWARD PROCEDURES

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1. **Conditions** – This award offer is provisional subject to the approval of Senate. It is generally understood that students will be enrolling as a full-time PhD student for the Academic Year (3 semesters). Unless otherwise stated, all awards are conditional on the students proceeding with full-time studies at the University of Northern British Columbia in the semester to which they have been admitted. Failure to meet this condition may result in the forfeiture of the award.
2. **Renewal** - The Doctoral Tuition Award provides a two-year waiver to incoming students, and in order to keep the award, the student must maintain academic proficiency (equivalent to a 3.33 CGPA) and produce a time-line for completion of their degree by the end of their first year. The award may be extended to a further two years if the student passes the appropriate candidacy examination.  
**Deferral** – This award may be deferred if the student is granted a deferral of Admission by the Office of Graduate Programs.
3. **Payment Schedule** – The waiver will be applied to the student’s tuition account at the beginning of each semester.
4. **Fee Deadline** - You should be aware that tuition and fees for each semester are due on the first day of classes. You will be responsible for paying the balance of fees over and above tuition (e.g. service fees, athletics fees, etc.) by the fee deadline.
5. **Taxation** – The full amount of scholarships, bursaries, awards and/or tuition waivers that are received by you as a student with respect to your enrolment in a program that entitles you to claim the education amount are not taxable and are no longer reported as income on your tax return. If you are not eligible for the education amount, report on your tax return only the amount that is more than \$500. T4A’s will be issued to recipients by the UNBC Finance Department.
6. **Student Loans** – The onus is on students who are receiving awards and who are currently receiving financial aid in the form of student loans and grants to notify their provincial agencies as soon as possible about the change in their financial circumstances.
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*Please sign this portion and return it to the Awards and Financial Aid Unit by:  
**(3) Three Weeks from the date on your offer of admission letter***

### NOTIFICATION OF AWARD ACCEPTANCE

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I, \_\_\_\_\_, (**print name**) declare that I have read and understood the foregoing scholarships and awards procedures and wish to accept the award assigned to me. By accepting this award, I hereby grant the University of Northern British Columbia the irrevocable and unrestricted right to use, re-use and/or publish my name, city of residence, testimonials and/or any photographs of me taken by the University to promote and support the University of Northern British Columbia. By signing this consent form I give consent to use this material in any and all publications of UNBC and I waive all rights to inspect and/or approve the finished product in which the testimonial and/or photograph will be published.

**Name of Award(s):** UNBC Doctoral Tuition Award

**Signature:**

**Student ID Number:**

**Date:**

**Return By:** Email: [awards@unbc.ca](mailto:awards@unbc.ca) or, Fax: (250) 960-6330

OR, Mail To:  
UNBC - Awards and Financial Aid Unit  
Office of the Registrar  
University of Northern British Columbia  
3333 University Way  
Prince George, BC V2N 4Z9