

WESTERN DEANS' AGREEMENT: AUTHORIZATION AND COURSE REGISTRATION

Students: Please note that this form must be submitted and all approvals must be obtained well in advance of the start date of the course(s) you plan to take. Check the deadlines of the host institution. If this form is not received and approved in time, you may not receive permission to take the course(s).

Last Name	First Name	Middle Name(s)	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (YY/MM/DD)
Country of Citizenship:		Immigration Status:		
Current Address:		Telephone Number:		
		E-mail Address:		
Name of Home Institution:		Student Number at Home Institution:		
Name of Department at Home Institution:		Degree Expected:	Expected completion date:	
Name of Host Institution:				
Have you ever attended the Host Institution? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what was your Student Number there?		

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 the Faculty of Graduate Studies at the relevant university.

I hereby accept and agree to abide by the statutes, rules, and regulations of the host institution while attending as a registered student under the terms of the Western Deans' Agreement.

Signature of Applicant:

Date:

Courses to be taken:

Department	Course & Course Number	(Dept. Use Only) Section & Catalogue Number	Course Title	Credit/Weight	Term

- Students are subject to regulations of the home institution governing credit for the courses to be taken. As a condition of registration at the institution designated above, students will provide the home institution with official transcripts from the host institution after completion of courses.
- Deadlines in effect at both the home and host institutions must be observed.
- Students must send confirmation of registration and notice of any change to the Faculty of Graduate Studies of the home institution at the time registration or course change is completed.
- The host institution will not assess tuition fees but student activity fees may be charged. This form, duly signed, will be the sole authority for this fee waiver. No other documentation is required.

AUTHORIZATION SIGNATURES

This form will not be processed without all four signatures, obtained in the order 1 to 4.

The student named above is in good standing (including current fees paid) in a graduate degree program and has permission to take the courses listed above for degree credit as a Visiting Student under the provisions of the Western Deans' Agreement at

(Host Institution) _____ during the period _____

Home Institution

1. Department/Graduate Program Approval		2. Faculty of Graduate Studies Approval	
Name (print):	Date:	Name (print):	Date:
Signature:		Signature:	

Host Institution

3. Department/Graduate Program Approval		4. Faculty of Graduate Studies Approval	
Name (print):	Date:	Name (print):	Date:
Signature:		Signature:	

The Faculty of Graduate Studies of the Host Institution will send a copy of the completed form to the Faculty of Graduate Studies of the Home Institution and to the Department/Graduate Program of the Host Institution for distribution to the appropriate people. 25 February 2003

Western Dean's Agreement

This agreement was established in 1974 as an expression of cooperation and mutual support among universities offering Graduate programs in western Canada. Its primary purpose is the reciprocal enrichment of graduate programs throughout Western Canada. Under the terms of this agreement, graduate students of the member universities may take courses at another member institution, which are not available at their home university.

1. 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 at the host institution.
2. 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.
3. Students will qualify for the fee waiver if they:
 - a) Present the "Western Deans' Agreement: Authorization and Course Registration" 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.
 - b) Are in good standing in a graduate program at the home institution
 - c) Have paid all current and back fees at the home institution
4. Students must meet all requirements as prescribed by the host university's regulations, deadlines, class capacities, and course requirements.
5. 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, course must be an integral part of the applicant's graduate degree program. Fee waiver is not permitted for Audit or non-credit courses.
6. **The Authorization Form with the two relevant home institutions' signatures must be obtained and received by the host institution at least two weeks prior to the commencement of the requested course(s). If the Authorization form is not completed with all relevant signatures before the course begins, then you may be asked to withdraw from the class and you may not receive credit for the course. The fee waiver is not available retroactively.**
7. 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.
8. Students must send confirmation of registration and notice of any change to the graduate Records Office of the home institution at the time of registration or course change is completed.
9. Students may not claim fee waivers under the terms of this Agreement for a period of more than 12 months total.
10. 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.