

**SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS (SGSPA)
2023-2024 QUEEN'S GRADUATE AWARDS (QGAs) TERMS AND CONDITIONS**

1. Queen's Graduate Awards (QGAs) are awarded annually on the recommendation of a Department, Program, School or Faculty to the SGSPA. QGAs are awarded to eligible Master's and Doctoral students in all fields in graduate departments/programs in the SGSPA.
2. The value of the QGA is variable.
3. It is strongly recommended that departments/programs divide the total QGA allocation for 2023-2024 into 3 equal installments, in order to provide funds for each term's tuition payment.
4. QGA holders must be registered as full time Master's or Doctoral students. If study status changes to part-time, the award will be cancelled. QGAs will be paid to full-time **off campus** students only if the appropriate Department/Program and the SGSPA have approved this study status.
5. All awards (awards, scholarships, fellowships, prizes, etc.) have to be reported appropriately to the Canada Revenue Agency (CRA). In most cases, scholarships, fellowships, and/or bursaries are not taxable, if the recipient was enrolled as a student in a program that entitles the person to claim the education amount on tax information, as defined by CRA. More information on this topic may be found at CRA's website, <https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/p105/p105-students-income-tax.html>. In some rare circumstances (outlined on CRA's website), this award or portions of it may be taxed. Tax is not deducted from the award by the SGSPA or Queen's University.
6. Students beyond the second year of Master's studies (or Year 1 of a one-year Master's degree program) are not eligible for this funding. Normally, students beyond the fourth year of Doctoral studies are not eligible for this funding. Fifth year Doctoral students may be eligible for QGAs at the department/program's discretion.
7. If a QGA installment is issued to a student who is subsequently determined to be ineligible to receive that installment, that installment must be refunded. It is the student's responsibility to return the installment as soon as possible. Students should be aware that to reclaim the installment, the SGSPA will cancel or reverse any direct deposit transaction through the student's fees account. If the SGSPA cancels or reverses a direct deposit transaction, the SGSPA shall inform the student that this action has been taken. If the transaction cannot be cancelled or reversed, it is the student's responsibility to repay the award or award instalment as soon as possible.
8. Awards usually start in September of the academic year. However, the award start date may be commensurate with the start date of a degree program, i.e. in May, September, or January. The total amount of the award will be prorated to reflect the actual start date, and the length of the remainder of the academic year.

9. Award holders are restricted to ten hours per week for Teaching Assistantships, on average for the academic year.
10. IT IS THE STUDENT'S RESPONSIBILITY TO NOTIFY THE SGSPA IF THEY RECEIVE AN EXTERNAL AWARD. ACCEPTANCE OF ANY SUCH AWARD WILL LEAD TO A REEVALUATION OF THE STUDENT'S TOTAL FUNDING, AND MAY RESULT IN THE WITHDRAWAL OF SOME OR ALL OF 2023-2024 QGA, AND/OR OTHER 2023-2024 QUEEN'S UNIVERSITY GRADUATE FUNDING.
11. QGAs are *not renewable* but are awarded annually based on eligibility, availability, and departmental recommendation.
12. The QGA amount will be adjusted accordingly and/or cancelled if a student withdraws from their degree program during the tenure of the award. In most cases, students who withdraw must repay some or all of the term's award payment, based on the date of withdrawal.
13. QGAs are *not transferable* from one department to another. QGAs can only be held in the department that initially recommended the student for this funding.
14. The QGA may constitute a portion of guaranteed financial support within a department.