

## SCHOOL OF GRADUATE STUDIES 2019-2020 GENERAL AWARDS TERMS AND CONDITIONS

All fellowships, scholarships, and awards granted by and /or administered through the School of Graduate Studies (SGS) conform to a general set of terms and conditions. These general terms and conditions are as follows:

1. The SGS normally administers merit-based fellowships, scholarships and awards annually upon the recommendation of a graduate department or program, or after recipients are identified through annual competitions, to eligible Master's and Doctoral students in non-professional, research-based degree programs.
2. Award values are variable. Normally, total funding from all internal sources administered by the SGS (awards, fellowships, and scholarships, excluding Queen's Graduate Awards [QGA]) will not exceed \$18,000 in 2019-2020.
3. Awards will be paid to full time registered Master's or Doctoral students in non-professional, research-based degree programs only. Awards will be paid to fulltime **off campus** students only if the appropriate program or department, and the SGS, have approved this study status. If study status changes to part-time during the tenure of the award, the award(s) will be cancelled and repayment will be required.
4. Students beyond the first year of a one-year Master's program or beyond the second year of a two-year Master's program are not eligible for fellowships, scholarships or awards through the SGS. Normally, students beyond the fourth year of Doctoral studies are not eligible for this funding through the SGS.
5. If an award instalment is issued to a student who is subsequently determined to be ineligible to receive that instalment, that instalment must be refunded. To reclaim an award or award instalment from a student who is ineligible to receive it, the SGS will cancel or reverse any direct deposit transaction through the student's fees account. If the SGS cancels or reverses a direct deposit transaction, the SGS 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.
6. Generally, students may not hold any School of Graduate Studies Fellowship valued at \$10,000 or more at the same time as a major external scholarship, such as (but not limited to) NSERC, SSHRC, CIHR, Vanier CGS, OGS, QEII-GSST, or the Ontario Trillium Scholarship.
7. Generally, awards administered through the SGS, as well as funding administered via any external source(s) may constitute a portion of guaranteed financial support within a department. Therefore, it is the student's responsibility to notify the SGS 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 the 2019-2020 Queen's graduate funding awarded through the SGS.
8. All awards will be adjusted accordingly and/or cancelled if a student completes or 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. In most cases, students who **complete** degree requirements in the first month of a term must repay the full amount received for that term; students who complete in the second month of a term must repay half of the award amount received for the term; students

who complete after the second month of a term will receive the full amount of award funds for that term. In addition, QGA repayment will be required if the student withdraws during the tenure of the award and based on the date of withdrawal.

9. Generally, awards are *not transferable* from one department/program to another and can only be held in the Department/Program that initially recommended the candidate for this funding.
10. Generally, awards are *not renewable* but are awarded annually based on eligibility, availability, and departmental/program recommendation.
11. Award holders are restricted to a maximum of ten hours per week for Teaching Assistantships, on average, for the academic year.
12. In most cases, scholarships, fellowships, or bursaries are not taxable and need not be reported as income on your tax return, if you received them while enrolled as a student in a program that entitles you to claim the “education amount” on your tax information, as defined by Canada Revenue Agency (CRA). More information on this topic may be found at CRA’s website, <http://www.cra-arc.gc.ca/menu-e.html> . In some rare circumstances (outlined on CRA’s website), an award or portions of it may be taxed. Tax is not deducted from the award by the SGS or Queen’s University.