

**SCHOOL OF GRADUATE STUDIES
INTERNATIONAL TUITION AWARD (ITA)
2019-2020 TERMS AND CONDITIONS**

1. Eligible, new (Year 1 as of September 2019) international doctoral students will receive an annual International Tuition Award (ITA) for the duration of their period of funding eligibility (i.e. years 1-4 of a Doctoral student's program) provided they also maintain full time registration and international student status. Awarding of an ITA (or equivalent) to an international Master's student is at the department's/program's discretion.
2. ITAs are awarded on the recommendation of a Department, Program, School or Faculty to the School of Graduate Studies (SGS).
3. Students beyond the first year of a one year Master's program, beyond the second year of a two year Master's program, and, students beyond the fourth year of a Doctoral program, are not eligible for this funding.
4. The value of an ITA is \$5,000 per year for the duration of the ITA. Holders of an ITA are eligible for a maximum of \$18,000 from internal funding from the School of Graduate Studies, excluding Queen's Graduate Awards (QGAs), over and above the value of the ITA.
5. The award will be paid by the SGS directly to the recipient's bank account of record, in three instalments per academic session.
6. The ITA may constitute a portion of guaranteed financial support within a department/program.
7. The usual start date of any award is September of the academic year. However, the start date may be commensurate with the start date of the degree program ie. September, January or May. The total amount of the award will be pro-rated to reflect the actual start date, and the length of remainder of the academic year.
8. ITA holders must be registered as fulltime Master's or Doctoral student. If study status changes to part-time, the ITA will be cancelled. ITAs will be paid to fulltime **off campus** students only if the department/programs, and the SGS, have approved this study status.
9. If a student's status in Canada changes during the term, the change must be reported, with supporting documents, to the Office of the University Registrar. Documentation of any change in status must be provided before the Ontario government enrolment count dates to affect fees for that term (1 November, 1 February, 30 June and 23 July).
10. Students, who receive Permanent Resident status or Canadian citizenship during the tenure of this award, will become ineligible for the award, and the award will be cancelled and/or adjusted accordingly.
11. The ITA amount will be adjusted accordingly and/or cancelled if a student completes or withdraws from their degree program during the tenure of the award.
12. If an ITA instalment is issued to a student who is subsequently determined to be ineligible to receive it, 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.
13. 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), this award or portions of it may be taxed. Tax is not deducted from the award by the School of Graduate Studies or Queen's University.

May 2019