



APPLICATION FOR WAIVING CONTINUATION FEES FOR ONE YEAR (2020-2021) DUE TO COVID-19

- For students who had expected to graduate in Fall 2020

St. Stephen's College recognises that the COVID-19 public health crisis has delayed many students in achieving certain program requirements. For many students who had expected to graduate in Fall 2020, COVID-19 has disrupted their ability to meet certain practicum and/or thesis deadlines needed to graduate. Students who had expected to graduate in Fall 2020 but were delayed due to COVID-19 can apply for a waiver of Continuation Fees for the 2020–2021 academic year.

Student Name	
Student Program	
Email	

Department of Psychotherapy and Spirituality must meet the conditions below. Check boxes that apply.	
<input type="checkbox"/>	If your reason is due to Practicum Delay: By July 1, 2020, I have completed all Counselling Practicum course requirements except for practicum hours and Integrative Paper assignment (Note: students must demonstrate that they had a plan in place to complete required practicum hours and Integrative Paper by July 1, 2020, but were delayed in doing so because of COVID-19). <i>Attach a document outlining your plan.</i>
<input type="checkbox"/>	If your reason is due to Thesis Delay: By September 15, 2020, I had a documented plan to submit the final and passed version of my thesis but was delayed in doing so because of COVID-19. (Note: September 15 is a COVID-19 deadline extension). <i>Attach a document outlining your plan.</i>
<input type="checkbox"/>	By September 15, 2020, I completed all coursework (with grades) required for my program, except for the Counselling Practicum course. Note: September 15 is a COVID-19 deadline extension.
<input type="checkbox"/>	By August 1, 2020, I completed personal therapy hours and provided the documentation to the Department of Psychotherapy and Spirituality Administrator.
<input type="checkbox"/>	I am in the Continuation Phase of my program (I have paid in full the program fees for Years 1–4)
The above criteria mean that you met most requirements to graduate in Fall 2020 but were delayed in completing your practicum hours (and corresponding Integrative Paper) and/or your thesis for COVID-19 related reasons.	

Department of Theology program students must meet the conditions below. Check boxes that apply.	
<input type="checkbox"/>	By September 15, 2020, I completed all coursework (with grades) required for my program, except for my Thesis, Culminating Paper, or Integrative Theology Paper. Note: September 15 is a COVID-19 deadline extension.
<input type="checkbox"/>	I had a documented plan to submit the final and passed version of my Thesis, Integrative Theology Paper, or Culminating Paper by September 15, 2020, but I was unable to carry through with the plan because of COVID-19. Note: September 15 is a COVID-19 deadline extension. <i>Attach a document outlining your plan.</i>
<input type="checkbox"/>	I am in the Continuation Phase of my program (I have paid in full the program fees for Years 1–4)
The above criteria mean that you met most requirements to graduate in Fall 2020 but were delayed in competing your Thesis, Culminating Paper, or Integrative Theology Paper for COVID-19 related reasons.	

The above accommodations provide graduating students with a full 12 months of grace in meeting their program requirements; students who meet the conditions will not be charged continuation fees for one year. However, in the event that a student meets the above criteria but does not complete their program of study by either the November 2020, May 2021, or November 2021 convocations, their program of study will continue on into the 2021–2022 academic year and they will be required again to pay continuation fees as of July 2021. An “Application for Waiving Continuation Fees for One Year due to COVID-19” can only be submitted/granted once.

<i>I certify that I was unable to complete the program requirements, for the reasons stated above. I understand that misrepresentation, falsification of documentation, or withholding of requested information regarding this application are serious offences and could result in a charge under the College's Code of Student Behaviour.</i>		
Student Signature		Date:

OFFICE USE			
Principal/Dean Signature		Date:	
Continuation Fee Waiver Granted:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Registrar Notify Student:	<input type="checkbox"/> Yes		Date: