



# APPLICATION TO WAIVE CONTINUATION FEES FOR ONE YEAR (2021-2022) DUE TO COVID-19

■ For students who had expected to graduate in Fall 2021

St. Stephen's College recognises that the COVID-19 public health crisis has delayed many students in achieving certain program requirements. For some students who had expected to graduate in Fall 2021, 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 2021 but were delayed due to COVID-19 can apply for a waiver of Continuation Fees for the 2021–2022 academic year.

## STUDENT INFORMATION

<b>Student Name</b>	
<b>Student Program</b>	
<b>Email</b>	
<b>Department of Psychotherapy and Spirituality must meet all conditions below.</b> Check boxes that apply.	
<input type="checkbox"/>	<b>If your reason is due to Practicum Delay:</b> By July 1, 2021, 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, 2021, but were delayed in doing so because of COVID-19). * <i>Attach a document outlining your plan.</i>
<input type="checkbox"/>	<b>If your reason is due to Thesis Delay:</b> I had a documented plan to submit the final and passed version of my thesis by September 1, 2021, but was delayed in doing so because of COVID-19. * <i>Attach a document outlining your plan.</i>
<input type="checkbox"/>	By August 1, 2021, I completed all coursework (with grades) required for my program, except for the Counselling Practicum course.
<input type="checkbox"/>	By August 1, 2021, 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 2021 but were delayed in completing your practicum hours (and corresponding Integrative Paper) and/or your thesis for COVID-19 related reasons.	
<b>Department of Theology program students must meet all conditions below.</b> Check boxes that apply.	
<input type="checkbox"/>	By August 1, 2021, I completed all coursework (with grades) required for my program, except for my Thesis, Culminating Paper, or Integrative Theology Paper.
<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 1, 2021, but I was unable to carry through with the plan because of COVID-19. * <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 2021 but were delayed in completing your Thesis, Culminating Paper, or Integrative Theology Paper for COVID-19 related reasons.	

\*Your plan should: (1) include the ways in which your inability to meet the convocation deadline was impacted by the onset of COVID-19 in Spring 2020, (2) demonstrate that you made reasonable and consistent progress in completing the outstanding program requirements, showing how the delay was due to the onset of COVID-19 and that the lost time could not be made up; (3) outline a plan for completing the remaining program requirement within 12 months or less.

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 2021 or November 2022 convocations, their program of study will continue on into the 2022–2023 academic year and they will be required again to pay continuation fees as of July 2022. An "Application to Waive 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>	
<b>Student Signature</b>	Date:
<b>OFFICE USE</b>	
<b>Principal/Dean Signature</b>	Date:
<b>Continuation Fee Waiver Granted:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Student Notified of decision by Registrar's Office:</b>	Date: