

**Certificate of Exemption
from International Tuition Fees**

All claims for exemption from international student tuition fees must be accompanied by acceptable original documentation dated and received within the established deadlines for the application term as published on the web.

Student Number: _____

Term: _____

Surname (Please Print): _____

Given Names: _____

Degree: _____

Year in Program: _____

For Definition of Dependent, please refer to the next page.

I hereby claim exemption from the international student tuition fees for the following reason (checked):

Canadian Citizen

- I am a citizen of Canada within the meaning of the Citizenship Act (or legal dependent* of), or a person registered as an Indian within the meaning of the Indian Act.

Protected Person

- I have been determined to be a protected persons (or legal dependent* of), including a Convention Refugee or a person in need of protection, within the meaning of subsection 95(2) of the Immigration and Refugee Protection Act and by the Immigration and Refugee Board (IRB) or the Minister of Citizenship and Immigration Canada. A protected person document issued under section 31(1) of the Immigration and Refugee Protection Act or a "notice of decision" issued by the Minister of Citizenship and Immigration Canada or by the IRB must be presented with this application.

Permanent Resident

- I am a person who
- has been granted "permanent resident" status and has not had that status revoked; or,
 - has been approved "in principle" for permanent resident status in Canada. I am providing a letter which confirms that Citizenship and Immigration Canada has determined I am eligible for immigration to Canada; or,
 - meets the eligibility requirements to apply for permanent resident status in Canada and can provide a letter from Citizenship and Immigration Canada supporting this claim; or,
 - I am the legal dependent* of a Permanent Resident of Canada.

Diplomatic

- I was admitted to and remain in Canada with official accreditation from the Canadian Department of Foreign Affairs and International Trade, who has entered Canada or is in Canada, to carry out official duties as:
- a diplomatic or consular officer; or,
 - as a Canadian government-accredited representatives; or,
 - official of a country other than Canada, of the United Nations or any of its agencies; or,
 - any intergovernmental organizations of which Canada is a member; or,
 - or as a dependent* of a member of the staff of any such diplomat, consular officer, representative or official accredited to Canada by the Canadian government; or,
 - a member of a foreign military force or of a civilian component thereof admitted to Canada under the Visiting Forces Act or any dependents of such personnel.

Visitor with Work Permit

- I am a visitor (or legal dependent* of a visitor) who is authorized to work in Canada and has been issued a work permit. The following are excluded from this category:
- a visitor who is a graduate teaching assistant; or,
 - an international student holding a work permit to complete his/her co-op or internship employment; or,
 - an international student holding an open work permit for post-graduation work (usually up to 3 years of work opportunities upon graduation); or,
 - an international student whose spouse and common-law partner have received a work permit as a result of the international student holding a valid Study Permit; or,
 - an international student holding an "Off-Campus Work Permit."

(continued on next page)

**Undergraduate Degree, Visiting and Special Students who believe they qualify for an exemption
apply to the Undergraduate Registrar's Office.**

Graduate students apply to the Faculty of Graduate and Postdoctoral Affairs.

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Process Review

In cases where the immigration status of an international student, who had previously been exempt from international tuition fees, changes part way through his/her program of study due to circumstances beyond their control (e.g., the dependent of a diplomat whose parent is reassigned to another country) grandparenting provisions maybe warranted. For students who meet the criteria and can substantiate their claim their exemption from international tuition fees will continue until the completion of that program, at which time the grandparenting provision will end. Requests of this nature are reviewed on a case by case basis by either the Undergraduate Registrar's Office or the Faculty of Graduate and Postdoctoral Affairs in consultation with the Office of Institutional Research and Planning.

*** Definition of Dependent**

For the purposes of this form, legal dependents are defined as:

- a) spouse (marriage certificate must be provided);
- b) a common-law partner (verified by an affidavit signed by both spouses confirming that they are living together in a conjugal relationship for not less than 1 year **or** that they are living together in a conjugal relationship and are raising any children of whom they both are natural or adoptive parents);
- c) a dependent child or the dependent child of a spouse or common-law partner;
- d) a dependent child of the dependent child referred to above.

A dependent child is a child who is a biological child who has not been adopted by a person other than the spouse of common-law partner, or an adopted child; and who is in one of the following situations of dependency:

- a) Under age 22 and not a spouse or common-law partner;
- b) Enrolled continuously at a college, university or other educational institution and substantially dependent on the financial support of the parent since before age 22 or since becoming spouse or common-law partner if that occurred before age 22; or,
- c) A person with a disability who has been financially supported substantially by his or her parents and who is unable to be self-supporting because of the disability.

Documentation provided will be reviewed to ensure that it is sufficient to prove a dependent relationship. A dependent child will be required to provide documents that validate age. If the dependent child is over 22 years of age, proof of continuous enrolment at an academic institution is required.

I hereby declare that the statements on this form are correct and complete. I understand that my documents will be reviewed and validated, and I may be required to supply additional documentation to substantiate my claim. Further, I understand that misrepresentation will result in sanctions as determined by the University and in fee assessment.

Date _____ Signature _____

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact Erika Strathearn, FIPPA representative for the Registrar's Office (300 Tory Building, 613-520-3500). Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.

-----Office Use Only-----

Documentation type: _____ Number: _____

Country of Citizenship: _____ Immigration Status: _____

Date of Entry: _____ Date of Expiry: _____

Other Comments: _____

Univ. Assessor: _____ Date: _____