

EDST EMERGENCY TUITION FUND

Revised Nov. 21, 2024

EDST has a limited EMERGENCY TUITION FUND for students who face unforeseen challenges in life that prevent them from completing their programs. Students can access this fund only once in their program. The fund will be used directly towards the student's tuition. A T4A will be issued for income tax purposes.

To apply for this fund, please write a maximum one-page letter detailing your circumstances, and list the resources you have accessed or tried to access – students typically contact Enrollment Services (ES) for [emergency funds](#) and sometimes the Graduate Student Society (GSS) for [Graduate Student Financial Aid \(GSFA\)](#), before approaching the department for the Emergency Tuition Fund. Neither ES nor GSS typically covers student tuition. The letter should be addressed to the Department Head via email at edst.head@ubc.ca

The application for the fund will be adjudicated by the EDST Head's Advisory Committee (HAC). In urgent cases where HAC members cannot be reached, the EDST Head will decide on an application, in consultation with the Administrative Manager and Graduate Advisor.

In the deliberation of students' tuition fund requests, HAC should consider the following:

- 1) Whether the unforeseen circumstances allow the student to continue their program of studies at the moment. Some students may benefit from a leave of absence from their programs of studies instead.
- 2) Whether the student has accessed or tried to access enrollment services for emergency funds and/or sometimes the GSS for GSFA.
- 3) The amount to be awarded should be decided based on the student's circumstances, and the tuition installment that the student needs to pay to continue with the program, which varies depending on the student's status, their program of studies, and stage in the program.

