

## **SPECIAL EXEMPTION FROM SUPPLEMENTARY TUITION FEES**

### **INSTRUCTIONS TO FOLLOW**

#### **Criteria**

In order to be granted one of the special exemptions, all students must:

- Possess a valid passport of the State concerned;
- Possess a student visa in accordance with the Canadian immigration laws and a Quebec Acceptance Certificate, issued by the Quebec Ministry of Immigration, Diversity and Inclusion;
- To be recommended by the State concerned;
- Provide a proof of admission to a full-time program offered by a university level institution in Quebec recognized by the Ministère de l'Éducation et de l'Enseignement supérieur;
- Enroll in that program as a full time student, for a minimum of thirty (30) credits annually; and
- Provide the form entitled "Information on International Students Accorded a Special Exemption from Supplementary Tuition Fees" duly completed and signed by the student, a copy of which is attached to this letter.

#### **Procedure**

The Embassy, the Consulate General or the General Delegation may subsequently forward the list of recommended students, in decreasing order of merit, by including the documents or copies listed above to the Direction des engagements internationaux et des partenariats (DEIP) of the Ministère des Relations internationales et de la Francophonie (the address is on the form).

The usual deadlines for sending the list of recommended students are, for the fall term, April 30, and for the winter and summer terms, September 30.

The Ministère des Relations internationales et de la Francophonie will send the list of selected students benefiting from a special exemption from supplementary tuition fees to the Embassy, the Consulate General or the General Delegation, so that they inform the selected candidates.

The Ministère de l'Enseignement supérieur will be responsible for sending this list to the higher education institutions of Quebec concerned as soon as possible, subject to the provisions of Quebec legislation on the protection of personal information.

## **Général terms and conditions**

Each exemption is awarded for full-time studies for a maximum duration of:

- three (3) or four (4) years at 30 credits per year for undergraduate university studies at the bachelor's level (a total of 90 credits and 120 credits, respectively) (excluding short programs and certificates),
- two (2) years for graduate studies at the master's level (excluding short programs and specialized graduate degrees), or
- three (3) years for postgraduate studies at the doctoral level (excluding short postgraduate programs).

A student shall not be eligible for an exemption beyond the normal duration of the program of study, even if the exemption takes effect in a term subsequent to the term in which the program of study began.

A student enrolled in preparatory or propaedeutic studies is eligible for an exemption for a period not exceeding one year. Thereafter, to maintain his exemption, the student must enroll in a regular program.

Special exemptions are applied according to a principle of equal opportunity in the selection of students. They are awarded, as far as possible, equally between women and men.

The number of special exemptions awarded to students enrolled in English-language educational institutions must not exceed 20% of the total number of exemptions awarded.

To maintain a special exemption, the student must be enrolled full-time for the fall and winter terms in credit courses in the program for which the exemption is requested. Any change of program or institution must be approved in advance by the gouvernement du Québec and the State of provenance. This change must not extend the duration of the program and consequently the exemption period. An unauthorized change of program may lead to the withdrawal of the special exemption.

A special exemption may be withdrawn if the student fails to meet the requirements of the program in which he is enrolled or violates a rule of the Québec university level educational institution he is attending and consequently is no longer allowed to be enrolled full-time in his or her program of study.