



THE ASSOCIATION OF FACULTIES
OF MEDICINE OF CANADA

L'ASSOCIATION DES FACULTÉS
DE MÉDECINE DU CANADA

2023-24 Medical School Application Fee Waiver Program



Application Guide

Medical School Application Fee Waiver Program – Application Guide

www.AFMC.ca - service@afmcstudentportal.ca

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Introduction

A lack of socioeconomic diversity within medical student bodies continues to be an issue, including medical students having significantly higher parental education, occupation, and income than the Canadian population. By reducing a financial barrier, the Medical School Application Fee Waiver Program may contribute to the socioeconomic diversity of students enrolled in Canada’s medical schools to ensure that the profession is a reflection of the communities it serves; this is a necessary step toward equitably serving the Canadian population’s health needs.

This program was collaboratively developed by the Price of a Dream (POD), the Association of Faculties of Medicine of Canada (AFMC), the Council of Ontario Faculties of Medicine (COFM), and the Ontario Universities’ Application Centre (OUAC) in 2021 for Ontario. In 2022, the University of Alberta and the University of Saskatchewan also began offering fee waiver programs, in total there are three Medical School Application Fee Waiver Programs available in this application cycle (2023-2024). All the organizations listed are committed to providing support to Canadian students who would either be unable to afford to apply to medical school or would undergo significant financial strain by attempting to apply to medical school without financial assistance. For more information on the specific requirements, please refer to the Table of Contents and read about each program prior to applying.

Important Dates

The table below lists the timelines for applying to Medical School Application Fee Waiver Program(s) and the timeframe during which benefits can be used.

Table 1. Overview of important dates for the Ontario Universities, University of Alberta and Saskatchewan application fee waiver programs.

		Beginning	End
Ontario Program	Fee Waiver Application Period	Tuesday, June 27 th , 2023 (11:59 PM)	Tuesday, August 22 th , 2023 (11:59 PM)
	Fee Waiver Application Review	Wednesday, August 23 rd 2023	Wednesday, August 30 st , 2023
	Fee Waiver Award Notification	Wednesday, September 6 th , 2023 Successful applicants are emailed with their one-time, unique OUAC voucher code & instructions.	
	Deadline for awardees to apply voucher and submit medical school applications via OMSAS	Monday, October 2 nd , 2023	
University of Alberta Program	Fee Waiver Application Period	Monday, May 15 th , 2023 (11:59 PM)	Monday, July 17 th , 2023 (11:59 PM)
	Fee Waiver Application Review	Monday, July 17 th , 2023	Monday, July 24 th , 2023
	Fee Waiver Award Notification	Early August 2023 Successful applicants are contacted.	
	Deadline for awardees submit medical school applications with award	Wednesday, October 4 th , 2023 (1:00 PM MT)	

Saskatchewan	Fee Waiver Application Period	Monday, May 15 th , 2023 (11:59 PM)	Monday, July 17 th , 2023 (11:59 PM)
	Fee Waiver Application Review	Monday, July 17 th , 2023	Monday, July 24 th , 2023
	Fee Waiver Award Notification	Monday, July 31 st , 2023	
	Deadline for awardees to submit medical school applications with award	Sunday, October 1 st , 2023	

Supports for Applicants

We want as many students experiencing financial need to benefit from this program as possible. Please do not hesitate to reach out for support or clarification on eligibility through the following avenues:

- Contact AFMC directly with questions: service@afmcstudentportal.ca
- Follow us on social media for updates on program deadlines and events (i.e., webinars)
 - **AFMC:** Twitter @AFMC_e
 - **POD:** Twitter / Instagram @POD_MD
 - **COS:** Twitter / Instagram @COS_UofT

Program Evaluation

During the 2022-2023 Fee Waiver Program application cycle, the program is being evaluated to identify program effectiveness, areas for improvement, and ways to improve program access. All applicants to the program will be invited to complete a voluntary survey and/or participate in a focus group. Your decision to participate will not impact application outcomes in any way.

Application Instructions

The following instructions apply to all provinces/schools participating in the Medical School Application Fee Waiver Program (i.e., Ontario, Saskatchewan, and UAlberta). For specific information about how assessment criteria differ between the provinces/schools, please refer to the Table of Contents and read about each program prior to applying.

Assessment Criteria

AFMC will determine award recipients based on demonstrated financial need and personal statement.

Due to the limited number of awards, the following criteria will be used to assess all applicants:

1. Income eligibility check

Based on the applicant's pre-tax income and the pre-tax incomes of their parents (if under 25 years old), in accordance with Canadian low-income thresholds, which can be found at:

<https://www.canada.ca/en/services/benefits/education/student-aid/grants-loans/full-time.html>

2. Ranking applicants based on their deficit level

The deficit level for each applicant will be determined by adding the applicant's income and any financial assistance received, and then subtracting from that amount the cost of annual living expenses (e.g., groceries, rent, utilities, childcare, public transportation pass) and factoring in the annual interest on applicant's total

student debt load. The resulting number will either be a surplus or a deficit. The deficit brackets have been defined as follows:

- i. Surplus
- ii. D1: \$0 -\$2,000
- iii. D2: \$2,001-\$5,000
- iv. D3: \$5,001-10,000
- v. D4: \$10,001-\$18,000
- vi. D5: \$18,001+

The applicants considered to be in the greatest financial need will be those in the highest deficit position, (e.g., applicants categorized as “D5” Deficit Level 5 are more likely to receive Fee Waiver Program benefits than applicants in Level D1, based on all applications received during the application period). As there are a limited number of awards, applicants with the highest deficit will receive the medical school application fee waivers.

3. **A personal statement provided by the applicant in the application form may be considered when determining award recipients.**

What you need to apply

To apply for the Fee Waiver Program, you will need to have available the following information and documentation:

- Proof of income (Notice of Assessment) for the 2021 or 2022 calendar year for yourself, your spouse (if applicable) and all of your living parents along with a signed form from each individual providing information for this application
- Other supporting documentation that may indicate your level of student debt or other financial awards you have received in the 2021 or 2022 calendar year. Example: Student loan total disbursement history.

With this information in hand, you are ready to fill out the Fee Waiver Assistance Program for Canadians application.

Required Supporting Documentation

The Fee Waiver Program application asks for general information and financial information about you, your spouse (if applicable), and all of your living parents. Unless they are deceased or you are 25 years and older, parental information is required regardless of your tax filing status (dependent or independent), marital status, parent(s) country of residence, or your parent’s willingness to provide financial information.

You must submit financial documentation to verify your income, that of your spouse (if applicable) and your parents’ incomes. Within your submitted application, you must include consent form(s) for shared information from your parents or spouse. Other documentation may be appropriate to submit based on the financial information you provide.

Upload all required documents to your application. Sign-in to your Fee Waiver Program application and view the Next Steps section for uploading instructions.

Notice of Assessment

Applicants must provide a copy of their Canada Revenue Agency (CRA) Notice of assessment for 2021 or 2022, and the same for your spouse (if applicable) and all of your living parents.

Other Supporting Financial Documentation

- **Financial Aid:** If you received financial aid or scholarships in the previous calendar year, you may provide copies of your reported financial awards as an additional indicator of support programs of which you are a participant.

- **Student loan total disbursement history (student debt load):** Provide documentation that confirms your student debt load as of the previous calendar year. For verification of student debt load, you may provide your disbursement history from the National Student Loans Service Centre or similar provincial/territorial construct. It is not sufficient to provide details of any active loans related to a specific time period, the information provided must cover your lifetime disbursement history.

Consent Form

A signed copy of this form must be provided for each individual (applicant excluded) submitting financial information in your application. Print the form, obtain the necessary signatures and upload the document to your application.

- Signatures are required for all living parents and parent's spouse (if applicable). **Typed signatures are not accepted.**
- **To meet the supporting documentation requirements, you must submit completed Consent Forms for each individual submitting financial information to your application. Without this documentation, your application is considered incomplete and will not be processed.**

Personal Statement

You may include a personal statement as part of your application (optional). Include explanations for any document not submitted and other information about your situation relevant to financial need. Note that this information may be assessed as part of the application.

If you make any errors on your submitted Fee Waiver Program application, you must submit a description of the error and the correct information via an Error Explanation Letter to service@afmcstudentportal.ca.

Ontario

The Ontario program waives the \$220 OMSAS processing fee and provides free applications for up to three Ontario medical schools of their choice (ranging from \$100 - \$380 total) for the 2023-2024 application cycle. The six Ontario medical schools are:

- McMaster University
- Northern Ontario School of Medicine
- University of Ottawa
- Queen's University
- University of Toronto
- Western University

In July 2023, using the Ontario Medical School Application Service (OMSAS), start your Ontario medical school application for Fall 2024 admission. Your fee waiver award will be applied to your account so that when you submit your application, you will have the application fees waived for up to three medical schools (\$100 - \$380). To have the OMSAS processing fee waived (\$220), you need to input the one-time voucher code that you will receive via email from AFMC, if successful.

Eligibility Criteria

This program is catered to any Canadian students or students with permanent resident status who anticipate applying to at least one Ontario medical school during the 2023-2024 application cycle and might have difficulty paying for medical school applications.

Note: If your application is successful, you will be informed by AFMC via email.

Ontario-specific Application Requirements

In addition to the information listed under "Application Instructions" above, the Ontario fee waiver program application requires applicants to specify up to three Ontario medical schools that you desire your award to be applied to. The three schools that you select on your application cannot be changed after you submit your application, so make this choice wisely by referring to the [Ontario Medical School Application Service website](#) for more information.

University of Alberta

The University of Alberta (UAlberta) Application Fee Waiver Program waives the \$180 application processing fee. In July 2023, start your UAlberta medical school application for Fall 2023 admission. If successful, your award will be directly applied to your account so that when you submit your application, you will have the application fee waived.

Eligibility Criteria

This program is catered to any Canadian students or students with permanent resident status who anticipate applying to UAlberta during the 2023-2024 application cycle and might have difficulty paying for medical school applications. Applicants of Indigenous ancestry or who live in the following provinces/territories will be preferentially selected for the UAlberta awards: Alberta, Yukon, Nunavut, Northwest Territories.

Note: If your application is successful, you will be informed by AFMC via email.

UAlberta-specific Application Requirements

In addition to the information listed under “Application Instructions” above, the UAlberta fee waiver program application will preferentially select awardees who live in Alberta, Yukon, Nunavut, or Northwest Territories. Proof of residence will be identified via the address provided on your Notice of Assessment. Indigenous proof of ancestry will be via self-declaration on the fee waiver application, but UAlberta’s medical school application process requires a notarized proof of ancestry to apply via the Indigenous applicant stream. Please refer to the University of Alberta Calendar, through the UAlberta Launchpad, for more information on providing proof of ancestry for your medical school application.

Saskatchewan

The Saskatchewan program waives the \$150 application processing fee and if you are granted a medical school interview, will also waive the \$75 interview fee. In August 2023, start your University of Saskatchewan medical school application for Fall 2024 admission. If you are successfully awarded an application fee waiver, you will be given a waiver code to use when submitting your application for admission. Please do not submit your application for admission until you have received the results of your Medical School Application Fee Waiver Program application. The University of Saskatchewan will not refund application fees. Eligibility Criteria

This program is eligible to any Canadian citizen or permanent resident of Canada who anticipates applying to the University of Saskatchewan during the 2023-2024 application cycle and might have difficulty paying for medical school applications. Métis, Inuit, or First Nations applicants are also encouraged to apply. .

Note: If your application is successful, you will be informed by AFMC via email.

Saskatchewan-specific Application Requirements

In addition to the information listed under “Application Instructions” above, the Saskatchewan fee waiver program application will preferentially select awardees that have attended a post-secondary institution for the past three years in Saskatchewan, Yukon, Nunavut, or Northwest Territories. This is self-declared by applicants; note that any false claims will be deemed a professionalism breach and impact the outcome of your University of Saskatchewan medical school application. Indigenous applicants that self-identify on their application for admission must submit government documentation that is in accordance with the [Usask Indigenous Truth Policy](#).

Important Notes & Terms of Use

Before submitting your Fee Waiver Program application, it is important to note that:

- Once your application is submitted, it cannot be modified (except to upload corrected documents should this be requested by an application reviewer). Take care in ensuring that all details are accurate before submission.
- All required documents must be attached in order for the application to be considered for Fee Waiver Program.
- All submitted information and documentation must be true and verifiable. Any false information will result in the application being denied.
- Only one application per applicant per program per year is permitted.
- Applicants awarded the fee waiver(s) will have their name, date of birth and gender transmitted to specific offices, dependent on the program that you applied to:
 - Ontario program will send information to the Ontario Universities Application Centre
 - UAlberta program will send the information to the University of Alberta's MD Admissions Office
 - Saskatchewan program will send the information to the University of Saskatchewan's MD Admissions Office
- Information provided may be de-identified and used for research purposes
- Recipients must note that Fee Waiver Program awards are not retroactive, and will only be applied to the application cycle for admission in 2024.

In order to apply, you must agree to the Terms of Use.

FAQ

What benefit does the FAP for Canadians provide?

- Ontario:** Each award recipient will have their base OMSAS registration fee and the faculty-specific application fee for the three schools selected waived. The value of the award ranges from \$400 to \$550 depending on which schools were selected for the waiver by the recipient.
- UAlberta:** Each award recipient will have their application processing fee waived (\$150).
- Saskatchewan:** Each award recipient will have their application processing fee waived (\$150); if invited for an interview, the interview fee will also be waived (\$75).

What if I can't get my parents' Notice of Assessment?

The Fee Waiver Program application requires disclosure of financial information for your living parents. Unless they are deceased or you are 25 years and older, parental information is required regardless of your tax filing status (dependent or independent), marital status, parent(s) country of residence, or your parent's willingness to provide financial information.

Where can I get my Notice of Assessment?

To obtain your Notice of Assessment, use the Canada Revenue Agency's My Account service. Access the service directly by visiting the CRA website: <https://www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/account-individuals.html>

What documentation should I provide to verify my Student Debt Load?

For verification of student debt load, you may provide your disbursement history from the National Student Loans Service Centre or similar provincial/territorial construct. It is not sufficient to provide details of any active loans related to a specific time-period, the information provided must cover your life-time disbursement history.

I accidentally made a mistake on my application, but I can't change it. What do I do?

If there is an error in your application and it has already been submitted for consideration, you must send an [Error Explanation Letter](#) to service@afmcstudentportal.ca. An AFMC agent will review your request and support correction to your application.

What if my parents aren't living in Canada? What do I do about their location and their income?

If your parents live outside of Canada, you may use your own location (province/territory) when inputting their location and include a note flagging this in your personal statement. Use a currency converter to convert their income to Canadian dollars.

How will I know if I qualify for Fee Waiver Program?

In order to qualify for Fee Waiver Assistance, your income and that of your spouse (if applicable) and your parents must be equal to or less than the Canadian low-income threshold, which can be found at:

<https://www.canada.ca/en/services/benefits/education/student-aid/grants-loans/full-time.html>

Note that the awards available for Fee Waiver Program are limited in number, therefore, of all the qualified applicants who submit complete applications, only a limited number will be awarded the fee waiver as determined by highest need.

I am an international student studying in Canada. Am I eligible for Fee Waiver Assistance?

To be eligible for Fee Waiver Program, you must be a legal resident of Canada with permission to live and work in Canada without any time limit on your stay.

My income is below the poverty guidelines. Why was I denied?

Here are some reasons that your application may have been denied:

- Your application was incomplete.
- Your parent(s) income did not meet eligibility requirements. Parental financial information is viewed independently from applicant data but must also fall within eligibility guidelines.
- The income or family size for yourself or your parent(s) is incorrect. It would be a good idea to compare the income levels you entered against your Notice of Assessment you were planning to submit. If you find that you incorrectly entered this data during the “Check Eligibility” step, simply resubmit using the correct information. If the error is in your actual application, please contact us by email at service@afmcstudentportal.ca.

As there are a limited number of awards, fee waiver is given to recipients with the greatest financial need.

When will I be notified and/or approved if I have been selected to receive a fee waiver?

Notification to all applicants regarding the result of their application for Fee Waiver Program will be released based on the information found in the Important Dates section above.

Which browser should I use to have the best access to the application Portal?

Although the AFMC Student Portal will work with most web browsers and operating systems, the AFMC recommends registrants to use the Portal with Google Chrome. The Portal is not designed for mobile devices, for this reason, we highly recommend registrants to use a PC or Mac when submitting applications.

How do I calculate my annual living expenses?

Take into account your monthly living expenses and then multiply this total by 12 (total months in the year) in order to get your annual living expense. Include only the expenses for which you are personally responsible to pay. Examples of monthly living expenses include rent, food, childcare, public transportation, etc.

When I created my account, I was told a verification email would be sent to me. How come I never received it?

Be sure that there were no mistakes in the email address you provided when creating your account. Also, be sure to check your spam folder.

Can you provide examples for the assessment of income eligibility and ranking of applications? Eligibility:

Example A: Diego D'Amours, 24, is from Prince Edward Island (PE) where he cares for his two daughters and earns \$12,100/year. His mother Sam and his father Wesley and their poodle Mambo live in Manitoba, earning a combined household income of \$30,900 annually. Based on the Canadian low-income thresholds, is Diego eligible?

Household	Number of family members per household, including student's spouse and dependent children	For the province of residence and number of members per household, what is the low-income threshold?	Does the household earn less than the low-income threshold for their province and number of household members?
Diego	3	\$32,474	Yes
Sam & Wesley	2	\$31,419	Yes

Based on this, Diego D'Amours is eligible for the Fee Waiver Assistance Program for Canadians.

Example B: Sarita MacNaughton of Nunavut, 32, earns \$9,900 per year and is alone in her household. She has no surviving parents. Is Sarita eligible? Her parents earn \$90,000 per year.

Household	Number of family members per household, including student's spouse and dependent children	For the province of residence and number of members per household, what is the low-income threshold?	Does the household earn less than the low-income threshold for their province and number of household members?
Sarita	1	\$25,305	Yes

Based on this, Sarita MacNaughton is eligible. Note that Sarita's parental income is not considered, due to her age.

Example C: Ron Lillyhammer of Alberta earns \$3000 per year. Ron's mother Liana lives in Quebec with her partner Phyllis; their combined household income is \$30,000 per year. His father Bob lives in New Brunswick with his 6 other children, earning \$79,100 per year. Is Ron Lillyhammer eligible for Fee Waiver Assistance?

Household	Number of family members per household, including student's spouse and dependent children	For the province of residence and number of members per household, what is the low-income threshold?	Does the household earn less than the low-income threshold for their province and number of household members?
Ron	1	\$25,159	Yes
Liana and Phyllis	2	\$30,000	Yes
Bob	7	\$56,642	No

Ron is not eligible

Ranking:

Example A: Diego D'Amours lives in Prince Edward Island with his two daughters, Portia and Pooja. His pre-tax income is \$12,100. He receives \$100 per month from his parents to help with his children. His rent is \$805/month and food amounts to \$490 monthly. Diego is on his second degree and currently has \$98,500 in student debt (annual interest is calculated at 8.75% for student debt). What would Diego's debt deficit be?

Pre-tax Income: (\$12,100 annual salary) + (\$100 x 12 months parental gifts) = \$13,300

Expenses & debt: (\$805 x 12 rent) + (\$490 x 12 food) + (\$98,500 debt*0.0875 interest rate) = \$24,158.75

Diego D'Amours debt deficit: \$13,300-\$24,158.75= **-\$10,858.75**, putting him in the D4 category.

Example B: Sarita MacNaughton of Nunavut earns \$9,990 per year. She is living rent-free in an apartment building owned by a family member. She spends around \$280 per month on food. She received a financial award of \$550 in 2016. Her monthly bus pass costs \$137. She borrowed \$2200 to pay for books, online courses, and other study materials. To complement her savings, she took out a second loan for \$45,000 to pay for the two years of undergraduate tuition she has completed to date. What is Sarita's debt deficit?

$\$9,990 + \$550 - (\$280 \times 12) - (\$137 \times 12) - (\$2200 * 0.0875) - (\$45,000 * 0.0875) = \mathbf{-\$1,406}$ Sarita

MacNaughton's debt deficit of **-\$1,406** puts her in the D1 category.

- o **Ranking Examples A and B:** Is Diego more likely to receive Fee Waiver Assistance or is Sarita? Diego has a higher debit deficit (category D4) than Sarita (category D1). Therefore, Diego is more likely than Sarita to receive Fee Waiver Assistance. However, depending on other applications, both may receive an award or neither.

I've read the Guidelines document and still have questions. Who can I contact? For information on the status of your application, login to the portal at: <https://afmc.ca/en/learners/fee-assistance-programs>

For technical support, please contact AFMC helpdesk support team at service@afmcstudentportal.ca. The Help Desk is available Monday – Friday from 8:00 a.m. to 6:00 p.m. (Eastern Time). Please include your application ID number in your query (if applicable).

Appendix A: Consent Form

Association of Faculties of Medicine (AFMC) Medical School Application Fee Waiver Program CONSENT FORM

Note: Each person (other than the applicant) whose document(s) is being submitted to a FAP for Canadians must fill out this consent form.

Name of person giving consent: _____

List of documents provided to AFMC for the application to the Fee Waiver Program:

-
-
-

By signing the Consent Form, the signer is agreeing to the following:

By signing this consent form, I authorize AFMC to view the documentation listed above and use it for the purpose of assessing a Fee Waiver Assistance Program for Canadians Application and in accordance with the Terms of Use for the Fee Waiver Assistance Program for Canadians. I certify that the information being submitted is complete and accurate, to the best of my knowledge. I understand that submitting false information or omitting required material or information could result in an investigation and may impact eligibility for Fee Waiver Assistance. I authorize AFMC to retain copies of my submitted documents for a period of three years beyond the date when an award decision has been made. If I receive an award, I authorize AFMC to provide my personal information to the Ontario Universities Application Center.

X

Signature

Date: _____

Note: Form must be signed, scanned, and submitted electronically. A Covid friendly electronic option is under investigation.

Appendix B: Error Explanation Letter

Association of Faculties of Medicine (AFMC) Medical School Application Fee Waiver Program ERROR EXPLANATION LETTER

1. Please provide a brief description of the error committed:
2. Please provide an explanation of how or why the error was committed:
3. Will this error result in a change of any financial information listed on your application?
 Yes
 No

If yes, please explain:

4. Will this error result in a change to one or more of your required documents?
 Yes
 No

If yes, please explain:

5. Will you be providing additional documentation to support the changes to your financial information?
 Yes
 No

If yes, please list the document(s) you will provide:

By signing below, I certify that the information being submitted is complete and accurate, to the best of my knowledge. I understand that submitting false information or omitting required material or information could result in an investigation, which may impact my eligibility for Fee Waiver Assistance. I understand that the AFMC may require additional documentation in order to process my application. I authorize AFMC to retain copies of my submitted documents for a period of three years beyond the date when an award decision has been made.

X

Signature

Date: _____

Application Checklist

Proof of Income (Notice of Assessment) for 2021 or 2022 tax year

**Find your notice of assessment online via the Canada Revenue Agency [here](#)*

- Yourself
- Your parents (if under the age of 25)
- Your spouse (if married)

Consent forms

**Find consent form on Appendix A of this guide*

- Your parents (if under the age of 25)
- Your spouse (if married)

Other Supporting Financial Documentation

Proof of student loan total disbursement history/student loan debt (e.g. [National Student Loan Service Centre](#))

Ontario Program

Three Ontario Medical Schools

Do your research and identify which three Ontario medical schools you would like to have

your award applied to. Go to the [OMSAS website](#) for more information on each school. Note that you cannot change these options after you submit your application, even if you change your mind.

University of Alberta Program

Notice of assessment with an address in Alberta, Yukon, Nunavut, or the Northwest Territories

University of Saskatchewan Program

Proof of attending a post-secondary institution for the past three years in Saskatchewan, Yukon, Nunavut, or the Northwest Territories.