

# Tuition Fee Refund Policy

## Seinäjoki University of Applied Sciences (SeAMK)

- 1. The student has been admitted with a conditional status, and the conditions are not met, for which the student's admission is cancelled**
  - A student's admission is always conditional until SeAMK has checked all the data and certificates with effects on the student's admission. If the copies of the certificates or the original ones are not delivered within the time described, or if the person admitted as a student has delivered erroneous information about themselves and had not been entitled to the study place they have received based on the correct information, their admission will be cancelled. A student's admission can also be cancelled after the beginning of the studies. A person admitted as a student shall personally show the original certificates at the latest on the last official date of arrival for studies.
- 2. The student receives a negative decision on residence permit and cannot start or continue their studies**
  - The tuition fee is refunded for the current academic year after the student has delivered the decision of the Finnish Immigration Service (Migri) to SeAMK.
  - Exception due to the COVID-19 pandemic: For those first year students in the Bachelor of Business Administration, International Business -programme, who have registered for studies in distance learning mode for the academic year 2020-2021 and wish to withdraw after receiving a negative decision, 50 % of the tuition fee may be refunded, if they choose not to continue in distance learning mode for the spring semester 2021. The negative decision of Migri and the notification of withdrawal need to be submitted to SeAMK on 31 December 2020 at the latest.
- 3. The student withdraws from SeAMK during the registration period. N.B. However, the fee will not be refunded if the student has first registered as attending and withdraws after this, during the registration period.**
- 4. The student's residence permit status changes in such a way that they are no longer liable to pay, and the student has presented a new document exempting them from the tuition fee before the beginning of the following semester.**
  - For the autumn semester, the exempting document shall be delivered on 31 July at the latest, and it shall be valid at least on 1 August. The original document shall be presented on 31 August at the latest.
  - For the spring semester, the exempting document shall be delivered on 31 December at the latest, and it shall be valid at least on 1 January. The original document shall be presented on 31 January at the latest.
  - The fee is refunded for the beginning semester during which the student is no longer liable to pay.
- 5. The student graduates before the target time for completing the Degree, in the middle of the semester they have already paid for. The fee is refunded for the semester following the student's graduation.**

**Processing and/or banking expenses incurred by the student:** The recipient of the refund bears the expenses charged by their bank. The refund of the tuition fee is made in euros, and so the recipient of the refund bears the risk of possible changes in the exchange rate.

The refund policy will take effect on 1 April 2019; yet, semester-specific liability to pay will not be considered until the academic year 2019–2020.

*Exception due to the COVID-19 pandemic (section 2) added on 13.5.2020*