

# STUDENT SERVICE RATES

Seinäjoki university of applied sciences

**STUDENT SERVICE RATES AS OF 1 January 2021 (Administrative Director's Decision No 13/2020)**

**Payment options:**

1. The customer pays the fee with cash or card at SeAMK's Admission and Student Services (Frami F, 2nd floor).
2. The customer pays the fee in advance to SeAMK's account: EPOP FI90 5419 0120 2088 00. In the message field, enter: student's name and payment identifier xxxx. For example: "Smith John, 1002".  
The receipt must be presented when picking up the document or sent by e-mail to SeAMK Student Services before the document is delivered.
3. The customer pays the fee at SeAMK's web store if the product is available in the store.

**Delivery of documents:**

Depending on the workload, the delivery time of documents is approximately 2 weeks. If a document has been ordered to be sent by post or e-mail, the payment receipt must be attached to the order request.

Documents are sent as ordinary letters unless otherwise agreed. If requested, the document can be scanned and sent as an e-mail attachment if it does not contain personal identity codes. For security reasons, a document containing personal identity codes can be scanned and sent as an encrypted message to either the customer's SeAMK e-mail or another e-mail address. With any document sent as Cash on Delivery letter, registered letter or as an express letter abroad, the customer will be charged for the delivery fees as well as the cost of the document.

## Student service rates

IDENTIFIER	STUDENT SERVICE	PRICE	VAT%	ADDITIONAL INFORMATION, REMARKS
	Student status certificate or Study report - Printout, signed and stamped	Free of charge		
	Student certificate or Study report - Electronically signed	Free of charge		The student orders the document from Peppi, only possible when the student's right to study is valid.
1002	Transcript of records - Printout, signed and stamped	Free of charge: Students who are present can get one printed transcript of records once per semester. When graduating, the transcript is free of charge. When dropping out, the transcript is free of charge if the student has requested one. The rates for a paid transcript are as follows: €4/piece when picked up €6/piece when sent by post within Finland €10/piece when sent by post abroad	0%	Also applies to students of Open UAS.
	Transcript of records - Electronically signed	Free of charge		The student orders the document from Peppi, only possible when the student's right to study is valid.
1003	Certificate of dropping out - Printout, signed and stamped	Free of charge		
1001	Processing fee of an application for a discretionary extension of the right to study or for re-registering the right to study	€50	0%	The processing fee is charged when filling in the electronic application. If the customer cannot perform the payment in the electronic service, they can contact the office by email at: opiskeluoikeus@seamk.fi.
1004	An officially certified copy of a diploma and/or its appendices if a certificate has been lost or damaged	€5/page, up to €100/document	0%	

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	Rewriting a diploma when factual errors are discovered in the diploma or its appendices, e.g. typographical errors	Correcting errors is free of charge to the customer.		It is the graduate's responsibility to check the accuracy of the information in their diploma. SeAMK handles rectifications on its own initiative or at the request of the student. The initiative must be taken within five years of graduation, and the same time frame applies to rectification requests.
	Transcript of records in English - translation in cases where the student has not requested a transcript when dropping out or losing the right to study.			SeAMK does not offer translation services.
	English translation of diploma	Free of charge when graduating		SeAMK does not offer this service after graduation.
1005	Copying and officially certifying a diploma obtained from SeAMK, appendices included	€5/page, up to €100/document	0%	The customer submits the original certificate and the necessary appendices to SeAMK Student Services If the customer cannot submit the original certificate to SeAMK, they will be directed to their Local Register Office for the official certification.
1006	Copying fee Scanning fee	€1/page, single sided print (A4) €2/page, single sided print (A3)	0%	
1009 1010	Exam fee (supervising the exam of a student from another higher education institution)	On a general exam day €20/student. Separately arranged exam supervision €50/student  The supervision is carried out with the consent of the student's own educational institution. Exam supervision can also be refused.	0%	The student agrees with SeAMK Student Services and the contact person of their own educational institution on the submission of exam questions and the return of the answers. The questions must be delivered to SeAMK Student Services no later than 3 weekdays before the exam. Students must prove their identity and present a payment receipt when arriving at the exam and follow SeAMK's general instructions for examinations.
	Exam visit at an EXAM room	Free of charge (until 31 July 2021)		Exam visits are only available for students from higher education institutions that have made agreements on using the exam rooms.

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				Included higher education institutions can be found at <a href="#">EXAM's website</a> . Before reserving an exam, the student checks the opening hours of the exam facilities, the instructions for accessing the exam room, and educational institution-specific instructions, and ensures that the required software is available on the examination computer. The student reserves the exam time and exam room from the EXAM service of their own higher education institution.
	Open UAS study fees	The price of individual courses is €10/credit. The study fee for a path student is €300/two semesters.		The study fee for individual courses is invoiced at the beginning of each course. The study fee for path studies is invoiced for each semester in 2 instalments. The terms and conditions for cancellation can be found at: <a href="#">SeAMK's website</a>
	Study fees for education modules	Education modules are priced on a case-by-case basis.		
	Fee for unreturned access token	€20		