**Tuition Fee Refund Policy Seinäjoki University of Applied Sciences (SeAMK)**

Valid from January 1st 2025

Tuition fee refund is possible only in the following situations. In any other case, the paid tuition fee cannot be refunded.

**1. Student's admission is cancelled because the required conditions are not met. If student's admission is cancelled, SeAMK charges a processing fee, which is 10 % of the full annual tuition fee.**

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's status (concerning the student's citizenship or residence permit) change 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 on 1 August. If the student has paid the tuition fee for the whole upcoming academic year, autumn and spring semester, the whole tuition fee will be refunded. If the student is graduating and the student has paid the tuition fee only for the autumn semester, the fee for the autumn semester will be refunded.

For the spring semester, the exempting document shall be delivered on 31 December at the latest, and it shall be valid on 1 January.

**3. The student graduates during the semester they have already paid for. The fee is refunded for the semester following the student's graduation.**

**4. The student changes their registration status from present to absent due to statutory grounds. For the autumn semester the change must be done on 10 September at the latest and for the spring semester on 10 January at the latest.**

If student register as non-attending students due to statutory grounds, i.e. completing military service (1438/2007), non-military service (1446/2007) or women's voluntary military service (285/2022), or when the student needs time off his/her studies to take care of a child in regard to the child's birth or adoption (52/2022), or if they are unable to begin studies owing to a medical condition or disability (Section 29 of Amendment 325/2015).

If a student registers as absent on statutory grounds, student must always provide an official document of absence. A personal notification is not considered adequate proof.

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.