SEAMK Tuition Fee Refund Policy

Seinäjoki University of Applied Sciences (SEAMK). Applies to students admitted to begin their studies in the academic year 2027–2028 or later

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1. General principles

Tuition fees paid to Seinäjoki University of Applied Sciences (SEAMK) are refunded only in the situations explicitly described in this policy. In all other cases, tuition fees already paid will not be refunded. SEAMK applies this policy in accordance with the Universities of Applied Sciences Act (932/2014) and the general principles of good administration.

Admission to SEAMK is always conditional until all admission-related documents and information have been verified by SEAMK Admissions. An admitted student must personally present the original certificates required for admission to SEAMK Admissions by the official arrival deadline stated by SEAMK.

All tuition fee refunds related to residence permit matters are processed only after SEAMK has verified the student's residence permit status with the Finnish Immigration Service (Migri).

Definitions used in this policy

- **Official start date of studies**: the date indicated in the student's notification of admission.
- **Arrival deadline**: the latest date by which the student must be physically present on the SEAMK campus to present the required original certificates.
- **Study place**: the admission decision offering a place of study. A study place may be offered and accepted, but the admission remains conditional until all admission requirements have been met.
- **Study right**: the right to pursue studies at SEAMK. The study right becomes valid only after the applicant
    - has accepted the offered study place and registered as an attending student by paying the tuition fee or submitting a valid tuition fee exemption document, or
    - after registration as a non-attending student based on a statutory reason has been accepted by SEAMK.
- **Academic semesters:**
    - Autumn semester: August 1 – December 31.
    - Spring semester: January 1 – July 31.

Banking and processing costs

- Refunds are paid in euros (EUR).
- The recipient is responsible for any banking or transfer fees charged by their bank.
- The recipient bears the exchange rate risk.

- Where applicable, SEAMK charges a processing fee to cover administrative costs. The processing fee is deducted from the refunded amount.

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2. Insufficient payment of the tuition fee

If a student has paid less than the required tuition fee, SEAMK will notify the student of the incorrect amount and give the student an opportunity to correct the payment within a specified deadline.

If the student does not pay the missing amount within the given deadline, SEAMK may decide to terminate the student's study right in accordance with the Universities of Applied Sciences Act.

In such cases:

- The paid tuition fee will be refunded for unused semesters.

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3. Negative residence permit decision and withdrawal from studies

If a student receives a negative decision on their residence permit application and is therefore unable to start or continue their studies at SEAMK, the student may apply for a refund of the tuition fee.

A refund is possible if the student both:

- receives a negative residence permit decision, and
- withdraws from studies

before the start of the semester. The semester start dates are:

- Autumn semester: 1 August
- Spring semester: 1 January

Both the negative residence permit decision and the withdrawal from studies must be completed:

- by 31 July at the latest for the autumn semester, or
- by 31 December at the latest for the spring semester.

If the student submits the negative decision and withdraws from studies on or after 1 January, the tuition fee for the ongoing academic year will not be refunded, as the semester is considered to have started in accordance with SEAMK's academic calendar.

In approved cases, SEAMK charges a processing fee equal to 10% of the full annual tuition fee. The remaining amount of the paid tuition fee will be refunded to the student.

4. Cancellation of study place due to admission conditions not being met

Admission to SEAMK is always conditional until SEAMK Admissions has verified all required certificates and information. If the admission conditions are not met, the study place may be cancelled by SEAMK either before or after the beginning of studies.

Failure to arrive and present original certificates

If a student fails to arrive at SEAMK and present the required original certificates to SEAMK Admissions by the official arrival deadline, the study place will be cancelled.

The paid tuition fee is refunded only if the student is unable to arrive in SEAMK due to matters related to the processing of their residence permit by the Finnish Immigration Service and has not been able to present the required original certificates by the arrival deadline.

In approved cases, SEAMK charges a processing fee equal to 10 % of the full annual tuition fee.

Situations where tuition fees are not refunded

The admission will be cancelled, but the tuition fee will not be refunded in the following cases:

- If the student has received a positive residence permit decision but does not arrive in person to present the required original certificates to SEAMK Admissions by the arrival deadline.
- If a student has submitted false or misleading documents and would not have been entitled to the study place.

In such cases, the situation is considered to have resulted from the student's own actions, and not from a decision by the authorities.

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5. Change from attending to non-attending status due to statutory reasons

In accordance with Section 29 of the Universities of Applied Sciences Act.

5.1 First-year students

A first-year student may change their registration status from attending to non-attending and receive a tuition fee refund only if:

- a valid document proving a statutory reason is submitted, and
- the change of registration status is made before the official start date of studies stated in the notification of admission.

After the official start date of studies, it is not possible to change the registration status during the first academic year.

Accepted statutory reasons and documents

1. **Military or non-military service**
    - a copy of a valid military ID, or
    - an official order to enter service in Finland.
2. **Parental leave related to childbirth or adoption**
    - a certificate from Kela confirming maternity or parental allowance, or
    - a medical certificate confirming pregnancy if Kela documentation is not yet available.
3. **Student's own illness or disability preventing the start of studies**
    - a decision on sickness allowance, or
    - a medical certificate issued by a licensed medical doctor stating that the illness or disability prevents the student from beginning their studies.

If a first-year student registers as non-attending due to illness or disability, this counts as one full academic year (two semesters) of the allowed non-attendance period. After using these two semesters, the student may register as non-attending only for statutory reasons related to military or non-military service or parental leave.

5.2 Continuing students

A continuing student may change their registration status from attending to non-attending due to statutory reasons and receive a tuition fee refund only if:

- a valid document proving a statutory reason is submitted

- by 10 September for the autumn semester or whole academic year, and
- by 10 January for the spring semester.

After the official deadline, it is not possible to change the registration status and receive a tuition fee refund.

Accepted statutory reasons for continuing students are:

- military or non-military service, and
- parental leave as described above.

A continuing student's own illness or disability is not a statutory reason. Continuing students may, however, register as non-attending without providing a statutory reason for a maximum of one academic year (two semesters) during their study right.

In all statutory cases:

- an official document must be submitted,
- SEAMK assesses whether the document meets statutory requirements, and
- if the document is not approved, the tuition fee will not be refunded.

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6. Change in tuition fee liability status

If a student's citizenship or residence permit status changes so that the student is no longer liable to pay tuition fees, and the student submits a valid tuition fee exemption document before the beginning of the following semester, SEAMK verifies the validity and grounds of the exempting document. The tuition fee may be refunded as follows:

Autumn semester

- The exempting document must be **submitted by 31 July** and be **valid on 1 August**.
- If the student has paid tuition for the whole academic year, the tuition fee paid for the whole academic year in question may be refunded.
- If the student is graduating and has paid only for the autumn semester, the autumn semester tuition fee may be refunded.

Spring semester

- The exempting document must be **submitted by 31 December** and be **valid on 1 January**.
- If the student has paid tuition fee for the spring semester, the spring semester tuition fee may be refunded.

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7. Graduation and unused tuition fees

If a student graduates earlier than planned and has already paid tuition for a semester that will not be used, the unused semester's tuition fee will be refunded. The refund requires a separate application submitted in accordance with SEAMK's instructions.
