

## Guidelines for reimbursement of tuition fees

Under Item 12 of the Enactment (2010:543) with regard to Application Fees and Tuition Fees at University and University Colleges, the higher-education institution may reimburse all or part of a Tuition Fee if the student is prevented from participating in the programme for special reasons.

Rules at University of Gävle concerning tuition Fee Reimbursement of tuition fees are based on Enactment (2010:543) but also takes its point of departure in international practice. Reimbursement of tuition fees at the University of Gävle may occur if the student on special grounds is unable to commence his or her studies. The tuition fee will only be reimbursed to the account from where the original transaction was carried out. A request for reimbursement shall be made in writing to the university at the latest before the programme starts.

Reimbursement of tuition fees paid to University of Gävle may be effected in the following cases:

### Residence permit

The student is not granted a Swedish residence permit within reasonable time in order for the student to undertake his or her studies. The student has to request for reimbursement before the semester has commenced and an early annulment of the studies is conducted. The student has the right to retrieve the full amount excluding 6000 Swedish Crowns.

### Cancelled education

If the university retracts its offer of a study place or is unable to offer the programme concerned, the student has the right to receive a comparable study offer, alternatively has the right to retrieve the full tuition fee. The university is responsible for initiation and completing the reimbursement. A request of reimbursement is not necessary.

### Conditional admission

When the student has been given conditional admission at the time of application because he or she had not yet retrieved a certificate at Bachelors level. If the student does not meet the conditional requirements before the semester commences and thereby is not able to undertake the studies, the student has the right to retrieve reimbursement excluding 6000 Swedish Crowns.

### Requirement for continuation

If the programme syllabus and course syllabus contain eligibility requirements for continuing/ transition to the next semester and the student does not meet the admission requirements, he or she will be able to retrieve reimbursement.

## Cancellation of study place

When the student makes a cancellation of study place because he or she is not able to start or end the programme, this must be informed to the university before start of semester. The student has to request for reimbursement before the semester has commenced and an early annulment of the studies is conducted. The student has the right to retrieve reimbursement excluding 6000 Swedish Crowns.

## Deferment

When a student is granted to defer the start of his or her studies, a reimbursement of the tuition fee is carried out. It is not possible to transfer the tuition fee to the next semester.