



Request for reimbursement of tuition fees

Note: Please fill out, print and sign this document and send it (as well as any supporting documentation) as a scanned copy to the following e-mail address: tuitionfees@lnu.se

Personal information:

Name:	Personal Code number:
Address:	Telephone:
Postal Code, City, Region, Country:	E-mail:
	Invoice Number:
	Amount paid (in SEK):

Motivation/Reason:

I want to get the tuition fee reimbursed, because...

I will attach the following certified copies to validate the claim(s) made above (e.g. doctor's certificate, the ruling of the Migration Board, etc.):

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-
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Location, Date: _____

Signature: _____

Please turn the page to read about the terms and conditions for reimbursement of tuition fees

Terms and conditions for reimbursement of tuition fees

As stated in the local regulations for tuition fees at Linnaeus University, reimbursement of tuition fees can only be granted in case of:

- cancellation of studies prior to the start of the semester
- cancellation as a consequence of residence permit not being issued
- cancellation as a consequence of revoked residence permit (prior to the start of the semester)
- altered status of requirement to pay tuition fees (prior to the start of the semester)

The decision about the reimbursement of tuition fees is made by the head of the department of student affairs at Linnaeus University, after individual assessment of each application.

On reimbursement an administrative fee will be subtracted. The sum of the administrative fee is 5 000 SEK for students admitted to full time studies (i.e. 30 or more higher education credits). Regarding admission to less than 30 higher education credits, the sum of the administrative fee corresponds to the percentage amount of the number of higher education credits the student is admitted to in relation to full time studies.

Note: the whole document containing the local regulations for tuition fees can be found at the following webpage (in the right hand column):

<http://lnu.se/education/non-exchange-students/tuition-fee-information?l=en>

To be filled in by Linnaeus University:

<input type="checkbox"/> approved	<input type="checkbox"/> refused
Motivation / Reason:	
Date of Decision:	Signature:
Stamp:	_____
	Print name:

Linnaeus University

Office of Student Affairs
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