



## Request for reimbursement of tuition fees

Please fill out, print and sign this form and attach any supporting documentation and send it as a scanned copy to the following e-mail address: [internationaloffice@miun.se](mailto:internationaloffice@miun.se). See appendix for further instructions.

### Personal information

|                             |  |
|-----------------------------|--|
| First name:                 | Home Address/Postal code/City/Country: |
| Family name:                |  |
| Date of Birth: (dd/mm/yyyy) |  |
| E-mail:                     | Telephone:                             |

### Study and payment information

|                              |   |
|------------------------------|---|
| Student Identity Number:     | Invoice Number:   |
| Amount paid (in SEK):        | Amount paid in other currency: (If applicable)                          |
| Admitted to study program:   | Semester and year: (Spring or autumn)                                   |
| Name of bank account holder: | Bank account number:  |
| Name and address of Bank:    | BIC/SWIFT no:* (If your bank is in Sweden, please list Clearing number) |

*\*Note: BIC (Bank Identifier Code)/Swift Codes are used mainly in countries outside of Australia, Canada, Europe, and the USA. If your bank is in Europe please list the IBAN number, for the USA please list the Routing for Australia please list the BSB number and for Canada please list the Transit Number. If your bank is in Sweden please list clearing number.*

### Motivation/Reasons for reimbursement:

|   |
|---|
| I want to request reimbursement of tuition fees, because... |
|---|

### In order for Mid Sweden University to consider this request, you must attach a certified copy of your passport ID-page.

|  |
|--|
| <p>I will attach the following certified copies to validate the claim(s) made above (e.g. the ruling of the Migration Board, doctor's certificate, deferment decision, etc.)</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul> |
|--|

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## Appendix

### Terms and conditions for reimbursement of tuition fees

Note: The local regulations and routines for reimbursement of tuition fees at Mid Sweden University can be found at the following webpage (in the right hand column): <http://www.miun.se/en/education/programmes/fees-and-scholarships/tuition-fee-information>

#### Reimbursement before beginning your studies

- Cancellation of course or study program
- Refused residence permit
- Conditional admission based on ongoing studies at a qualifying course or study program
- Deferment
- Special reasons

#### Reimbursement during your studies

- Non-completion
- Change program/course
- Approved leave from studies
- Special reasons
- Expulsion or suspension due to disciplinary measures

### Procedure for request for reimbursement of tuition fees

Please note that the Request of tuition fees Form must be sent in no later than four months after the specified due date of the invoice. To ensure your reimbursement is dealt with as soon as possible, please fill out all columns in the form.

Your personal student identity number and your invoice number can be found on your invoice. In order for MidSweden University to consider this request, you must also attach a certified copy of your passport ID-page. The copy of your passport must be certified which means that another person must sign their name, print their name and provide their telephone number on the document. By signing this person is certifying that the copy you submit is an exact copy of the original. With your signature on the form, you are certifying that you are entitled to receive reimbursement of the tuition fee.

Please fill out, print and sign this form and attach any supporting documentation to validate the claim(s) for the reimbursement and send it as a scanned copy to the following e-mail address: [internationaloffice@miun.se](mailto:internationaloffice@miun.se)

In the case of a reimbursement of tuition fees, a general deduction for administrative costs will be made to the amount of SEK 5,000 for a full-semester commitment (30 credits) or a percentage thereof, based on the number of credits. If Mid Sweden University cancels the course or study program to which the student has applied, no deduction shall be made from the reimbursement.

The Head of Department of Student and University Services decides on reimbursement of tuition fees. If you have any questions about the procedure, you are welcome to contact the International Office at Mid Sweden University. E-mail: [internationaloffice@miun.se](mailto:internationaloffice@miun.se) Phone number: +46 (0) 10 142 8000

#### To be filled out by Mid Sweden University:

|                                   |                                   |                   |
|-----------------------------------|-----------------------------------|-------------------|
| Approved <input type="checkbox"/> | Rejected <input type="checkbox"/> | Name:             |
| Motivation/Reason:                | Amount to be reimbursed:          | Signature:        |
|                                   |                                   | Date of Decision: |
|                                   |                                   | Stamp             |