



UPPSALA  
UNIVERSITET

Box 256  
SE-751 05 Uppsala

Besöksadress  
S:t Olofsgatan 10 B

Handläggare  
Bc Einar Lauritzen

Telefon  
018-471 17 92

Telefax  
018-471 16 42

[www.uu.se](http://www.uu.se)

[Einar.Lauritzen@uadm.uu.se](mailto:Einar.Lauritzen@uadm.uu.se)

**DECISION (TRANSLATED FROM  
SWEDISH)**

1

2011-05-03 Dnr UFV 2011/626

**Guidelines for reimbursement of tuition fees in accordance with the  
Enactment (2010:543) with regard to Application Fees and Tuition Fees  
at Universities and University Colleges**

Under Item 12 of the Enactment (2010:543) with regard to Application Fees and Tuition Fees at Universities 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.

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

- A student is not granted a residence permit in Sweden. The admissions process will be terminated, and the student has the right to be reimbursed the entire amount paid, excluding banking fees
- A student whose admission to a master programme was conditional because at the time of application the student had not yet received a degree certificate from the first level. If the student does not satisfy the degree requirements before the beginning of the semester and therefore is not eligible to start the programme, the student has the right to be reimbursed the entire amount paid, excluding banking fees
- If the programme curriculum and course syllabus contain eligibility requirements for continuing/transitioning to the next semester, and the student does not satisfy the eligibility requirements, the tuition fee, excluding banking fees, may be reimbursed for the semester the student is not allowed to start.

In other situations where a student deems it justified to receive reimbursement, the student must apply in writing to the Student Fee Master at the Division of Student Affairs and Academic Registry. Reasons must be supported by written verifications. Decisions regarding reimbursement under this point will be made by the University Director following consultation with the heads of the Division of Student Affairs and Academic Registry and the office of the relevant disciplinary domain.

Decision in this matter was made by the undersigned Vice Chancellor in the presence of University Director Ann Fust, following presentation by Head of Division Einar Lauritzen. Also present were Deputy Vice Chancellor Kerstin Sahlin, Deputy University Director Jan Ivar Mattsson, and Gabriel Ledung, President of the Uppsala Student Union.

Anders Hallberg

Einar Lauritzen