

Guidelines on reimbursement of tuition fees for international students from outside the EEA and Switzerland

Laid down by the Director of Academic Affairs of the University of South-Eastern Norway on 1 June 2023 on the basis of the previously announced amendments to Section 7-1 of the Norwegian Universities and University Colleges Act and the premises specified in “*Briefing on the national budget 2023 for universities and university colleges*” (cf. resolution of the Storting of 14 December 2022).

These guidelines enter into force from the date on which they are adopted.

Background

From autumn 2023, students from outside the EEA and Switzerland who are admitted to new study programmes at USN will, as a general rule, have to pay tuition fees. For information about who is exempt from tuition fees, see [\(add link to document/website\)](#).

Purpose and scope

The purpose of these guidelines is to clarify in which cases international students from outside the EEA and Switzerland can claim reimbursement of tuition fees or be exempted from paying them, and the size of the refund.

The right to claim reimbursement applies both to new admissions starting from 2023 and throughout the period of study as stated in the table below.

Conditions for reimbursement

Reimbursement of tuition fees or exemption from the obligation to pay tuition fees will be granted in the following cases and on the following terms:

	Grounds for reimbursement	Scope of the refund*	Comment
1.	The student withdraws from the programme of study before 1 August	Full refund	Applies to students who have paid tuition fees after the due date for payment and who withdraw in writing before 1 August. For students who withdraw <u>before</u> the due date for payment, the obligation to pay lapses. Students who have been admitted to degree-conferring programmes or multi-year programmes may withdraw from the programme of study before 1 August each year and be exempted from paying

			tuition fees or have tuition fees that have already been paid reimbursed.
2.	The student is not granted a residence permit	Full refund	<p>On the condition that the student has applied for a residence permit in a timely manner, and the application has been denied by the Norwegian Directorate of Immigration (UDI).</p> <p>This applies both at the beginning of the first year of study, and in the event of the student being denied a residence permit later in the course of study – unless the student is to blame for their residence permit not being renewed. In these cases, the tuition fees for semesters that have not started will be reimbursed; cf. USN’s academic calendar: Academic calendar – University of South-Eastern Norway (usn.no).</p>
3.	The student’s status changes, resulting in the student qualifying for exemption from tuition fees	Full or partial refund, depending on the time	<p>If the student meets the criteria for one of the exemption cases prior to the start of the semester (cf. Section 2), the tuition fee will be reimbursed in full.</p> <p>If the student qualifies for exemption after the start of the semester, a refund will be given for uncompleted semesters.</p> <p>It is the student’s responsibility to document that they meet the criteria in one of the exemption provisions.</p>
4.	Serious illness/disablement	<p>Full or partial refund, depending on the time:</p> <p>Tuition fees will not be reimbursed for semesters the student has completed in accordance with their individual education</p>	<p>Applies to the student’s own illness/disablement. See also section 10.</p> <p>In addition to the right to claim reimbursement of paid tuition fees, the student is also granted exemption from payment for future semesters if the student</p>

		<p>plan. In this context, “completed” means that the examinations have been taken and documented with a transcript of grades.</p>	<p>has to give up their place on the programme.</p> <p>If the student resumes their studies at a later date, tuition fees must once again be paid.</p>
5.	Death of a close family member	<p>Full or partial refund, depending on the time:</p> <p>Tuition fees will not be reimbursed for semesters the student has completed in accordance with their individual education plan. In this context, “completed” means that the examinations have been taken and documented with a transcript of grades.</p>	<p>In the event of a death in the student’s close family resulting in the student withdrawing or applying for a leave of absence from the programme. In this context, “close family” means parent, spouse or child (including adopted and foster children).</p> <p>In addition to the right to claim reimbursement of paid tuition fees, the student is also granted exemption from payment for future semesters if the student has to give up their place on the programme.</p> <p>If the student resumes their studies at a later date, tuition fees must once again be paid.</p>
6.	Political events and causes beyond the student’s control	<p>Full or partial refund, depending on the time:</p> <p>Tuition fees will not be reimbursed for semesters the student has completed in accordance with their individual education plan. In this context, “completed” means that the examinations have been taken and documented with a transcript of grades.</p>	<p>“Political causes” refers to factors related to the political situation in the student’s home country. Political factors linked to the student may be assessed on an individual basis pursuant to section 10.</p> <p>“Causes beyond the student’s control” means, for example, war, natural disasters, travel bans or similar circumstances beyond the student’s control that prevent the student from travelling to Norway. This also applies if the situation arises during the course of study, for example during a holiday or other trip to the student’s home country.</p> <p>In addition to the right to claim reimbursement of paid tuition fees, the student is also granted</p>

			<p>exemption from payment for future semesters if the student has to give up their place on the programme.</p> <p>If the student resumes their studies at a later date, tuition fees must once again be paid.</p>
7.	The student applies for a leave of absence from the programme	<p>Full or partial refund, depending on the time:</p> <p>Tuition fees are reimbursed in full if the student is granted a leave of absence before the academic year starts.</p> <p>If the student is granted a leave of absence after the academic year has started, but before it is completed, the student will have their tuition fees minus a charge of NOK 5,000 reimbursed.</p>	<p>The student can apply for a leave of absence pursuant to section 4-4 of the Regulations relating to studies and examinations at the University of South-Eastern Norway.</p> <p>If the student is granted a leave of absence before the due date for payment, the student will be exempted from the obligation to pay tuition fees for the semesters covered by the leave of absence.</p>
8.	The student loses their admission to or is excluded from the University	No refund or partial refund	If the student loses their admission to a course or programme of study (cf. Section 4-5 of the Regulations relating to studies and examinations at the University of South-Eastern Norway) or is temporarily excluded, etc., the tuition fees for uncommenced semesters will be reimbursed.
9.	USN has to withdraw the programme of study or postpone start-up until the second year of study	Full refund	<p>If USN has to withdraw a programme of study after students have been admitted, the students will be granted exemption from paying tuition fees or have tuition fees that have already been paid reimbursed.</p> <p>Insofar as it is possible, the student will be offered other, relevant studies for which the</p>

			student is qualified. Tuition fees must then be paid for these studies.
10.	Other extraordinary causes	Full or partial refund, depending on the time and cause	<p>USN may, upon a written, documented application from the student, decide to reimburse tuition fees or waive the obligation to pay in exceptional cases other than those mentioned in sections 1–9. Examples include a death in other close relationships, not mentioned in section 5.</p> <p>This provision has been included to be able to take account of situations that cannot be foreseen at the time the guidelines are laid down, and must be understood as a narrow exception clause.</p>

* USN reserves the right to make deductions from the amount refunded for any fees to external parties or fees beyond USN's control, bank and payment card fees, and any other necessary administration fees in connection with reimbursement.

An application for reimbursement of tuition fees must be submitted using this form ([create an online form and include link here](#)) no later than four weeks after the event that triggered the application for reimbursement occurred.