

## THE GUIDELINES OF VAASA UNIVERSITY OF APPLIED SCIENCES ON TUITION FEES AND SCHOLARSHIP REGULATIONS FOR STUDENTS SUBJECT TO TUITION FEES

### Scholarship committee

- Vaasa University of Applied Sciences will have a scholarship committee starting from 1 January 2022. The scholarship committee processes the scholarship proposals that have been prepared and that are then sent to the rector for approval.

Members of the scholarship committee:

- Head of Education (chair)
- Head of Student Services (presenter and draftsman)
- Financial Manager
- Director of Administration
- Representative of the Student Union VAMOK
- Executive assistant (secretary, Education Services)

### General principles of granting scholarships:

- A student may be entitled to the scholarship if they are a student from outside the EU/EEA and subject to tuition fees. **The student must be subject to tuition fees during the scholarship application period, 1–15 September, and when applying for a scholarship to be paid upon graduation.**
- A student who is exempt from tuition fees cannot apply for the scholarship. To be exempted from tuition fees, the student subject to tuition fees must present a valid and accepted document. They should deliver the document to the applicant services. The following documents are accepted for exempting the student from tuition fees:
  - A permanent or continuous Finnish residence permit
  - EU Blue Card valid in Finland
  - Copy of EU citizen's passport

The document must be valid at the start of the term in question, **1 January** or **1 August**, for the student to be entitled to the exemption.

- The student must apply for the scholarship during the application periods announced using the designated application form. Applications submitted late will not be processed.
- All students subject to tuition fees are informed of the scholarship regulations and the complementary guidelines before the start of the application period. The regulations and guidelines remain accessible and visible to students during the application period.
- The scholarship based on the progress of studies can be applied for once a year, during the application period of 1–15 September. The application for the scholarship to be paid upon graduation must be submitted **by the date of graduation**.
- The scholarship based on the progress of studies can be applied for after the first year of studies.
- The scholarship cannot be granted if the student is subject to disciplinary measures based on the degree regulations of Vaasa University of Applied Sciences.
- To be entitled to the scholarship, the student must be registered for attendance at Vaasa University of Applied Sciences during the scholarship application period. The scholarship can only be granted to students subject to tuition fees whose studies have progressed within the regular target schedule for the degree in question.
- A student subject to tuition fees will lose their right to the scholarship if their studies have not progressed within the degree-specific target schedule.
- In order to be entitled to the scholarship granted based on the progress of studies, the student must have completed 55 ECTS credits' worth of studies in the academic year prior to the application period. Studies that can be taken into consideration when granting the scholarship must be degree-specific, within the curriculum and completed while the student's right to study was valid. The studies completed will be verified from the transcript of Vaasa University of Applied Sciences.
- The studies completed, including any recognition of prior studies, must be recorded into the student administration system (Peppi) by the end of the application period. The application period will end annually on 15 September at 15.00 Finnish time.
- A student subject to tuition fees is entitled to an Early Bird discount of the tuition fee if they have applied for Vaasa University of Applied Sciences during the first joint application phase in the spring and confirmed their place within seven days of the publication of the joint application selection results for the spring. Further details

about the Early Bird discount will be specified in the letter of acceptance sent to the student and the Studyinfo service.

- As for Joint Degree students, the same principles of granting scholarships are followed, with regard to the regular completion schedule of the degree.
- The tuition fees and scholarships of transfer applicants and students who have changed degree programmes are determined based on the start date of their original right to study.
- The decision of a university of applied sciences on whether a scholarship is granted cannot be appealed against with an administrative court due to the ban on appeals defined in Section 60 of the Polytechnics Act of Finland (932/2014).
- A scholarship decision can be appealed against with the scholarship committee of Vaasa University of Applied Sciences within 14 days of the date on which the rector of Vaasa University of Applied Sciences made the decision on whether the scholarship is granted. The petition for appeal must include the student's name, their contact information and their grounds for the appeal.
- The scholarship committee will prepare a draft decision on the appeal to be resolved by the rector of Vaasa University of Applied Sciences. The rector's decision on an appeal cannot be appealed against.

### Principles related to paying the tuition fees

- The tuition fees are always paid for the academic years for which the student is in attendance.
- If a student subject to tuition fees does not pay the fee by its due date, they will lose their right to study. For new students, the due date is the last confirmation date specified for the joint application process.
- Continuing students must pay the fee for the next academic year by 30 June. Students starting during the spring term must pay the fee by 31 December.
- Students will also pay the fee for any excess terms during which they are in attendance (one term at a time). The fee is half of the annual tuition fee.

## Master's degree in a university of applied sciences

- To receive the scholarship, the student must have graduated on schedule. **For master's degrees, the scholarship can only be applied for upon graduation.**
- Students will also pay the fee for any excess terms during which they are in attendance (one term at a time). The fee is half of the annual tuition fee.

## Refund policy for tuition fees

- The tuition fees may be refunded to the student if their application for a residence permit is rejected. The rejection decision on the residence permit must be delivered to the applicant services.
- The tuition fees may be refunded to the student for terms for which they are absent, if they have changed their registration for attendance into non-attendance by the registration date specified by the university of applied sciences. The registration dates for the academic year are announced to all students every year.
- For their first academic year, the student may register for non-attendance only for the following statutory reasons: military service or alternative civil service; maternity, paternity or parental leave; or an illness or disability that prevents the student from starting their studies. The student must present a document that proves such a statutory reason.
- If the student's status related to tuition fees changes mid-term, the tuition fee will be refunded for the next term. The document based on which the student is exempted from the tuition fees must be valid for **1 January** or **1 August**.