

REGULATIONS

On tuition fee exemption and reduction for the students of Hanoi University of Science and Technology

(Promulgated with Decision No.2239/QĐ-ĐHKB-CTSV dated October 18, 2021, by the President of Hanoi University of Science and Technology)

Chapter I GENERAL REGULATIONS

Article 1. Purposes

This regulation aims to concretize policies on tuition fee exemption and reduction for HUST students (hereinafter referred to as HUST or University) as specified in Decree No.81/2021/NĐ-CP dated August 27, 2021, by the Government on the mechanism of collection and management of tuition fees for educational institutions in the national education system and the policy of tuition fee exemption and reduction and support for study expenses; service fees in the field of education and training.

Article 2. Scope of regulation and subjects of application

1. This regulation stipulates the subjects eligible for tuition fee exemption or reduction; tuition fee exemption or reduction; procedures for implementing exemption and reduction of tuition fees for students.
2. This regulation applies to full-time university students studying for their first degree at HUST.

Chapter II

SUBJECTS AND LEVELS OF TUITION FEE EXEMPTION AND REDUCTION

Article 3. Students eligible for tuition fee exemption

1. The subjects specified in the Ordinance on incentives for people with meritorious services to the revolution are studying at educational institutions of the national education system:
 - a) Children of people who joined in the revolution before January 1, 1945; children of people who joined in the revolution from January 1, 1945 to the day of the August uprising, 1945;
 - b) Children of war casualties;
 - c) Children of heroes of the people's armed forces;
 - d) Children of labor heroes during the war;
 - dd) Children of war invalids, children of people entitled to policies like war invalids;
 - e) Children of sick soldiers;
 - g) Children of war activists infected with toxic chemicals;
2. Students with disabilities.

3. Students from 16 to 22 years old with no source of nourishment who are studying at university with their first degree are eligible for monthly social allowances as prescribed in Clauses 1 and 2, Article 5 of Decree No.20/2021/NĐ-CP March 15, 2021 of the Government.

4. Student who are sent by residential province

5. Students who are ethnic minorities with a father or mother or father and mother or grandparents (in the case of living with grandparents) from poor and near-poor households.

6. Students who are ethnic minorities (Cong, Mang, Pu Peo, Si La, Co Lao, Bo Y, La Ha, Ngai, Chut, O Du, Brau, Ro Mam, Lo Lo, Lu, Pa Then, La Hu) in areas with difficult or extremely difficult socio-economic conditions.

7. Students in the subjects of programs and projects are exempt from tuition fees according to the Government's regulations.

Article 4. Students eligible for tuition reduction

1. Subjects who are entitled to a 70% reduction in tuition fees: Students who are ethnic minorities (apart from very few ethnic minorities) in extremely difficult villages/hamlets, zone III communes in ethnic and mountainous areas, communes especially difficult in coastal areas and islands.

2. Subjects who are entitled to 50% tuition reduction: Students who are children of cadres, civil servants, public employees or workers whose father or mother has a labor accident or an occupational disease is entitled to a regular allowance.

Article 5. Courses eligible for tuition fee exemption or reduction

1. Tuition exemption and reduction courses: The first course belongs to the standard program.

2. Courses that are not exempt or reduced in tuition fees:

- a) Summer semester courses;
- b) Courses retaken;
- c) Courses beyond the standard program.

Article 6. Mechanism of tuition fee exemption and reduction

1. Subjects not eligible for tuition fee exemption or reduction:

- a) Students are receiving salary and living expenses during their studies;
- b) Students who have attended university and are entitled to tuition fee exemption or reduction at another higher education institution;
- c) Students who are transferred from the bachelor's program to engineering.

2. For private module classes at the request of students: The tuition fee exemption or reduction level is equal to the tuition fee exemption or reduction rate of that module for the standard courses. Students shall pay the difference between the required private class and the exempted or reduced tuition fees.

3. In case a student takes a leave of absence from University in the middle of the semester: The tuition fee exemption or reduction level is calculated based on the tuition fee the student shall pay at the time the student withdraws according to the current training regulations of HUST.

4. The regime of exemption or reduction of tuition fees is not applied during the time when the disciplined student has to stop studying or is forced to withdraw from HUST.

5. In case students have to stop studying due to illness, accident or force majeure, when returning to study, they will continue to be entitled to the policy of tuition fee exemption and reduction.

6. Students studying at the same time at many educational institutions or disciplines within the University are only entitled to tuition fee exemption or reduction at one educational institution and one discipline.

Article 7. Funding for the provision of tuition fee exemption and reduction for students

HUST compensates for the difference in tuition fees according to the regulations of the University and the tuition fee exemption and reduction levels set by the State regulated in Decree No.81/2021/NĐ-CP dated August 27, 2021 of the Government.

Chapter III

PROCEDURES FOR IMPLEMENTATION OF THE POLICY ON TUITION FEE EXEMPTION, REDUCTION AND PAYMENT METHOD

Article 8. Dossier for tuition fee exemption or reduction

1. For students specified in Clause 1, Article 3:

a) An application form for tuition fee exemption or reduction: An application form according to Appendix I;

b) A certified true copy of the certification of the management agency that the person with meritorious services to the revolution has a child eligible for tuition fee exemption or reduction;

c) Certified copy of the student's birth certificate.

2. For students specified in Clause 2, Article 3:

a) An application form for tuition fee exemption or reduction: An application form according to Appendix I;

b) A certified true copy of the certificate of disability issued by the commune-level People's Committee or a certified copy of the decision of the district-level chairperson of the People's Committee on social allowance;

c) Certified copy of the student's birth certificate.

3. For students specified in Clause 3, Article 3:

a) An application form for tuition fee exemption or reduction: An application form according to Appendix I;

b) A certified copy of the decision of the chairperson of the district-level People's Committee on social allowance;

c) Certified copy of the student's birth certificate.

4. For students specified in Clause 4, Article 3:

a) Application form for tuition fee exemption or reduction: Application form according to Appendix I.

5. For students specified in Clause 5, Article 3:

a) An application form for tuition fee exemption or reduction: An application form according to Appendix I;

b) An application form for support for study expenses: An application form according to Appendix II;

c) A certified true copy of the certificate of poor or near-poor households (number of poor households, near-poor households or certificates of poor households and near-poor households);

d) A certified true copy (within 6 months from the date of receipt of the application) of the household registration book or the police agency's certification of permanent residence registration (in case the student lives with a grandparent);

dd) Certified copy of the student's birth certificate.

6. For students specified in Clause 6, Article 3:

a) An application form for tuition fee exemption or reduction: An application form according to Appendix I;

b) Application for study support: Application form according to Appendix III;

c) A certified true copy (within 6 months from the date of receipt of the application) of the household registration book or the police agency's certification of permanent residence registration;

d) Certified copy of the student's birth certificate.

7. For students specified in Clause 1, Article 4:

a) Application form for tuition fee exemption or reduction: An application form according to Appendix I;

b) A certified true copy (within 6 months from the date of receiving the dossier) of the household registration book or the police agency's certification of permanent residence registration;

c) Certified copy of the student's birth certificate.

8. For students specified in Clause 2, Article 4:

a) Application form for tuition fee exemption or reduction: An application form according to Appendix I;

b) A certified true copy of the monthly allowance book or proof of the monthly allowance of the father or mother suffering a work accident or occupational disease, issued by the social insurance organization;

c) A certified copy of the certificate of occupational accident or occupational disease allowance or the Decision on occupational accident or occupational disease allowance;

d) Certified copy of the student's birth certificate.

9. Students falling under Clauses 1,2, 3, 4, 6, Article 3 and Clauses 1,2, Article 4 only have to make 1 set of dossiers submitted for the first time for the whole study period; Subjects specified in Clause 5, Article 3 shall submit their application in February of each year for the University to use as a basis for exemption or reduction of tuition fee consideration in the year.

Article 9. Procedures for exemption and reduction of tuition fees and payment methods

1. Students need to complete and submit the application for tuition waiver or reduction to the Office of the Student Affairs within 45 days from the start of the semester.

2. The Office of the Student Affairs receives and completes the application review, transfers the list of students eligible for tuition fee exemption or reduction to the Office of Academic Affairs within 05 working days after the deadline for receiving the documents.

3. The Office of Academic Affairs receives the list of students eligible for tuition exemption and reductions, calculates tuition fees for eligible and reduced courses, and transfers it to the

Office of the Student Affairs within 03 working days after completing the tuition fee calculation for the semester of tuition fee exemption or reduction consideration

4. Office of the Student Affairs calculates the amount exempted, deducted amount, completes tuition fee exemption and reduction dossiers and submits to Office of Academic Affairs, Finance - Accounting Department within 03 working days after receiving the payment results for tuition fees for the courses exempted or reduced from the Office of Academic Affairs.

5. The Office of Academic Affairs directly deducts the tuition fee reduction, exemption (if any) of the University from the tuition fee that students have to pay.

6. The Finance - Accounting Department shall carry out the procedures for paying the State's tuition fee exemption or reduction for students eligible for tuition exemption or reduction into the student's account.

7. The tuition fee exemption or reduction is carried out on a semester-by-term basis and from the semester the University receives a complete application for tuition fee exemption or reduction as prescribed in Article 8.

CHAPTER IV

IMPLEMENTATION PROVISION

Article 10. Implementation provision

This regulation takes effect from the date of signing and will be applied from the University year 2021-2022. Any previous regulations contrary to this Regulation are no longer valid.

Hanoi, October 18, 2021

P.P. PRESIDENT
VICE PRESIDENT
(signed and sealed)

Assoc. Prof. Nguyen Phong Dien

Appendix I

APPLICATION FORM FOR TUITION FEE REDUCTION AND EXEMPTION

(Issued with the Regulations on tuition fee reduction and exemption for the students of Hanoi University of Science and Technology, promulgated with the Decision No.2239/QĐ-ĐHKB dated October 18, 2021 by the President of Hanoi University of Science and Technology)

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

APPLICATION FORM OF TUITION FEE REDUCTION, EXEMPTION

(Used for students at the vocational training and public higher education establishments)

To: Hanoi University of Science and Technology

Full name:

Date of birth:

Place of birth:

Class:Course:.....Institute:

Student's ID:

As an object: *(Specify type of object as regulated in Decree No.81/2021/NĐ-CP)*

.....
.....

Eligible for tuition fee reduction, exemption (specify the name of establishment where the tuition fee reduction, exemption is applied, Universitying level and training level):

.....
.....

Basing on the Decree No.81/2021/NĐ-CP of the Government, I am writing this application to kindly request the University to give consideration on the tuition fee reduction, exemption as per the current regulations.

**CONFIRMATION OF THE WARD
PEOPLE'S COMMITTEE¹**

*The student's permanent residence
(signature, full name)*

.....date.....month.....year.....

Applicant

(Signature and full name)

Appendix II
APPLICATION FORM FOR STUDY SUPPORT

(Issued with the Regulations on tuition fee reduction and exemption for the students of Hanoi University of Science and Technology, promulgated with the Decision No.2239/QĐ-ĐHKB dated October 18, 2021 by the President of Hanoi University of Science and Technology)

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

APPLICATION FORM FOR STUDY SUPPORT
(Used for students at public education establishments)

To: Hanoi University of Science and Technology

Student's full name:

Permanent residence:

Place of birth:

Ethnicity:

Is now studying at class:

Course:.....Institute:

University: Hanoi University of Science and Technology

I am writing this application to kindly request the competent authorities to consider and approve the study support funding as per the current regulations./.

**CONFIRMATION OF THE WARD
PEOPLE'S COMMITTEE¹**

*The student's permanent residence
(signature, full name)*

.....date.....month.....year.....

Applicant
(Signature and full name)

¹ *In case the student has birth certificate or family household book, then submit the birth certificate or family household book (copies with originals for authentication or certified copies) with the application, there is no need for confirmation from Ward level People's Committee.*

Appendix III

APPLICATION FORM FOR STUDY COST SUPPORT

(Issued with the Regulations on tuition fee reduction and exemption for the students of Hanoi University of Science and Technology, promulgated with the Decision No.2239/QĐ-ĐHBK dated October 18, 2021 by the President of Hanoi University of Science and Technology)

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

APPLICATION FORM FOR STUDY COST SUPPORT

(Used for students at public higher education establishments)

To: Hanoi University of Science and Technology

Full name:; Ethnicity.....

Date of birth:

Place of birth:

Class:Course:.....

Student's ID:

As (specify the kind of subjects specified in Decision No.66/2013/QĐ-TTg of the Government)

.....

.....

Basing on Decision No.66/2013/QĐ-TTg of the Government, I am writing this application to kindly request the University to consider to provide support on my study cost as per regulations.

**CONFIRMATION OF STUDENT
AFFAIRS OFFICE**

.....date.....month.....year....

Applicant
(Signature and full name)