### ADMINISTRATIVE FEES

| Service Description                                                                 | Fee  
|-------------------------------------------------------------------------------------|------
| Certified true copy of the transcript of grades for former students before 1988    | CHF 30  
| (maximum of three copies. CHF 15 for each additional copy)                          | CHF 15  
| Certified true copy of transcript of grades and diploma (maximum of three sets of copies. CHF 15 for each extra set of copies) | CHF 15  
| Various certificates                                                                | CHF 15  
| Duplicata of the diploma (duly motivated request)                                  | CHF 50  
| New diploma in case of a legal change of name                                       | CHF 50  
| Administrative semester tuition fee for student on leave                            | CHF 50  
| Administrative semester tuition fee for student on medical leave attested by a medical certificate, when the incapacity runs into a new semester and goes beyond 30 October for the Autumn Semester and 31 March for the Spring Semester | CHF 50  
| Administrative fee for a guaranteed readmission further to a withdrawal from the studies | CHF 50  
| Administrative fee for re-registration in addition to the semester registration tuition fee | CHF 100  
| Issue of a new Multi-services card                                                   | CHF 10  

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