

Submission process for the reimbursement of course fees from the Swiss Confederation

The request for reimbursement of course fees can be submitted only after receipt of the examination results.

Further information and the access to the SERI online portal can be found under:
<https://www.sbf.admin.ch/sbf/de/home/bildung/hbb/finanzierung/teilnehmende-und-absolvierende.html>

The following documents are required for the submission of the request:

- **The confirmation of examination participation** which can be obtained from SFAA upon the receipt of the examination results.
- **The confirmation of payment** which is issued by AZEK. To provide the confirmation of payment, AZEK needs documentary evidence that the candidate bore the costs himself (e.g. copy of the debit advice).
- **The invoice(s) of the course costs and, for CIAA, of the intermediary examination**
The invoices have been sent to the candidate after course subscription. Please note that the Confederation only accepts invoices which are privately addressed. The amount must be the same as on the request for reimbursement.

Guidelines of the SERI for reimbursement of course fees from Swiss Confederation

To be eligible for the reimbursement of course fees, the candidates shall fulfill the following conditions:

- The candidate has participated at the Federal exam. Examination date was after Jan 1st, 2018.
- The course is included in the online course list of the SERI and prepares the candidate for the Federal examination. The course is listed under the year of the course launch.
- The course start date was after Jan 1st, 2017.
- The course has not started more than seven years before the examination.
- Total eligible costs are at least CHF 1'000.
- The candidate's tax domicile is in Switzerland.
- The request for reimbursement has been submitted within two years of the Federal examination date.
- **The candidate has borne the course fees himself and the invoice is issued in the name of the candidate. Otherwise, the request for reimbursement is not valid.**