



## Rektor

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## Rules for the payment of tuition fees

Under the Ordinance on Admission Fees and Tuition Fees at Universities and Other Higher Education Institutions (2010:543) a higher education institution shall charge a person who is not a citizen of an EU or EEA state or Switzerland a fee for first and second-cycle courses and study programmes.

The Association of Swedish Higher Education (SUHF) has adopted recommendations about the final date for payment of the tuition fee for the first term (REK 2010:5) and recommendations about handling certain students liable to pay fees and certain courses and study programmes for which fees are payable (REK 2012:1). The present local rules mean that Stockholm University has decided to mainly follow these recommendations with the exception of the paragraph on the possibility for a PhD student to take a second-cycle course as part of their programme.

This decision replaces the decision of the Vice Chancellor from 2011 on the payment of tuition fees (reg. no SU 31-0931-10).

### ***Payment date and suspension due to non-payment***

Under the Ordinance the following is applicable to the date for payment of a tuition fee:

#### ***Section 7***

*The higher education institution shall determine the date for payment of the tuition fee after consulting the Swedish Migration Board.*

#### ***Section 8***

*To be admitted to a course or study programme an applicant who is liable to pay a tuition fee shall pay their tuition fee no later than on the date referred to in Section 7. If the course or study programme consists of more than 30 higher education credits, the higher education institution may decide that the tuition fee may be paid in instalments and that payment of the first instalment is sufficient for admission. The first instalment shall not be less than the tuition fee for the first 30 higher education credits of the course or study programme.*

#### ***Section 9***

*A student who has paid a first instalment referred to in Section 8, second paragraph*

*and has begun their course or study programme shall pay the remaining parts of their tuition fee within the period decided by the higher education institution.*

**Section 10**

*If the remaining parts of the tuition fee are not paid within the period specified, the higher education institution shall remind the student to pay the fee within a certain period. If the fee is not paid within the period stated in the reminder, the higher education institution shall suspend the student from the course or study programme until the fee has been paid. The student shall be notified of this in the reminder.*

*A suspension decision means that the student may not participate in instruction, tests or other activities as part of the course or study programme at the higher education institution. In an individual case the higher education institution may also decide that a degree certificate or course certificate may not be issued before the fee has been paid.*

**Section 11**

*A decision to suspend a student who has not paid their tuition fee has immediate effect.*

**Section 13**

*A decision to suspend a student who has not paid their tuition fee may be appealed to the Board of Appeals for Higher Education. The decision of the Board may not be appealed.*

**1.1 Local rules**

The final date for payment of the tuition fee for the first term of courses and study programmes that are not given entirely at a distance is 1 June for courses and study programmes that start in the autumn term and 15 December for courses and study programmes that start in the spring term. If the date stated is a holiday, the last date for payment is the next weekday.

For courses and study programmes given entirely at a distance the last date of payment is 1 August for courses and study programmes that start in the autumn term and 15 December for courses and study programmes that start in the spring term.

If the course or study programme consists of at least 60 higher education credits the subsequent instalment or instalments shall also relate to 30 higher education credits. If the course or study programme consists of more than 30 higher education credits but less than 60 higher education credits, the second instalment shall relate to the whole of the remaining tuition fee for the course or study programme. For the second instalment and subsequent instalments the last date for payment is 15 December for courses or study programmes during the spring term and 1 June for courses or study programmes during the autumn term.

If the remaining parts of the tuition fee are not paid within the period specified, the university shall remind the student to pay the fee within a certain period. If the fee is not paid within the period stated in the reminder, the university shall suspend the student from the course or study programme until the fee has been paid. The student shall be notified of this in the reminder. The suspension only applies to the course or study programme to which the payment not made relates.

## **Repayment and change of fee status**

Under the Ordinance the following is applicable to the repayment of a tuition fee:

### ***Section 12***

*If a student has paid a tuition fee but is no longer liable to pay a tuition fee under Section 5, the higher education institution may repay the part of the fee that relates to the part of the course or study programme for which the student is no longer liable to pay a fee.*

*The higher education institution may repay all or part of the tuition fee if the student is unable to participate in the course or study programme for special reasons.*

## **2.1 Local rules**

The question of whether or not a student is liable to pay a tuition fee is decided when the student is admitted to the course or study programme since this is part of the admission decision. A student who has been declared not to be liable to pay a tuition fee shall not be declared during the course or study programme to be liable to pay a tuition fee unless that basis for the original decision was incorrect.

If the amount paid as a tuition fee exceeds the amount stated in the invoice, an excess amount of less than SEK 1000 will not be repaid.

However, a student who has been declared liable to pay a tuition fee can, following an examination of the matter, be declared in accordance with the Ordinance not to be liable to pay a tuition fee during their course or study programme. The student is responsible for notifying the University when they are no longer liable to pay a fee. The change in their fee status is not made until the next term, which means that a tuition fee is not repaid during an ongoing term. Nor is the fee for the present term repaid for students who break off their studies or fail to register for studies, unless the university is notified no later than the last day of registration.

A student who is prevented from commencing studies after the tuition fee has been paid (but studies not yet begun) for reasons beyond the student's control is primarily offered deferment of studies and not repayment. Only for special and well documented reasons can repayment under such conditions be considered.

In the case of the refusal of an application for a residence permit the tuition fee is repaid after the start of the term since, in that case, the student has been unable to make use of their place. No repayment is made for the part of the course or study programme already completed by the student.

The student must request repayment personally and give proof of the reasons cited.

## **Payment of fees**

### **3.1 Local rules**

Student Services invoice the students liable to pay tuition fees who have received a notification of conditional admission. If the University has awarded a student a scholarship that relates to the tuition fee, the tuition fee is reduced by an amount corresponding to the



scholarship. When a course or study programme is in progress, Student Services invoice the student before every instalment.

The tuition fee is paid by making an account deposit via a bank.

### ***Leave from studies for students liable to pay tuition fees***

#### **4.1 Local rules**

A student who is liable to pay tuition fees may continue their course or study programme after the completion of their leave from studies at the same fee level that applied when the student was admitted to the course or study programme in question or, if the fee is lower at the end of the study leave, at the fee level then applicable. The University decides what period is covered by the leave from studies.

### ***5. Application fee and tuition fee in the event of a deferment***

#### **5.1 Local rules**

If the University has granted a student who is liable to pay a tuition fee a deferment in starting their studies no new application fee shall be charged when the student takes up their place on the course or study programme.

If a tuition fee has been paid before the deferment decision, the fee already paid is carried forward to the term when the student takes up their place. If a tuition fee has not yet been paid when the deferment decision is made, the tuition fee level that is applicable when the student takes up their place is applied.

### ***Possibilities for PhD students to take a second-cycle course in their study programme***

#### **6.1 Local rules**

No tuition fee is levied for third-cycle studies. A PhD student can be granted an exemption from the tuition fee for a second-cycle course provided that their department certifies that the course shall form part of their individual study plan (under Chapter 6, Section 29 of the Higher Education Ordinance). This also applies to a student who has been admitted to a third-cycle programme at another higher education institution with which the University has established cooperation. In the latter case it is the department at Stockholm University giving the course that certifies that the course forms part of the student's individual study plan.

### ***Charging a fee for a student taking a course at another higher education institution as part of a study programme***

#### **7.1 Local rules**

The tuition fee for the whole study programme is charged by the higher education institution that is responsible for the study programme providing that the course is included in the syllabus of the study programme concerned.

Corresponding rules also apply when a student liable to pay tuition fees studies a course at a higher education institution outside Sweden providing that this takes place as part of an exchange agreement drawn up between by the higher education institutions.



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This decision has been taken by the Vice-Chancellor, Professor Astrid Söderbergh Widding, in the presence of the Deputy Director of Administration Joakim Malmström. Student representatives have been informed and have had the opportunity to state their opinion. The other person present has been Anna Riddarström, Vice-Chancellor's Office (taking the minutes). The matter has been presented by Jerker Dahne.

Astrid Söderbergh Widding

Jerker Dahne

