

Rules on payment of tuition fees

| | |
|--|---|
| Document type | Regulations |
| Decided by | Vice-Chancellor |
| Date of decision | 2020-04-03 |
| Reg.no. | SU-FV-2.4.3-1160-19 |
| Validity period | 2020-04-03 - until further notice |
| Replaces document | Rules for the payment of tuition fees, reg.no. SU-FV-2.4.3-0068-16, decision 2016-01-14 |
| Responsible administrative unit | Student Services |
| Responsible administrator | Stefan Norrlén |

Description:

This regulatory document includes the national and local rules applicable on payment of tuition fees for first and second-cycle education for those who are not citizens of an EEA member state or of Switzerland.

Background

According to the Ordinance on Admission Fees and Tuition Fees at Higher Education Institutions (SFS 2010:543) (the Ordinance), a higher education institution shall charge a tuition fee for first or second-cycle education from those who are not citizens of an EEA member state or of Switzerland.

The Association of Swedish Higher Education Institutions (SUHF) has adopted a recommendation on the handling of students liable to pay fees (REK 2018:2). The recommendation replaces the recommendations on handling of certain students liable to pay fees and certain courses and study programmes for which fees are payable (REK 2012:1) as well as the revised recommendations on the final date for payment of the tuition fee for the first term (REK 2011:4), which are thereby no longer valid. In accordance with the existing local rules, Stockholm University has decided to comply with the recommendation on the handling of students liable to pay fees (REK 2018:2).

1 Payment date and suspension due to non-payment

According to the Ordinance, the following applies for payment of a tuition fee:

Section 7

After consulting the Swedish Migration Agency, the higher education institution shall decide on a date for payment of the tuition fee.

Section 8

In order to be admitted to a study programme, an applicant liable to pay tuition fees shall pay the tuition fee no later than on the date referred to in Section 7. If a study programme comprises more than 30 credits, the higher education institution may decide that the tuition fee may be paid in instalments and that payment of the first instalment is adequate for admission. The first instalment shall not be less than the tuition fee for the first 30 credits of the study programme.

Section 9

A student who has paid a first instalment as set out in the second paragraph of Section 8 and has begun their studies shall pay the remaining instalments of the tuition fee within such time as determined by the higher education institution.

Section 10

If the remaining instalments of the tuition fee are not paid within the stipulated time, the higher education institution shall remind the student to pay the fee within a certain period of time. If the fee is not paid within the time period specified in the reminder, the higher education institution shall suspend the student from the programme until the fee has been paid. The student shall be informed hereof in the reminder.

A suspension decision means that the student may not participate in classes, exams or other activities within the scope of the study programme at the higher education institution. The higher education institution may also, in individual cases, decide that diplomas and course certificates may not be issued until the fee has been paid.

Section 11

A decision to suspend a student who has not paid the tuition fee is effective immediately.

Section 13

A decision to suspend a student who has not paid the tuition fee may be appealed to the Higher Education Appeals Board (ÖNH). The Board's decision 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 entirely provided 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 stated date falls on a holiday, the next working day is the final date of payment.

For courses and study programmes entirely provided at a distance, the final date for 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 final date for payment falls on a holiday, the next working day is the final date of payment.

If the course or study programme comprises at least 60 credits, subsequent instalments shall cover 30 credits. If the course or study programme comprises more than 30 credits but less than 60 credits, the second instalment shall cover the entire remaining tuition fee for the study programme. For the second instalment and subsequent instalments, final date of payment is 15 December for courses and study programmes during the spring term and 1 June for courses and study programmes during the autumn term. If the final date for payment falls on a holiday, the next working day is the final date of payment.

Suspension only applies to the course or study programme to which the non-payment refers.

2 Payment

2.1 Local rules

Student Services invoice those students liable to pay tuition fees who have received a conditional letter of 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. For ongoing courses and study programmes, Student Services invoice the student before each instalment.

Payment of the tuition fee is made by account deposit via a bank.

3 Change of fee status and repayment

According to the Ordinance, the following applies on repayment of a tuition fee:

Section 12

If a student has paid the tuition fee but is no longer liable to pay fees in accordance with Section 5, the higher education institution may repay the part of the fee that refers to the part of the study programme for which the student is not liable to pay a fee.

The higher education institution may also repay all or part of the tuition fee if the student is unable to participate in the study programme due to special circumstances.

3.1 Local rules

3.1.1 Change of fee status

A tuition fee is charged for those who are citizens of a third country at the start of the course or study programme and who are considered liable to pay fees during their studies according to Section 5 of the Ordinance. A student declared not to be liable to pay a tuition fee shall not be declared as liable to pay a fee during their course or study programme unless the grounds for the original decision were incorrect.

A student declared to be liable to pay fees can, following a review, be declared not to be liable to pay a tuition fee during their course or study programme in accordance with the Ordinance. The student is responsible for notifying the University when they are no longer liable to pay fees.

The fee status will be changed in the next term and not before then.

3.1.2 Repayment

Because the fee status is not changed until the next term, a tuition fee is not repaid during an ongoing term. The fee for the current term is not repaid to students who interrupt their studies or fail to register without notifying the institution no later than the last day of registration.

When prevented from commencing studies after the tuition fee has been paid (but before commencing studies) for reasons beyond the student's control, the student is first offered deferment, not repayment. Repayment may only be made for verifiable, special reasons.

In the event an application for a residence permit is denied, the tuition fee may be repaid after the start of the term, as the student will not have been able to claim their place. No repayment is made for the part of the course or study programme already completed by the student.

The student shall apply for repayment and present evidence to support their claim.

Because additional costs arise in connection with repayment and costs have also been incurred in connection with admission and other administration before registration, granted repayments are charged SEK 5 000, unless the University has decided on a different handling of the matter in question.

If the amount paid as a tuition fee exceeds the amount stated in the invoice, an excess amount of less than SEK 1 000 will not be repaid.

4 Leave of absence for students liable to pay fees

4.1 Local rules

A student who is liable to pay tuition fees may continue their course or study programme after a leave of absence at the same fee level applicable when the student was admitted to the study programme in question or, if the fee is lower at the end of the leave of absence, at the fee level applicable at the time. The student will notify the University well before resuming studies to receive a new invoice.

5 Application fee and tuition fee for deferred enrolment

5.1 Local rules

If the University has granted a student who is liable to pay fees deferred enrolment, no new application fee shall be charged when the student claims their place in the course or study programme.

If a tuition fee has been paid before the deferment decision, the paid fee is carried forward to the term when the student claims their place. If a tuition fee has not yet been paid when the decision on deferment is made, the tuition fee level applicable when the student claims their place shall be applied.

6 Possibilities for doctoral students to study second-cycle courses within the study programme

6.1 Local rules

Third-cycle studies are not subject to tuition fees. A doctoral student may be granted an exemption from the tuition fee for a second-cycle course, providing that the institution certifies that the course shall form part of the doctoral student's individual study plan (according to Chapter 6, Section 29 of the Higher Education Ordinance (SFS 1993:100)). This also applies to a student admitted to third-cycle programmes at another higher education institution with which the University has an established cooperation. In the latter case, it is the course-providing department at Stockholm University that will certify that the course forms part of the individual study plan.

7 Charging fees for a student who takes a course at a different higher education institution within the scope of a study programme

7.1 Local rules

When a student liable to pay tuition fees takes a course at a different higher education institution within the scope of a study programme, a tuition fee is charged for the entire scheduled study programme by the higher education institution responsible for the study programme, providing that the course is included in the syllabus for the study programme in question.

The corresponding rules apply in cases where a student liable to pay tuition fees takes a course at a higher education institution outside of Sweden, providing that this is part of an exchange agreement between the higher education institutions.

Funding for a course within the scope of a study programme taken at a different higher education institution in Sweden than the institution responsible for the study programme is paid in accordance with the sum total of the Government-regulated funding for full-time students and annual performance (HST/HPR) for the course in question, providing this is within the scope of an established cooperation between the institutions. Other funding level than HST/HPR shall be agreed between the concerned institutions in writing and, on Stockholm University's part, be approved by the Student Services Manager.