

GUIDELINES FOR REGISTRATION FEES AND TUITION FEES FOR FEE-PAYING STUDENTS

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Background to the guidelines for tuition fees

The ordinance on application fees and tuition fees at higher education institutions (2010:543) states that higher education institutions shall charge tuition fees for students who do not meet the requirements for exemption from paying fees. In its recommendations on handling certain students liable to pay fees and certain courses and study programmes for which fees are payable (REK 2012:1), the Association of Swedish Higher Education Institutions (SUHF) recommends that universities and higher education institutions establish local regulatory frameworks for handling students liable to pay fees.

Application fees

In the case that the higher education institution conducts local admissions, an application fee is charged in accordance with the ordinance and is therefore not covered by these guidelines.

Determining the tuition fees

The institute of higher education decides on the amount of the tuition fees for first- and second-cycle courses and study programmes by academic year. The tuition fees shall be calculated to meet the costs in full for the activity as a whole that is funded by the tuition fees.

In order that students liable to pay fees know the amount of the fees, the tuition fees shall be clearly shown when applying for a course and/or study programme. The tuition fees for students on programmes shall be the same for all semesters of the course or study programme. The tuition fees shall be shown in the student's admission decision.

A student who has been admitted as exempt from fees in his or her admission decision cannot later during the course or study programme be declared liable to pay fees due to, for example, a change in migration status.

Payment terms

Admitted students who are liable to pay fees will receive information that the tuition fees shall be paid in advance and how the payment shall be made in connection with the admission decision. The admission to the course or study programme is conditional until such time as the tuition fees have been paid. For courses and study programmes comprising more than 30 credits, the fees may be paid in instalments. The first payment shall correspond to the fees for the first 30 credits of the course or study programme. Thereafter, the tuition fees shall be paid in instalments per semester.

The tuition fees may not be paid in smaller amounts than per semester. If a student has been awarded a scholarship for the tuition fees, the tuition fees are reduced by the equivalent amount.

Invoices are sent by email to the applicant liable for the fees after the final admission decision. The tuition fees shall be paid as per the information on the invoice.

The higher education institution informs the Swedish Migration Agency when a decision has been made that the applicant has been admitted and that the tuition fees for the course or study programme have been paid.

Non-payment of tuition fees

If the applicant does not pay the tuition fees within the specified time, a reminder will be sent. If payment is not received within the time specified in the reminder, the applicant's place will be withdrawn according to the terms of admission. Information on the above will be shown on the invoice as well as the reminder.

A student who has started a course or study programme and has not paid the tuition fees for the next semester, despite a reminder, will be suspended with immediate effect from the course or study programme until the fees have been paid.

Information on the above will be shown on the invoice as well as the reminder.

Decisions on suspensions can be appealed to the Higher Education Appeals Board.

Deferment and approved leave from studies for students who are liable to pay

To apply for deferment of studies, an admitted student who is liable to pay must have paid the tuition fees. When the student starts the course or study programme on reapplication after the end of the deferment period, the tuition fees shown on the student's admission decision apply.

An admitted student liable to pay who has applied for and been granted leave from

studies shall pay the tuition fees shown on the admission decision at the end of the leave from studies.

Students who are liable to pay have the right to complete the course or study programme they have started and paid for according to the regulatory framework in force at University West.

Repayment of tuition fees

A fee-paying student who is prevented from attending their education for special reasons may apply to have the tuition fee refunded. An application for a refund must be sent to University West's registrar and contain contact information for the applicant, which course or program the refund relates to and a justification for why the student should be granted a refund of tuition fee. A student who has been declared liable for a fee may apply for a fee exemption during the course of the education.

Special reasons may be:

Eligibility requirements are not met, and applicants cannot start the education – The University will refund the full tuition fee.

Eligibility requirements are not met for the coming semester and the student cannot continue the education, only the part of the education that remains may be considered for repayment.

Applicant/student is no longer liable for fees after changing fee status – a possible refund of the entire or part of the paid tuition fee can be made after individual examination and only apply during the current semester.

The student is granted a deferment to start the education.

If the reason for the refund applies to a non-granted residence permit, the basic rule is that a full refund is made if the application is received no later than 5 weeks into the semester. This may be extended in special circumstances.

Basic rule when applying before starting education: University West always refunds the entire tuition fee, but if the application is received after August 15 for the autumn semester or December 15 for the spring semester and is based on "other special reasons .." an administration fee of SEK 8,000 is charged.

Other exceptional reasons invoked by the applicant/student are examined individually.

Repayment of tuition fees, bank or card fees excluded, can only be made to the account number from which the tuition fee was paid.

A tuition fee refund cannot be made if:

The account from which the payment was made has been closed.

The payment has gone through an exchange office.

The country to which repayment is to be made is under sanctions, which means that our bank is not allowed to make payments to this country