



Tuition fees¹

These guidelines were finalised by the Vice-Chancellor on 22 March 2022 and take effect on the same day

Dnr HS 2022/257

¹ This is a translation of the Swedish version (Riktlinjer för studieavgifter, registration number HS 2022/200). In the event of any discrepancy, the Swedish version of this document shall prevail.

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1 Background

According to the Regulation on application and tuition fees at universities and colleges (SFS 2010:543), citizens from outside the EU/EEA or Switzerland, also referred to as third-country students, shall in certain cases pay a fee for their higher education.

2 Fees

The tuition fees at the University of Skövde (University) are indicated in a specific decision from the Vice Chancellor before each academic year.

A student who is conditionally admitted to a degree programme and at the beginning of said programme has not met the conditions (normally not completing their Bachelor's degree) may sometimes be allowed to study the programme's courses as freestanding courses. If this occurs, the student will be charged as a programme student and not as a course student.

For students in study programmes of more than one academic year, the tuition fees will remain the same as when the programme started. Should the tuition fees be reduced for the subsequent academic year compared to the initial academic year, the lower fees will be charged.

For studies after deferment of studies or approved study break, the tuition fees will be the same as at the time the student was granted the deferment of studies or approved study break. If the tuition fees are lower at the termination of the deferment of studies or approved study break the current level of the fees will be charged.

3 Payment of tuition fees

The tuition fee for the first semester or freestanding course² must be paid in full by the date the University of Skövde (University) decides according to the Regulation on application and tuition fees at universities and colleges (SFS 2010:543) 8§. The date is shown in the invoice that is sent out by the University. Admission to the University is conditional until the tuition fee is paid. If the payment is not made by the due date, this will be considered as a cancellation of the studies the applicant is admitted to and the place can be assigned to another applicant.

The tuition fee must be paid in order to apply for deferment of studies as payment is required for admission. If deferment of studies is

² A freestanding course is herein defined as any course which is not included in a programme which the student has been admitted to.

approved, the paid tuition fee is transferred to the semester the studies begin.

The tuition fee must be paid in advance for a programme's second semester or later semesters.

- Tuition fee for the spring semester must be paid no later than 15 December in the year before the spring semester begins.
- Tuition fee for the autumn semester must be paid no later than 1 August before the autumn semester begins.

The tuition fee must be paid semester by semester until the programme is fully paid or until the student has requested a re-evaluation of fee-paying student status and has subsequently been granted fee-exempt status. Payment must be made semester by semester regardless if a student does not follow the appointed timeframe of the programme. The payment must be received in Swedish currency (SEK).

In the case of non-payment for continuing programme studies, the student will receive a reminder to pay the fees and be informed of the consequences of not paying the fees, which is suspension from studies. Should the payment not be made after the reminder, the student will be suspended in accordance with SFS (2010:543) on application fees and tuition fees at universities and university colleges.

If the incorrect amount is received (e.g., due to changes in exchange rate), the University has the right to adjust the debt or the balance either then or during the next semester's billing. Differences below SEK 200 are not adjusted.

The university must normally refund amounts that a student has incorrectly paid. This may, for example, be the case for double payments or if an excessive amount has been paid. Such corrections can be initiated by both the student and the university.

The applicant will pay his/her own bank and exchange fees

4 Tuition fee coverage

The tuition fees cover the course or programme that the student has been admitted to and paid for. If a programme has elective courses, the tuition fees cover courses up to 30 credits per semester, as well as possible language courses and the like as follows below. A student who is admitted to elective courses at another university within the framework of the programme must pay tuition fees for elective courses directly to the university concerned. In connection with the last partial payment, the University's tuition fee is reduced corresponding to the number of higher education credits according to elective courses in the programme syllabus. Students who study more

credits shall be admitted to and charged, as freestanding course students, for the additional courses.

The University may decide to offer study support activities such as introduction programmes, pick-up service, Swedish and/or English courses and social activities within the coverage of the tuition fee. In that case, the offer shall be the same for fee-paying and fee-exempt students in the same programme. The tuition fees also include insurance through the Group Insurance FAS that the University obtains from Kammarkollegiet.

Fee-paying students are also subject to the same services, rights and obligations as fee-exempt students, such as access to Student Support, Housing Coordinator, Student Union, etc.

Course literature and other course material, as well as accommodation and living expenses are paid by the student.

5 Change of fee status

An applicant who has the status of fee-exempt at the time of start of the programme or freestanding course is fee-exempt throughout that programme/freestanding course and shall not pay any tuition fee.

An applicant who, in connection with registration and admission to a programme/freestanding course, has been declared fee-paying student may have his or her status tested by submitting documents supporting the request for fee exemption. An application for reconsideration of the tuition fee status must be received by the University no later than the last day for payment of the tuition fee as stated on the invoice.

An applicant who, at the time of starting the programme or freestanding course, has a residence permit on grounds other than studies, and for whom an application for a continued residence permit has been received by the Swedish Migration Board before the previous permit has expired, shall retain the status fee-exempt for the entire programme/freestanding course.

A student who has the status of fee-paying at the time of start of a program or freestanding course is liable to pay fees during the appointed timeframe the programme covers. Change of status from fee-paying to fee-exempt can only take place within the set timeframe. Change of status does not apply retroactively.

Changes of fee status from fee-paying to fee-exempt at a programme's second or later semesters shall be processed in conjunction with the semester start (autumn and spring respectively) upon an applicant's or student's request. Requests must be received no later than two weeks prior to the start of the applicable semester, and it is the responsibility of the applicant/student to provide the necessary documentation to prove eligibility for the change of fee status. If the

basis for the status change, for example a decision on a new residence permit, occurs later than two weeks prior to the start of the semester, the applicant/student shall inform the University no later than two weeks after the semester start. If the basis for the status change occurs on the same day as the semester starts or afterwards, or if the aforementioned deadlines are not followed, the matter shall be referred to the next semester and the student/applicant shall be considered as a fee-paying student until that time.

When a freestanding course starts later than the start of the semester, the paragraph above is valid with the exception that all references to the semester and semester start refers to the course and the course start instead.

6 Refund

Refund of tuition fees may occur if special reasons exist or if special conditions for refund are met. Requests for refund of tuition fees must be made in writing. Decisions on reimbursement of tuition fees are taken through individual assessment of each particular case. Special reasons or conditions for refunds must be verified with relevant certificates and documents.

If a refund is granted, the University charges an administrative fee of 8000 SEK. The administration fee will cover the costs the University incurs when recruiting tuition fee-paying students, admission process, invoicing and the processing of the refund as well as bank charges. Requests for refunds of less than 8000 SEK are not processed. The refund will be made in SEK and returned to the bank account the payment was originally made from. No interest is paid on the amount. No banking, exchange fees or similar are repaid.

Below the special reasons or conditions for the refund of tuition fees at the University of Skövde are listed:

- Change of fee status

If the student is subject to a change of fee status, from fee-paying to fee-exempt, the student is entitled to a refund of paid tuition fees related to future studies for which the student is no longer liable for payment (see section 5).

- Rejection of a residence permit application

If the admission process to the programme or freestanding course is interrupted due to the fact that a residence permit is not granted, the student has the right to have the paid tuition fee refunded.

- Cancellation

If a refund request is submitted no later than three weeks after the official start of the programme or freestanding course, the student has the right to have the paid tuition fee refunded. Cancellations can be submitted in writing to the University or via the applicant's website (Universityadmission.se).

- Conditional admission

A student who is conditionally admitted when applying for studies, and who still does not meet the admission conditions at the beginning of the semester will not be permitted to start studies and is entitled to have the paid tuition fee refunded.

- Deferment of studies

A student who is granted deferment of studies is entitled to have the paid tuition fee refunded if the student does not begin his/her programme as planned.

- Early drop-out

A student who applies for early drop-out (no later than three weeks after the official start of the programme or freestanding course) is entitled to have the paid tuition fee refunded, regardless of the reason for the drop-out.

- Not meeting the conditions for the next semester in a programme

If the student does not meet the requirements to continue studies within the programme and chooses to apply for drop-out, the student is entitled to the refund of paid tuition fee for the courses the student is not eligible to register for.

- Transfer of credits

A student who enrolls in a programme at the University of Skövde and has the transfer of credits from previous university studies accepted as a part of the studies within the programme at the University of Skövde, is entitled to have the amount of the tuition fee paid reduced with the equivalent to the transferred credits in connection with the last installment. A special fee for processing the credit transfer will be charged, in addition to the administrative fee of 8000 SEK.

- Other special reasons

The refund of tuition fee can even be made for other special reasons which prevent the student from participating in the studies. When applying for refund due to other special reasons, the reasons must be supported by, for example, a medical certificate or similar.

7 Appeal

The decision to suspend a student who has not paid the tuition fee and a decision to decline an approved study break or deferment of studies may be appealed to the Higher Education Appeals Board (Överklagandenämnden för Högskolan). Other decisions mentioned in these guidelines may not be appealed.

8 Taking effect

These guidelines take effect on the 22 March, 2022, replacing guidelines for tuition fee registration number HS 2017/650.