



UNIVERSITY WEST

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GUIDELINES FOR APPLICATION FEES AND TUITION FEES FÖR STUDENTS LIABKE TO PAY FEES

These guidelines will come into force for the academic year 2015/2016

Drawn up by Expert Per Fagrell, Högskolans förvaltning (University management)

Background

The University is to charge application fees and tuition fees for citizens of a third country with effect from the academic year 2011/2012. There are certain exceptions, listed in the extract from the ordinance below.

Förordning om anmälningsavgift och studieavgift vid universitet och högskolor (The College and University Application and Tuition Fees Ordinance) (SFS 2010:543)

Section 2 A university shall charge for assessment of an application for education at basic level or advanced level an application fee of SEK 900, from those who are not citizens of a state within the EEA or Switzerland (citizens of a third country) at the time of the application (citizens of a third country). An application fee shall not, however, be charged to a citizen of a third country who at the time of the application...

1. is a family member of a citizen of an EEA country and has the right to reside, or permanent right to reside in Sweden according to Sections 4 or 7 of Chapter 3a of the Aliens Act (2005:716)
2. is a family member of a Swiss citizen and has the right to reside in Sweden according to Section 16 of Chapter 4 of the Aliens Ordinance (2006:97)
3. has a permanent residence permit in Sweden
4. has a residence permit of limited duration in Sweden for reasons other than study
5. has the status of permanently domiciled in Sweden as specified in Chapter 5a of the Aliens Act
6. has the status of permanently domiciled in another state within the European Union and has a residency permit in Sweden as specified by Section 9 of Chapter 4 of the Aliens Ordinance
7. is a student at a university outside of Sweden and is carrying out a limited portion of their education at a Swedish university within the framework of an exchange agreement that does not involve tuition fees being charged by the receiving university
8. is applying for or participating in education within the framework of such an exchange programme or collaboration programme for which tuition fees are not charged following a decision taken by the government
9. is applying for education within the framework of such an exchange programme or collaboration programme for which application fees are not charged following a decision taken by the government
10. is registered to take education at a Swedish university.

Section 5 A university shall charge tuition fees for basic level and advanced level education from those who are not citizens of a state within the EEA or Switzerland (citizens of a third country). Tuition fees shall not, however, be charged for citizens of a third country according to Points 1-8 of the second paragraph of Section 2.



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Application fees

The College and University Application and Tuition Fees Ordinance (SFS 2010:543)

Section 3 If the application fee has not been paid before the date determined by the university, the application is not to be assessed.

Applicants who apply through the Swedish Council for Higher Education Services (UHR), studyadmission.se, are subject to the regulations laid down by UHR.

Applicants who apply locally at University West must pay the application fee before 15 April. If the application is submitted after 15 April, the application fee must be paid when the application is submitted.

Repayment of application fees

The College and University Application and Tuition Fees Ordinance (SFS 2010:543)

Section 4 A university may repay the application fee in special circumstances.

An application fee that has been paid will not be repaid.

Tuition fees

The College and University Application and Tuition Fees Ordinance (SFS 2010:543)

Section 5 A university shall charge tuition fees for basic level and advanced level education from those who are not citizens of a state within the EEA or Switzerland (citizens of a third country).

Tuition fees shall not, however, be charged for citizens of a third country according to Points 1-8 of the second paragraph of Section 2.

Applicants who apply through the Swedish Council for Higher Education Services (UHR), www.universisadmissions.se are subject to the assessment made by UHR concerning the liability to pay fees.

Applicants who apply locally at University West who do not have a Swedish personal registration number and who consider themselves to be free of the liability to pay fees must demonstrate that this is the case. The University will subsequently reach a decision about whether the student is liable to pay fees.

The College and University Application and Tuition Fees Ordinance (SFS 2010:543)

Section 6 A university shall calculate the tuition fees such that full coverage of costs is achieved for all operations to be financed by tuition fees.

The tuition fees shall be the same for all students liable to pay tuition fees who take the same education at the same time. This is, however, not the case if a decision taken by the government leads to another situation in the question of tuition fees for those who study within the framework of an exchange programme or collaborative programme.

If the university has awarded an applicant or a student a scholarship that is intended to cover tuition fees, the tuition fees may be reduced by an amount that corresponds to the amount of the scholarship.

Section 6a A university may issue regulations concerning the amount of tuition fees.

Tuition fees are decided by the vice-chancellor before each academic year.

The tuition fees for a student who has received a scholarship as specified by the "Regulations for scholarships to students liable to pay tuition fees" (Ref. no. 2011/78 A 21) will be reduced by the corresponding amount.

The College and University Application and Tuition Fees Ordinance (SFS 2010:543)

Section 7 A university shall determine the date for the payment of tuition fees after consultation with the Swedish Migration Board.

Revised recommendations about the final date of payment for tuition fees to cover the first term (The Association of Swedish Higher Education, (SUHF) REK 2011:4)

SUHF recommends that members, with respect to those liable to pay fees who apply for admission to education that is not fully distance education:

- inform the Swedish Migration Board which applicants have paid the tuition fees before 15 June (for the autumn term) or 15 December (for the spring term), or the next following workday should either of these dates fall on a holiday, unless the institution of higher education has reached a special agreement with the Swedish Migration Board about a later date for this communication
- determine a local deadline for payment of the tuition fees for the first term on such a date that it is possible to pass information about the payment of tuition fees to the Swedish Migration Board on the dates specified in the first point.

The first tuition fees shall be paid before 10 June for the autumn term, or on the next following workday if this is a holiday. The corresponding date for the spring term is 10 December of the year before the year in which the term starts.

The College and University Application and Tuition Fees Ordinance (SFS 2010:543)

Section 8 In order to be admitted to the education, an applicant liable to pay tuition fees must pay the tuition fees before the date that is specified in Section 7.

If the education is more than 30 higher education (HE) credits in extent, the university may determine that the tuition fees may be paid in instalments, and that the payment of a first instalment is sufficient to be admitted. The first instalment must not be for an amount less than the tuition fees for the first 30 HE credits of the education.

If the education is more than 30 HE credits in extent, the first instalment is to cover the fees for 30 HE credits.

The College and University Application and Tuition Fees Ordinance (SFS 2010:543)

Section 9 A student who has paid such as first instalment as described in the second paragraph of Section 8 and who has started the education shall pay the remaining instalments of the tuition fees within deadlines that the university determines.

Remaining instalments of the tuition fees are to be paid in advance of each term. An invoice will be sent to the student approximately one month before the start of the term, and the fees must be paid before the first day of the term.

Suspension of a student

The College and University Application and Tuition Fees Ordinance (SFS 2010:543)

Section 10 If the remaining instalments of the tuition fees are not paid within the specified time, the university is to remind the student to pay the fees before a certain deadline. If the fees are not paid within the deadline set in the reminder, the university shall suspend the student from education until the fees have been paid. The student is to be informed of this in the reminder.

A decision concerning suspension means that the student may not take part in teaching, examinations or other activities within the framework of the education at the university. The university may also decide in an individual case that a degree certificate and course certificate may not be issued before the fees have been paid.

Section 11 A decision about the suspension of a student who has not paid tuition fees comes into force immediately.

If the tuition fees have not been paid before the first day of the term, the university is to issue a reminder immediately. If the tuition fees have not been paid within three weeks of the issuing of the reminder, the vice-chancellor shall immediately take a decision of suspension.

Repayment of tuition fees

The College and University Application and Tuition Fees Ordinance (SFS 2010:543)

Section 12 If a student has paid tuition fees but is no longer liable to pay fees as described in Section 5, the university may repay the part of the fees that relates to the part of the education for which the student is not liable to pay fees.

The university may also repay tuition fees in full or in part in other cases, if the student is prevented from taking part in the education for special circumstances.



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A student who is no longer liable to pay fees must inform the university about this immediately. It is the duty of the student to demonstrate that a liability to pay fees no longer applies. If the university determines that the student is no longer liable to pay fees, the university is to repay the fees that relate to the times that the student is no longer liable to pay fees.

A student whose application for a residence permit has been refused has the right to be repaid any tuition fees that have been paid for the period that the student has not for this reason been able to take part in the studies. A student who has been granted deferment of the start of studies or who is granted a suspension of studies, and as a consequence there of retaining a guaranteed seat, do not have to pay the fee a second time for the time the deferment or suspension is decided. The tuition fee will however not be repaid during the deferment/suspension.

No right to the repayment of tuition fees exists in other cases.

Tuition fees at deferment of studies or Approved leave of studies.

A student who from the university is approved deferment or leave of studies has the right to be given credit for already paid tuition fee.

Appeals

The College and University Application and Tuition Fees Ordinance (SFS 2010:543)

Section 13 An appeal against a decision to suspend a student who has not paid the tuition fees may be lodged with the Higher Education Appeals Board. An appeal may not be lodged against decisions of the Higher Education Appeals Board.

An appeal is to be addressed to the Higher Education Appeals Board (ÖNH), and it is to be submitted to University West. The appeal must be received by the University within three weeks of the day on which the student was informed of the decision of suspension.

2017-07-06

Editorial change:

The sentence: A student who has been granted deferment of the start of studies or who is granted a suspension of studies while retaining a guaranteed place has the right to be repaid tuition fees for that period to which the deferment or suspension of studies with guaranteed place relates.

Is replaced by

A student who has been granted deferment of the start of studies or who is granted a suspension of studies, and as a consequence there of retaining a guaranteed seat, do not have to pay the fee a second time for the time the deferment or suspension is decided. The tuition fee will however not be repaid during the deferment/suspension.

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