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In the event of a discrepancy, the Swedish-
language version shall prevail.**

ORU 02062/2018

Guidelines for tuition fees

Approved by: Vice-Chancellor

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Background to the guidelines for tuition fees

The Ordinance on Application Fees and Tuition Fees at Swedish Higher Education Institutions (SFS 2010:543) provides that students who do not meet the criteria for fee exemption shall be liable for tuition fees. In their recommendations on the handling of students liable for tuition fees and the handling of courses and programmes for which tuition fees apply (*Rekommendationer om hantering av vissa avgiftsskyldiga studenter och av viss avgiftsskyldig utbildning*, REK 2012:1), the Association of Swedish Higher Education Institutions (SUHF) recommends that higher education institutions draw up local regulations for the handling of students liable for tuition fees.¹

Stipulating tuition fee rates

Tuition fee rates for the University's first and second cycle courses and study programmes are determined each academic year by the Vice-Chancellor. Tuition fee rates shall be calculated to fully cover all costs of tuition-financed University activities.²

For students liable for tuition fees to be able to predict tuition fee rates, the fees must be clearly stated when students apply for courses and/or study programmes. The tuition fee for students on a study programme shall be the same for all semesters during that programme. The tuition fee information shall be included on the student's notification of selection results.

Students who according to their notification of selection results have been admitted as exempt of paying tuition fees cannot at a later stage of the programme be declared as liable for tuition fees due to, for instance, a change in migratory status.

¹ SUHF has appointed a committee for updating their guidelines and the proposal was circulated for comments on 15 September 2017. These guidelines have been designed in view of the proposal put forward in the circulated document.

² Tuition fees shall not cover costs for books, course material, accommodation, or cost of living.

Terms and conditions for payment

Admitted students liable for tuition fees shall, in connection with receiving their notification of selection results, also receive information on advance payment requirements and how to make the payment. Admission to the course or study programme is conditional until the tuition fee has been paid.

For study programmes comprising more than 30 credits, the fee is to be paid by instalments. The first payment shall correspond to the fee for the first 30 credits of the programme. After that, the tuition fee is to be paid per semester and credits. If a student is granted a tuition fee scholarship, the tuition fee to be paid shall be reduced by the equivalent amount.

Invoices shall be sent by email to the student liable for tuition fees after the final notification of selection results has been issued. The tuition fee is to be paid in accordance with the information on the invoice.

The University shall notify the Swedish Migration Agency when a decision on admission has been made and the student has paid the tuition fee for the course or study programme.

Non-payment of tuition fees

If the applicant does not pay the tuition fee by the payment deadline, a reminder shall be sent. If payment is not made within the time frame specified in the reminder, the offer of a place will lapse in accordance with the terms and conditions for admission. Information on the above shall be included on the invoice and in the reminder.

Students who have commenced their studies on a study programme but have not paid the tuition fee for the upcoming semester despite a reminder shall be suspended immediately from the course or study programme until the tuition fee has been paid. Information on the above shall be included on the invoice and in the reminder. Decisions on suspension can be appealed to the Higher Education Appeals Board.

Deferment and approved leave from studies for students liable for tuition fees

To be able to apply for deferment of studies, students admitted and liable for tuition fees must have paid the tuition fee. When the student on reapplication begins their studies after the end of the deferment period, the tuition fee specified on their notification of selection results shall apply.

Students admitted and liable for tuition fees who have applied for and have had leave from studies approved, shall at the end of the leave pay the tuition fee specified on their notification of selection results.

Students liable for tuition fees are entitled to complete the course or study programme they have started on and paid for in accordance with existing regulations at Örebro University.

Reimbursement of tuition fees

Students liable for tuition fees who for special reasons are prevented from taking part in the course or study programme can apply to have the tuition fee reimbursed. An application for reimbursement shall be sent to the Admissions Office at Örebro University, containing the applicant's contact details, which course or study programme the reimbursement concerns, as well as the reasons why the student should be granted reimbursement of the tuition fee. Students who have been deemed liable for tuition fees can apply for fee exemption during the run of the course or study programme.

The Vice-Chancellor or a person authorised by the Vice-Chancellor may decide on reimbursement, in full or in part, of tuition fees in cases when the student liable for fees:

- has had their migratory status changed and tuition fees have been paid for the part of the course or study programme for which the student is not liable for fees. The date for changed migratory status is the date on which the Swedish Migration Agency made their decision.
- has not started on the course or study programme or has requested to be deregistered within three weeks of registration. In cases when the student during this time has completed examination components, the reimbursed amount shall be reduced accordingly.
- has been granted deferment of studies.

- has had credits transferred for courses that correspond to or are included in the course or study programme for which tuition fees apply.
- has had leave from studies approved for a full semester. For leave from studies for part of a semester, reimbursement shall not be made.
- for special reasons is prevented from participating on the course or study programme. Special reasons may for example include rejection on an application of extended leave from studies or other sudden or unplanned circumstances.

Reimbursement of tuition fees shall not be made in cases when the student liable for fees:

- has completed the studies for which tuition fees are required.
- has been expelled from studies as a result of disciplinary action.

Reimbursement of tuition fees, excluding any bank or card fees, can only be made into the account from which the tuition fee was paid. The University's bank will make a reversed payment. The University will not pay any interest on reimbursement.