



This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.

Students required to pay fees

Guidelines

Contents

Background and starting points	3
Stipulating tuition fee rates	3
First- and second-cycle courses and study programmes.....	3
Third-cycle courses and study programmes.....	3
Course and study programme collaborations	4
Terms and conditions for payment	4
Payment received	4
Insurance	4
Scholarship	4
Non-payment of tuition fees	4
Suspension of students on a programme	5
Changed migration status	5
Deferment of studies	6
Registration.....	6
Events affecting registration/studies	7
Credit transfer	7
Approved leave from studies.....	7
Exchange studies as part of a programme.....	8
Unqualified for the upcoming semester on a programme	8
Re-registration and right to retake an examination.....	8
Discontinuation	9
Collaboration with the Swedish Migration Agency	9
Reimbursement of tuition fees.....	10
Grounds and procedures for reimbursement.....	10
Deferment of studies	10
Approved leave from studies	11
Changed migration status.....	11
Freestanding course.....	11
Study programme.....	11



Background and starting points

The Ordinance on application fees and tuition fees at higher education institutions (SFS 2010:543) prescribes that higher education institutions are to charge tuition fees for students who do not meet the criteria for fee exemption. In their recommendations on the handling of students required to pay fees (*Rekommendation om hantering av studieavgiftsskyldiga studenter* [REK 2018:2]), the Association of Swedish Higher Education Institutions (SUHF) recommends that higher education institutions draw up local rules for the procedures relating to students that are required to pay fees.

Any responsibilities that are not manifestly assigned in this document are regulated in the delegations of authority issued for the deputy vice-chancellor and university director, respectively.

Parts of these guidelines have been drawn up to serve as an overview and provide general information. A number of questions are dealt with only briefly. The section on **reimbursement**, however, contains specific and detailed information, as it is an area that generates a lot of questions and where consistent university-wide procedures are crucial.

Stipulating tuition fee rates

First- and second-cycle courses and study programmes

Tuition fee rates for the university's courses and study programmes at the bachelor's and master's levels are determined each academic year by the vice-chancellor or a person nominated by the vice-chancellor. Tuition fee rates shall be calculated to provide full coverage of costs for tuition-financed university activities¹.

The tuition fee amount shall be specified on the admission decision.

For study programmes, the fee is to be paid per semester. For students on a programme, the fee amount is to be the same for all semesters on the programme, given that the student follows the intended progression. The first instalment is to correspond to the fee for the first 30 credits of the programme. After that, the fee is to be paid per semester and number of credits. No further division into smaller instalments than the full fee for the semester is permitted.

For freestanding courses, the full fee is to be paid in one instalment, even if the course runs over more than one semester. The amount may vary depending on course content, when it is offered, and its duration.

Third-cycle courses and study programmes

Courses and study programmes at the doctoral level are free, and the courses included on the doctoral programmes are evident from the individual study plan for each programme.

¹ Tuition fees shall not cover costs for books, course material, accommodation, or cost of living.



Course and study programme collaborations

For collaborations on courses and study programmes, national as well as international, agreements are to be drawn up between the higher education institution partners, regulating tuition fees and specifying any cost reimbursements between the institutions.

Terms and conditions for payment

Students who have been admitted for studies and who are required to pay fees (in the following referred to as 'students') shall, in connection with receiving their admission decision, also be notified that admission is conditional to payment of the fee. The tuition fee specified in the payment instructions must be paid in full before the studies can commence².

Following the final admission decision, the student will be provided with payment instructions, practical information, and these guidelines. The fee is to be paid following the payment instructions. No cash payments will be accepted

Payment received

Once full payment has been made, the student's status on the course or study programme in question shall be changed in the Ladok student registry ('Ladok') from "Not paid" to "Paid". A confirmation of payment received shall be issued to the student along with information on student insurance. The responsibility for changing status in Ladok and issuing the confirmation of payment received lies with the fee administration.

Insurance

Students who have been admitted to, conduct and pay fees for higher education at Örebro University are covered by FAS Plus³. This insurance policy also covers students who have been awarded scholarship and pay fees. The policy's scope, definitions and deductible details can be found on the Legal, Financial and Administrative Services Agency's website.

Scholarship

If an admitted student has been awarded a scholarship towards the tuition fee, the fee shall be reduced by the amount corresponding to the scholarship.

Non-payment of tuition fees

If an admitted student does not pay the tuition fee by the payment deadline, a reminder shall be sent. If payment is not made within the period specified in the reminder, the offer of a place will lapse and the student may not commence their studies. Information on the above shall also be

² The date on which tuition fees shall be paid is determined following consultation with the Swedish Migration Agency, see SFS 2010:543, Section 7.

³ Terms and Conditions Fee-Paying Students – with property cover (FAS Plus) 2021 also covers students who are taking freestanding courses only.



included with the payment instructions and the practical information provided with the invoice, as well as with any reminders.

Suspension of students on a programme

If the fee for the upcoming semester has not been paid, the student can opt to discontinue their studies, otherwise they will be suspended due to non-payment.

A student who has commenced their studies on a study programme but has not paid the tuition fee for the upcoming semester despite a reminder shall be suspended from the programme immediately until the tuition fee has been paid. Information on the above shall be included with the payment instructions and the practical information provided with the invoice, as well as with any reminders⁴.

The responsibility for processing suspension matters due to non-payment lies with the fee administration. The vice-chancellor or a person to whom this power has been delegated, decides on suspension due to non-payment. The decision is to be taken during a regular decision meeting. Decisions on suspension can be appealed to the Higher Education Appeals Board.

If a suspended student wishes to pay the fee within the registration window for the course in question, the same amount applies as on the original invoice. The suspension is then lifted with immediate effect and the fee administration shall inform Ladok that the suspension can be removed in the system on the grounds of payment received.

If a suspended student wishes to pay the fee when it is no longer possible to register for the semester in question, the student may, subject to availability, be admitted to an upcoming programme instance. If a place can be offered, the fee rate stipulated for the new programme instance shall apply.

Changed migration status

A student who according to their admission decision has been admitted as a student not required to pay fees cannot at a later stage of the course or study programme be declared as required to pay fees as a result of, for example, changed migration status⁵.

If a student have their migration status changed, this may affect whether they are required to pay fees. Should this be the case, and Örebro University receives an application for reimbursement of fees, the date of the Swedish Migration Agency's decision shall be the date on which any decision on reimbursements are based.

⁴ Ordinance on application fees and tuition fees at higher education institutions (SFS 2010:543), Sections 10, second paragraph, and 11.

⁵ If the student does not complete during the ordinary study period but wish to come back to their studies at a later date, other rules for tuition fees may apply.



The responsibility for informing the university of a changed migration status that would result in the student no longer being required to pay fees lies with the student. For conditions for reimbursements in the event of changed migration status, see “*Reimbursement of tuition fees*”.

Deferment of studies

The basic principle is that an admitted student commences their course or study programme the semester specified on the admission decision. In exceptional cases, the admitted student can, if special grounds exist, apply for deferment of studies. Special grounds for deferment of studies include for instance military or civilian service, caring for sick children, student union assignments, or when an employer is not able to approve a leave of absence for the period requested⁶.

The grounds for deferment of studies are assessed on a case-by-case basis. To enable assessment by the university whether special grounds exist, it is important that the student can prove the grounds referred to. The deferment period is a maximum of 18 months unless there are extraordinary grounds warranting a longer period. A deferment decision may include conditions in terms of reapplication prior to the new intended start date for the studies. For information on applications for deferment of studies, contact the Admissions Office at Örebro University.

For a student to be able to apply for deferment of studies, the tuition fee must have been paid. Should deferment of studies be approved, deferment of the paid tuition fee is, however, not possible. As the application for deferment of studies is being processed, the student shall instead be informed of the possibility to apply for reimbursement. For conditions for reimbursement in the event of deferment of studies, see “*Reimbursement of tuition fees*”.

When the student on reapplication commences their studies following a deferment period, the tuition fee rate provided on the student’s new admission decision shall apply. The reason being that the fee rates are based on the costs for the course or programme at the time when the studies are due to start.

Registration

An admitted student must, before the specified deadline, register to keep their place on the course or study programme. If an admitted student does not register before the deadline, this is recorded as an automatic decline of the offer and the school is responsible for reporting the status “Withdrawal” in Ladok.

Registering means that the admitted student is given the status as an active student at Örebro University and can participate on the course or study programme in question and that the university can report exam, lab or other study performance results in Ladok.

⁶ Swedish Council for Higher Education’s regulations on deferment of studies for admitted students and approved leave from studies (*Föreskrifter om anstånd för studier för antagna samt studieuppehåll*), reg. no 4.1.2-0355-2021



For international programmes where English is the language of instruction and where instruction is on campus, registration takes place onsite. For international programmes where English is the language of instruction and where instruction is entirely or partly in the form of distance learning, registration shall be done as per separate instructions.

For students who for special reasons are unable to attend registration in person, the school can in exceptional cases permit registration at a later date, however, no later than three weeks after the start of the course or programme⁷.

Events affecting registration/studies

Credit transfer

A student is able to apply for credit transfer for previous studies. An approved credit transfer may, however, have negative consequences for the student which is why they should contact a study advisor for guidance before an application is submitted. An approved credit transfer does not warrant any reimbursements of the tuition fee or part thereof.

Approved leave from studies

Students at the bachelor's or master's levels are able to apply for leave from their studies with a guaranteed place when they resume their studies⁸. For a leave from studies with a guaranteed place to be approved, the student must have special reasons for the leave. These may include social or medical circumstances, caring for sick children, military or civilian service, or a student union assignment.

To enable assessment by the university whether special grounds exist it is important that the student can prove the grounds referred to. For information on applications for leave from studies, the student should contact the study advisors at the school in question. Before an application, the student shall be informed of the consequences an approved leave from studies may have. An approved leave from studies means that during their leave, the student will not have the status as student, which for instance may affect their right to housing, their insurance, and their right to a residence permit.

When a leave from studies has been approved, the student is obliged to comply with the terms and conditions that have been communicated for resuming the studies, for example submission of an application within the deadline set by the school.

Following an approved leave from studies, it is not possible to defer the paid tuition fee to the next course/programme instance. When an application for an approved leave from studies for a full semester is being processed, the student shall be informed of the possibility to apply for

⁷ Association of Swedish Higher Education Institutions recommendation on the procedures for students requiring to pay fees (2018-2 REK om hantering av avgiftsskyldiga studenter), item 6.

⁸ Swedish Council for Higher Education's regulations on deferment of studies for admitted students and approved leave from studies (*Föreskrifter om anstånd för studier för antagna samt studieuppehåll*), reg. no 4.1.2-0355-2021



reimbursement. For conditions for reimbursement in the event of an approved leave from studies, see “*Reimbursement of tuition fees*”. An approved leave from studies for part of a semester does not warrant any reimbursements of the tuition fee or part thereof.

When a student who has had a leave from studies approved resumes their studies following the leave, they shall continue to pay the tuition fee that is specified on the student’s original admission decision.

Exchange studies as part of a programme

A student who, as part of their study programme and during the period for which tuition fees are to be paid, takes part in an exchange under one of the university’s exchange agreements are to pay the tuition fee also during the exchange period. The tuition fee for the exchange period shall be the same as for the other semesters on the programme.

Unqualified for the upcoming semester on a programme

A student who does not meet the entry requirements for the upcoming semester on their programme cannot be registered until the entry requirement/-s has been met, even if the payment for the semester has been made⁹.

If the tuition fee has been paid, it is not possible to defer the paid fee to a later programme instance. Reimbursements of tuition fees in the event of non-qualification are, however, not automatic, but are subject to application. For conditions for reimbursement in the event of non-qualification for the upcoming semester, see “*Reimbursement of tuition fees*”.

Re-registration and right to retake an examination

A student who starts but does not finish a course may, subject to availability, be offered to re-register on the course. Re-registration means that the student will take the course again. In the event of re-registration, a new tuition fee does not need to be paid.

If the student only has examinations to do on the course, there are often several opportunities to retake them. Students are entitled to at least five examinations per course they are registered on, unless the course in question offers a limited number of opportunities to take an examination¹⁰.

For re-examinations and/or retakes of examinations outside of the original period of study, the student is not paying any new tuition fees and is therefore not insured through the Legal, Financial and Administrative Services Agency’s Insurance for Fee-Paying Students (FAS). Instead, only the insurance applicable to non-paying students applies, which for example means that the student will have no property cover or cover during out-of-school hours.

⁹ See further under “Suspension of students on a programme”.

¹⁰ See Higher Education Ordinance, Chapter 6, Section 21. If no limitations have been prescribed, the student has the right to take an examination as long as the same version of the course as the one they were admitted to is offered.

Discontinuation

If a student drops out or notifies the school that they want to discontinue their studies and later wishes to resume their studies, this can be done subject to availability. When resuming studies, the tuition fee applicable to the new course or programme instance shall apply.

For conditions for reimbursement in the event of discontinued studies, see “*Reimbursement of tuition fees*”.

Collaboration with the Swedish Migration Agency

The university has a far-reaching obligation to keep the Swedish Migration Agency informed of any events concerning students who are required to pay fees. Such events include those listed below but may also include other situations. This list should not be regarded as exhaustive.

The Swedish Migration Agency is to be informed of:

1. *tuition fees paid*
2. *any reimbursements of tuition fees*
3. *registrations not within deadline and when the status “Withdrawal” is recorded in Ladok*
4. *discontinuation of a programme or course*
5. *suspension from studies*
6. *approved leave from studies*
7. *presumed drop-out from studies*

When point 1 to 4 are registered in Ladok, a notification thereof is automatically sent to the Swedish Migration Agency.

The responsibility for notifying the Swedish Migration Agency of suspension from studies as a result on non-payment lies with the fee administration.

The responsibility for notifying the Swedish Migration Agency of approved leave from studies lies with the school in question.

If the school has reason to believe that a registered student is no longer actively studying, this shall be reported to the Swedish Migration Agency as a presumed drop-out from studies. This may apply to students who have no activity recorded in the current or previous semester or who do not return to their studies following a disciplinary suspension. The procedure proposed by the Swedish Migration Agency is for these circumstances to be monitored from the end of semester 2 and onwards. The responsibility for notifying the Swedish Migration Agency lies with the school in question.

Reimbursement of tuition fees

If an admitted student for special reasons is prevented from participating on the course or study programme, they may be granted full or partial reimbursement of the tuition fee paid¹¹. Whatever the reason, an administrative fee shall, however, be charged once the reimbursement has been approved. The administrative fee amounts to SEK 5,000 and covers salary costs for the Admissions Office and the Finance Office, as well as the handling of the matter at the school in question¹².

The vice-chancellor, or a person to whom this responsibility has been delegated, decides on reimbursement of tuition fees. Decisions to reject an application for reimbursement cannot be appealed against. Following a decision to approve an application for reimbursement, the reimbursement payment will be made to the account or card from which the tuition was paid, excluding any bank or card charges¹³. Decisions on approved reimbursements are forwarded to the Finance Office and the university's bank will make a reverse payment. The university shall not pay any interest on the reimbursed tuition fees.

There is no automatic reimbursement of tuition fees, instead students must always apply specifically for reimbursement, regardless of the reason. For information on applications for reimbursement, contact the fee administration at Örebro University. The following information must be included for the application to be processed:

- applicant's contact details,
- which course or study programme the reimbursement refers to, and
- grounds for as well as a certificate/reference or similar supporting the application.

Grounds and procedures for reimbursement

Deferment of studies

If deferment of studies has been approved, full reimbursement of the tuition fee, minus an administrative fee, is possible, provided the laid down prerequisites are met.

a. Prerequisites

- i. Application for reimbursement received by the university no later than within 3 weeks of the deferment approval*

¹¹ Ordinance on application fees and tuition fees at higher education institutions (SFS 2010:543), Section 12, second paragraph.

¹² See Association of Swedish Higher Education Institutions recommendation on the procedures for students requiring to pay fees (SUHF 2018-2 REK om hantering av avgiftsskyldiga studenter), item 11.

¹³ Follows from the act on measures against money laundering and the financing of terrorism (Lag [SFS 2017:630] om åtgärder mot penningtvätt och finansiering av terrorism)



Approved leave from studies

If leave from studies for a full semester has been approved, reimbursement of the full tuition fee, minus an administrative fee, is possible, provided the laid down prerequisites are met.

a. Prerequisites

- i. Application for reimbursement received by the university no later than within 3 weeks of the decision on approved leave from studies for a full semester*

Changed migration status

If the student's migration status has changed, reimbursement of the tuition fee is possible for the part of the course or study programme where the student has a changed migration status, minus an administrative fee, provided the laid down prerequisites are met.

a. Prerequisites

- i. Application for reimbursement received by the university no later than within 3 weeks of the date of the Swedish Migration Agency's decision*

Freestanding course

1. If a student admitted to a freestanding course does not commence their studies, reimbursement of the full tuition fee, minus an administrative fee, is possible, provided the laid down prerequisites are met.

a. Prerequisites

- i. Application for reimbursement received by the university no later than within 3 weeks of the start of the course*

2. If a student admitted to a freestanding course discontinues their studies early on the course (within the first 3 weeks), reimbursement of the full tuition fee, minus an administrative fee, is possible, provided the laid down prerequisites are met.

a. Prerequisites

- i. Course reported as discontinued in Ladok*
- ii. Application for reimbursement received by the university no later than within 3 weeks of the course being reported as discontinued in Ladok*

Study programme

First semester of the programme:

1. If a student admitted to a study programme does not commence their studies, reimbursement of the full tuition fee, minus an administrative fee, is possible, provided the laid down prerequisites are met.

a. Prerequisites



2. If a student admitted to a study programme discontinues their studies early (within 3 weeks of the start of the semester), reimbursement of the full tuition fee, minus an administrative fee, is possible, provided the laid down prerequisites are met.
 - a. *Prerequisites*
 - i. *Programme reported as discontinued in Ladok*
 - ii. *Application for reimbursement received by the university no later than within 3 weeks of the date when the programme was reported as discontinued in Ladok*

3. If a student admitted to a study programme discontinues their studies on the programme after 3 weeks but within 10 weeks of the start of the semester, reimbursement of half the tuition fee, minus an administrative fee, is possible, provided the laid down prerequisites are met.
 - a. *Prerequisites*
 - i. *Programme reported as discontinued in Ladok*
 - ii. *Application for reimbursement received by the university no later than within 3 weeks of the date when the programme was reported as discontinued in Ladok*

4. If a student admitted to a study programme discontinues their studies after the first 10 weeks of the semester, no reimbursement of the tuition fee will be made.