

Regulations regarding students required to pay tuition fees

1. Application fees

Application fees are regulated by the Ordinance on application fees and tuition fees at higher education institutions (2010:543), Sect. 2–4 and 14–15. Pursuant to Sect. 2, the higher education institution must charge an application fee of SEK 900.

Applications are administered by the Swedish Council for Higher Education (UHR), according to agreement between Karlstad University and UHR, and UHR checks whether applicants are exempt from paying application fees and handles application fees as stipulated by the ordinance.

2. Tuition fees

Regulations regarding who is required to pay tuition fees are stipulated by the Ordinance on application fees and tuition fees at higher education institutions (2010:543), Sect. 5 and 5a. Tuition fees are administered by Karlstad University.

2.1 Size of the tuition fees

Regulations regarding the size of the tuition fees are stipulated by the Ordinance on application fees and tuition fees at higher education institutions (2010:543), Sect. 6 and 6a. Pursuant to Sect. 6, the higher education institution shall calculate the tuition fees so that full coverage of costs is provided for the activities funded by fees in their entirety.

2.1.1 *Decision on the size of tuition fees*

The vice-chancellor decides on the size of the tuition fees. The decision on the size of the tuition fees is published on Karlstad University's website.

2.1.2 *Payment of tuition fees*

Regulations regarding payment and instalments are stipulated by the Ordinance on application fees and tuition fees at higher education institutions (2010:543), Sect. 7–9.

Students who are starting their studies in the autumn semester must pay the tuition fee no later than 1 June, and no later than 1 December if they are starting in the spring semester.

The last day to pay tuition fees for other admission rounds and for late students is decided by the head of the Office for Student Affairs and published on www.kau.se as well as on the admissions decision.

The last day to pay tuition fees is based on the recommendation of the Association of Swedish Higher Education Institutions (SUHF) on the handling of students liable to pay fees (2018:2).

2.1.3 *Admissions results*

Students who are required to pay tuition fees will be listed as “Conditionally admitted” on their Notification of Selection Results. If the applicant fails to pay the tuition fee, he or she will lose their place.

2.1.4 *Invoice for tuition fees*

An invoice for the tuition fee shall be sent to applicants once they have received their admissions results. The invoice includes information on the last day for payment and the consequences if the applicant fails to pay the tuition fee. If the tuition fee is not paid on time, the applicant will receive a reminder. The reminder shall inform the student that he or she will lose their place unless the tuition fee is paid. A reminder will not be sent for invoices that apply to courses and programmes in the national admissions rounds since the time for payment is too short between when the invoice is sent out and the start of the semester.

2.1.5 Instalments for students enrolled in a programme of study comprising more than 30 credits

Students who are enrolled in a programme of study that comprises more than 30 credits pay their tuition fees in instalments before the start of each semester. The number of instalments corresponds to the number of semesters included in the degree programme.

Students in degree programmes who fail to pay the instalments may be suspended from the programme. If the tuition fee is not paid on time, the applicant will receive a reminder. The reminder shall inform the student that he or she may be suspended unless the payment is made.

2.1.6 Change in tuition fee status

A student who is declared exempt from paying tuition fees and admitted to higher education receives an advantageous decision that should not be changed so that the student is later required to pay tuition fees during the course of their studies.

A student who is liable to pay tuition fees can be declared exempt from paying tuition fees during the course of their studies.

2.2 Questions regarding reduced tuition fees

2.2.1 Credit transfer

The Higher Education Ordinance (1993:100), Chap. 6, Sect. 6–8, includes the general regulations for the transfer of credits between higher education institutions.

If a student who is required to pay tuition fees is granted credit transfer by Karlstad University, it may result in reduced tuition fees. The student must request reduced tuition fees before the last day of payment for the final instalment. Reduced fees cannot be granted retroactively.

2.2.2 Scholarships

Regulations regarding scholarships are stipulated by the Ordinance on scholarships for students required to pay tuition fees (2010:718) and by Sect. 6 in the Ordinance on application fees and tuition fees at higher education institutions.

If an applicant or a student has been awarded a scholarship in respect of tuition fees, Karlstad University shall reduce the tuition fee by the amount corresponding to the scholarship (cf. Sect. 6 in the Ordinance on application fees and tuition fees at higher education institution).

2.3 Suspension decision in case of non-payment

Regulations regarding suspension are stipulated by the Ordinance on application fees and tuition fees at higher education institutions (2010:543), Sect. 10.

Decisions on suspension are made by the vice-chancellor.

A suspension decision based on non-payment can be appealed to the Higher Education Appeals Board. The appeal should be addressed to the Higher Education Appeals Board, but sent to Karlstad University. The applicant or student must be informed of the right to appeal.

2.4 Repayment of tuition fees

Pertaining to the Ordinance on application fees and tuition fees at higher education institutions (2010:543), citizens from countries outside the EU/EEA or Switzerland, must pay a fee for higher education starting from the autumn semester 2011.

If a student has paid tuition fees but is no longer required to do so, the higher education institution may repay that part of the fees that cover the section of the programme of study for which the student is not required to pay tuition fees. A higher education institution may also

in other cases repay tuition fees either in part or in their entirety if a student is prevented for special reasons from participating in the programme of study. Repayments can only be made to the same account from which the student paid the tuition fee.

2.4.1 Repayment of tuition fees is applicable in the following cases

- If a student has paid tuition fees but is no longer required to do so pursuant to Sect. 5 of the Ordinance on application fees and tuition fees at higher education institutions
- If a student is not granted a residence permit in Sweden
- Mandatory military service in the student's home country
- If the tuition fee was paid too late so that it was no longer possible to enrol in the intended programme/course
- Other cases with special reasons, e.g., medical reasons

2.4.2 Repayment request

A request for repayment of tuition fees shall include the following:

- A signed letter outlining the reasons for requesting repayment
- Information about the bank account to which the repayment is to be made (account number, IBAN, SWIFT and bank address) NOTE! This must be the same account from which the payment was made.
- If applicable, copy of decision from the Swedish Migration Agency
- Copy of passport

The repayment request shall be sent to: Karlstad University, SE-651 88 Karlstad Sweden.

Decisions on repayments are made by the head of the Office for Student Affairs.

2.4.3 If the student has been granted deferment of studies

Regulations on the deferment of studies and approved leave from first or second-cycle studies are stipulated by Chap. 7, Sect. 33 of the Higher Education Ordinance (1993:100). If a deferment of studies has been granted by Karlstad University, the tuition fee shall be repaid.

2.4.4 If the student has been suspended due to disciplinary reasons

A decision by Karlstad University's disciplinary board on suspension pursuant to the Higher Education Ordinance (1993:100), Chap. 10, means that the student is not entitled to repayment of tuition fees.

2.4.5 If the student has been expelled

Expulsion matters are subject to the Higher Education Expulsions Board Ordinance pursuant to the Ordinance on the expulsion of students from higher education (2007:989). A decision to expel a student means that the student is not entitled to repayment of tuition fees.

3 Time of arrival and registration

To claim their place, students required to pay tuition fees must arrive and register for the programme of study no later than two weeks after the start of the programme. The time of arrival and registration shall be clearly stated on the student's admissions results.

4 Obligation to provide information to the Swedish Migration Agency

The head of the Office for Student Affairs is responsible for ensuring that Karlstad University provides information to the Swedish Migration Agency in accordance with Chap. 2, Sect. 6a of the Ordinance on the reporting of studies in higher education (1993:1153).