



2026-03-30

Dnr C2026/244

Local regulations for tuition fees at Karlstad University

Purpose

According to the Ordinance on Application Fees and Tuition Fees at Higher Education Institutions (SFS 2010:543), citizens from countries outside the EU/EEA or Switzerland shall pay a fee for their higher education.

These local regulations supplement the ordinance (2010:543) on application fees and tuition fees at higher education institutions and specify how Karlstad University applies provisions regarding:

- determination and information about tuition fees,
- payment and payment conditions,
- consequences of non-payment,
- change of fee status,
- refunds and administrative deductions,
- handling of incorrect payments.

The regulations are based on the recommendations of the Swedish Association of Universities and Colleges (SUHF) on the management of fee-paying students (2018:02). These recommendations state that each higher education institution should establish local regulations for the management of fee-paying students.

Beslut	RB 41/26	Dnr.	C2026/244	Ersätter	C2023/317
Giltighet fr.o.m.	2026-03-30	t.o.m.	tillsvidare	Handläggare	Juval Pruitt

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This is a translation of the Swedish document. In the event of any discrepancy, the Swedish version shall prevail.

1. Introduction

This document sets out the rules governing tuition fees at Karlstad University. It regulates fee liability, the scope of the fee, how and when it is to be paid, and the special grounds on which refunds may be granted. Once admitted, students receive both the invoice and the applicable terms and conditions for tuition fees.

These regulations apply to students admitted to studies starting in the autumn semester 2026 and onwards. Students admitted to earlier semesters remain subject to the previously applicable local guidelines for tuition fees (KAU 2023/317)

2. Application and Tuition Fee Liability

2.1 Application Fee

Provisions regarding the application fee are set out in Sections 2–4 and 14–15 of the *Ordinance on Application Fees and Tuition Fees at Higher Education Institutions* (2010:543). Section 2 stipulates that the application fee amounts to SEK 900.

Applications are administered by the Swedish Council for Higher Education (UHR), in accordance with an agreement between Karlstad University and the Swedish Council for Higher Education. The Swedish Council for Higher Education is responsible for determining whether applicants are exempt from the application fee and for handling application fees in accordance with the ordinance.

2.2 Tuition Fee

Provisions regarding who is subject to tuition fee liability are set out in Sections 5 and 5a of the *Ordinance on Application Fees and Tuition Fees at Higher Education Institutions* (2010:543). Tuition fees are administered by Karlstad University.

2.3 Assessment of Tuition Fee Liability

Tuition fee liability is assessed in connection with the admissions process and determined by Karlstad University. A student who, at the time of admission to a course or programme, has been assessed as exempt from tuition fees shall remain exempt for the duration of the programme in question.

2.4 Change of Tuition Fee Status

A student who has been assessed as not liable to pay tuition fees and admitted to a course/programme has received a favourable decision that should not be changed in such a way that the student is later, during their studies, deemed liable to pay tuition fees.

A student who, during ongoing studies, has their tuition fee status changed in a way that results in exemption from tuition fees shall immediately notify the University and provide supporting documentation. Karlstad University will reassess the student's tuition fee status based on the information submitted.

The possibility of a refund due to a change in tuition fee status is regulated in Section 5.1.

2.5 Course at Another Higher Education Institution

Where a student, within the framework of their programme, takes a freestanding course at another Swedish higher education institution, there must be an agreement

between Karlstad University and the other institution regulating the tuition fee. Karlstad University will only reimburse an amount corresponding to the cost of the course within the programme.

3. Tuition fees

3.1 Regulations on the Amount of Tuition Fees

Provisions regarding the amount of tuition fees are set out in Sections 6 and 6a of the *Ordinance on Application Fees and Tuition Fees at Higher Education Institutions* (2010:543).

Section 6a of the same ordinance provides that a higher education institution may issue regulations on the amount of tuition fees.

Karlstad University's regulations on the amount of tuition fees are published on kau.se.

3.2 Scholarships

Provisions regarding scholarships are set out in the *Ordinance on Scholarships for Students Liable to Pay Tuition Fees* (2010:718) and in Section 6 of the *Ordinance on Application Fees and Tuition Fees at Higher Education Institutions* (2010:543).

If an applicant or a student has been awarded a scholarship intended to cover tuition fees, Karlstad University shall reduce the tuition fee by an amount corresponding to the scholarship.

3.3 Credit transfer

Provisions regarding credit transfer are set out in Chapter 6, Sections 6–8 of the *Higher Education Ordinance* (1993:100).

If a student who is subject to tuition fee liability is granted credit transfer by Karlstad University, this may result in a reduced tuition fee. The student must apply for a reduced tuition fee before the final instalment of the tuition fee is due. A reduced fee cannot be granted retroactively. Any reduction shall be calculated based on the number of credits transferred, considering that credit transfer also entails an administrative cost.

3.4 Re-registration

No additional tuition fee is charged upon re-registration for a course.

3.5 Exchange Studies for Fee-Paying Students

Students who participate in an exchange during their studies within the framework of an exchange agreement shall continue to pay tuition fees at their home university. No additional tuition fee is charged if these studies are subject to credit transfer.

4. Payment of tuition fees

Admission and access to studies are conditional upon the tuition fee being paid no later than the date determined by Karlstad University.

Provisions regarding payment and instalments are set out in Sections 7–9 of the *Ordinance on Application Fees and Tuition Fees at Higher Education Institutions* (2010:543).

If the programme comprises more than 30 ECTS credits, the University may decide that the tuition fee may be paid in instalments and that a first instalment is sufficient for admission. The first instalment shall not be less than the tuition fee corresponding to the first 30 ECTS credits of the programme.

4.1 Payment Deadline for Tuition Fees

The final date for payment of tuition fees is 15 May prior to the start of the autumn semester and 15 December prior to the start of the spring semester.

The final date for payment of tuition fees in subsequent admission rounds and for students admitted at a later stage is determined by the Head of the Division for Educational Support and is published on www.kau.se, in the admission notification, and on the invoice.

4.2 Invoicing of Tuition Fees

Payment is made against an invoice issued in Swedish currency (SEK). The student's invoice is activated in Ladok after admission. The invoice states, among other things, the final date for payment of the tuition fee.

4.3 Non-payment

An applicant who is subject to tuition fee liability and who does not pay the tuition fee for the first semester of a course or programme within the specified payment deadline shall, in accordance with Section 8 of the *Ordinance on Application Fees and Tuition Fees at Higher Education Institutions* (2010:543), not be finally admitted to the education and will therefore lose their place.

A student who is subject to tuition fee liability and who, prior to the second semester or an instalment payment for a course, fails to pay the tuition fee within the specified deadline shall, in accordance with Section 10 of the *Ordinance on Application Fees and Tuition Fees at Higher Education Institutions* (2010:543), be reminded to pay the tuition fee.

If the fee is not paid following such a reminder, Karlstad University shall decide to immediately suspend the student from ongoing studies until the tuition fee has been paid. The Vice-Chancellor decides on the suspension of a student.

A decision to suspend a student for non-payment of tuition fees may be appealed to the Higher Education Appeals Board. The appeal shall be addressed to the Higher Education Appeals Board but submitted to Karlstad University. The applicant or student shall be informed of the right to appeal.

4.4 Transactions

Karlstad University only accepts bank payments and does not accept payments made through payment service providers (so-called Payment Service Providers or Exchange Companies). Payments made via such providers will be returned to the provider. Karlstad University is not responsible for ensuring that the refunded amount subsequently reaches the student.

The student is responsible for any administrative costs as well as bank and currency exchange fees.

4.5 Incorrect Payments

If an incorrect amount is paid, for example due to exchange rate fluctuations, Karlstad University has the right to regulate this by issuing a new invoice for the outstanding amount.

If a tuition fee payment exceeds the invoiced amount, the excess amount will be transferred to the next invoice. For amounts exceeding SEK 1,000, Karlstad University may decide to refund the amount immediately.

5. Refund of Tuition Fees

A student who is subject to tuition fee liability may, at any time and without financial consequences, withdraw before the tuition fee has been paid.

Karlstad University may refund all or part of the tuition fee if the student, due to special grounds, is prevented from participating in the education, in accordance with Chapter 12, Section 2 of the Ordinance on Application Fees and Tuition Fees at Higher Education Institutions (2010:543). What constitutes special grounds is set out in Section 5.2 Special Grounds.

Refunds of tuition fees are only granted for education for which the student has not yet registered.

5.1 Refund in Case of Change of Fee Status

If a student's fee status changes from being subject to tuition fee liability to being exempt, the part of the education for which the student is no longer liable to pay tuition fees shall be refunded. A "part of the education" refers to a full course for which the registration period had not passed at the time the fee status changed.

5.2 Special Grounds

The special grounds and conditions for refunds of tuition fees at Karlstad University are set out below:

- A. **Refused residence permit for a newly admitted student.** A student may be entitled to a refund if they have applied for a residence permit for studies and the Swedish Migration Agency has rejected the application or has not processed it before the start of the course or semester. To be eligible for a refund, the student must withdraw no later than before the end of the registration period. The decision of the Swedish Migration Agency must be attached to the application.
- B. **Revoked residence permit.** If a student withdraws due to a residence permit being revoked and a deportation decision having been issued, the student is entitled, upon application, to a refund for courses for which they have not registered. The decision of the Swedish Migration Agency must be attached to the application.
- C. **Conditional admission for a newly admitted student.** A newly admitted student who does not meet the entry requirements before the start of the course or semester and is therefore unable to commence their studies is entitled to a refund, provided that the student withdraws or discontinues their studies no later than three weeks after the start of the course or semester.

- D. **Deferral of studies.** A student who has been granted a deferral of studies is entitled to a refund. The decision granting deferral must be attached to the application. In the event of a new admission, the tuition fee applicable at that time applies.
- E. **Approved leave from studies.** A student who has been granted leave from studies is entitled to a refund for the part of the education covered by the leave. A “part of the education” refers to a full course for which registration has not taken place. The decision granting leave must be attached to the application.
- F. **Credit transfer.** If a student who is subject to tuition fee liability is granted credit transfer by Karlstad University, this may result in a reduced tuition fee. The student must apply for a reduced tuition fee before the final instalment is due. A reduced fee cannot be granted retroactively.
- G. **Admission to another Swedish higher education institution.** A student who has been admitted and registered for studies at another Swedish higher education institution and therefore withdraws from Karlstad University is entitled to a refund, provided that the student withdraws no later than three weeks after the start of the course or semester, has paid the tuition fee at the other institution, and has actively commenced studies there. A certificate of registration from another institution must be attached to the application.
- H. **Mandatory military service.** A student who is prevented from participating in teaching due to mandatory military service in their home country is entitled to a refund. A call-up notice for military service must be attached to the application.
- I. **Medical reasons.** A student who, for medical reasons, is unable to commence their studies may, following an individual assessment, be granted a refund of tuition fees. Supporting documentation must be attached to the application.
- J. **Cancelled education.** If Karlstad University cancels the course or programme for which the student has paid tuition fees, the student is entitled to a refund, provided that the application is submitted no later than six months after the intended start of the course or semester.

Karlstad University may also, following an individual assessment, refund tuition fees in other cases where, in the University’s assessment, special grounds exist.

5.3 Circumstances That Do Not Constitute Special Grounds

The following circumstances do not constitute special grounds for a refund of tuition fees:

- **Expulsion from education.** A decision to expel a student from education does not entitle the student to a refund of tuition fees. Matters concerning expulsion are examined by the Higher Education Expulsions Board in accordance with the *Ordinance on the Expulsion of Students from Higher Education (2007:989)*.
- **Disciplinary measures in the form of suspension.** A decision by Karlstad University’s Disciplinary Board to suspend a student in accordance with Chapter 10 of the *Higher Education Ordinance (1993:100)* does not entitle the student to a refund of tuition fees.

- **Revocation of admission due to incorrect information.** A decision to revoke admission on the grounds that the student has submitted incorrect documents or provided incorrect information in their application or during a subsequent eligibility assessment does not entitle the student to a refund of tuition fees.
- **Completion of studies at a faster pace than the nominal study pace.**
- **Completion of studies with a failing result.**

5.4 Application for Refund

The student must apply for a refund of tuition fees and provide supporting documentation for the grounds invoked. Karlstad University will carry out an individual assessment upon receipt of the application.

The application must include:

- a signed letter describing the reasons for the refund request, together with supporting documentation for the circumstances invoked,
- proof of payment of the tuition fee,
- details of the bank account to which the refund is to be made (account number, IBAN, SWIFT, and bank address). Please note that the account details must correspond to the account from which the payment was made,
- a copy of the passport.

The application for a refund shall be sent to: Admission Karlstad University, SE-651 88 Karlstad, Sweden.

The Head of the Division for Educational Support decides on refunds of tuition fees.

5.5 Administrative Fee

In the event of a refund of tuition fees due to a change in tuition fee status or based on special grounds, Karlstad University retains an administrative fee to cover administrative costs. The only exception applies to refunds due to a cancelled course or programme, see Section 5.2 Special Grounds, point J – Cancelled education.

The administrative fee amounts to SEK 5,000 for education corresponding to 30 ECTS credits or more. For refunds relating to education corresponding to less than 30 ECTS credits, Karlstad University retains a proportional share of this amount in relation to the number of ECTS credits covered by the refund, for example SEK 2,500 for 15 ECTS credits.

Karlstad University only refunds amounts exceeding SEK 1,000 after the administrative fee has been deducted.

5.6 Payment of Refunded Tuition Fees

Refunds of tuition fees are made only to the bank account from which the payment was made, provided that the identity of the recipient can be verified.

No interest is paid on refunds. The student is responsible for any bank charges.

In all other respects, Karlstad University complies with applicable international regulations and legislation concerning anti-money laundering.

6. Appeals

Decisions on suspension due to non-payment of tuition fees may be appealed to the Higher Education Appeals Board in accordance with Section 13 of the *Ordinance on Application Fees and Tuition Fees at Higher Education Institutions* (2010:543).

Other decisions concerning tuition fees and refunds of tuition fees under these regulations may not be appealed.