



Guidelines for tuition fees at the University of Skövde¹

The guideline has been established by the Vice Chancellor on December 12, 2023, and takes effect on the same date. It replaces guidelines from 2022-03-22 (dnr HS 2022/257).

Dnr HS 2024/113

¹ This is a translation of the Swedish version (Riktlinjer för studieavgifter vid Högskolan i Skövde, registration number HS 2023/860. In the event of any discrepancy, the Swedish version of this document shall prevail.

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1 Background

According to section 5 of the "Ordinance on application and tuition fees at higher education institutions (2010:543), shall a university charge tuition fees for first- and second-cycle education for individuals who are not citizens of a country within the EEA or Switzerland (third-country students).

This guideline is established based on mentioned ordinance (2010:543) and the recommendations of the Association of Swedish Higher Education Institutions (SUHF). It encompasses the rules of the University of Skövde (University) regarding fees, including provisions for tuition fees, fee obligations, and reimbursement for first- and second-cycle education. The guideline also serves as support for the processing within this area.

2 The amount of the tuition fee

The amount of the tuition fee at the University is determined by a specific decision made by the Vice-Chancellor before each academic year.

A student who is conditionally admitted to a study programme, at the start of the programme, and has not fulfilled the conditions (typically not completed their bachelor's degree) may sometimes be allowed to take courses from the programme as freestanding courses. If this happens, the student should be charged as a programme student and not as a course student.

For students pursuing studies within a study programme that extends beyond one academic year, the tuition fee for the entire duration of the programme should remain the same as when the studies commenced. However, if the tuition fee for subsequent academic years is lower than the initial year, the lower fee should be applied.

For studies after a deferral or approved leave from studies, the tuition fee should be the same as it was when the student was granted the deferral or approved study leave. If the tuition fee is lower upon the resumption of studies, the lower fee should be applied.

3 Payment of tuition fees

The tuition fee for the first semester or for freestanding courses must be paid in full by the date determined by the University according to Section 8 of the Ordinance on application and tuition fees at higher education institutions (2010:543). The specific deadline is indicated in the invoice sent by the University. Admission to the University is conditional until the tuition fee is paid. In case of non-payment, the applicant is considered to have withdrawn from the admitted course

and study programme, and the spot may be allocated to another applicant.

The tuition fee must be paid to apply for a deferral since payment is required for admission. If a deferral is granted, the tuition fee is transferred to the semester when the studies are scheduled to commence.

The tuition fee for the second semester and subsequent semesters of a study programme must be paid in advance, on a semester basis, at the following times:

- The tuition fee for the spring semester must be paid by January 10 of the same year as the relevant spring semester.
- The tuition fee for the fall semester must be paid by August 10 of the same year as the relevant fall semester.

The tuition fee is to be paid on a semester-by-semester basis until the study programme is fully paid or until the student is no longer considered tuition fee liable. The payment shall occur on a semester by semester basis, regardless of whether a student is not following a study programme according to the admission period's study period. Payments must be made in Swedish currency (SEK).

When admitted to a later part of a study programme the entire tuition fee, for the subsequent semester, must be paid in full before the start of the studies.

In the event of non-payment for an ongoing education, the student will be reminded to pay the fee and informed that suspension will occur in the absence of payment. If payment is still not received after a reminder, the student will be suspended, in accordance with the Ordinance on application and tuition fees at higher education institutions, Section 10 (2010:543). Resumption of studies after suspension requires full payment of the tuition fee for the suspension period.

If an incorrect amount is received (e.g., due to a changed exchange rate), the University has the right to adjust the debt or credit either directly or in the next semester's billing period.

The University is generally required to refund any amount incorrectly paid by a student. This may occur in cases of double payments or if an excessive amount has been paid. Such corrections can be initiated by either the student, the University or both.

Tuition fees are invoiced in Swedish Kronor (SEK).

The applicant is responsible for their own banking and currency exchange fees.

4 The extent of the tuition fee

The tuition fee covers the course or study programme to which the student has been admitted to and paid for. If a study programme includes elective courses, the tuition fee covers courses totaling only 30 higher education credits per semester, plus any Swedish language courses. Students admitted to optional courses at another higher education institution within the framework of the study programme must pay tuition fees for optional courses directly to the respective institution. In conjunction with the student's final installment, the University reduces the semester fee by the corresponding number of higher education credits for optional courses in the programme syllabus that have been taken at another higher education institution.

The University may decide to offer study-promoting activities such as introductory programmes, pickup services, courses in Swedish and/or English, and social activities within the framework of the tuition fee. If this occurs, the offer should be the same for fee-paying and non-fee-paying students in the same study programme. The tuition fee also includes insurance through the Group Insurance FAS, that the University obtains from Kammarkollegiet.

Fee-paying students are otherwise entitled to the same services, rights, and obligations as non-fee-paying students, such as access to Student Support, Housing Coordinator, Student Union, etc.

Course literature and other course materials are covered by the student, as well as accommodation and living expenses.

5 Changed fee status

An applicant who has fee exempt status at the beginning of a study programme or freestanding course will remain exempt throughout the entire education and is not required to pay any tuition fees.

An applicant declared liable for fees during application and admission to a course and study programme can have their status reconsidered by submitting documents supporting fee exemption. The application for a review of fee liability must reach the university no later than the final day for payment of the tuition fee, as specified on the invoice.

A student who has the status of being liable to pay fees at the start of a study programme or freestanding course remains obligated to pay fees for the duration of the study period. Changes in status do not occur retroactively.

Changes in status from fee-paying to fee-exempt for the second semester or subsequent semesters of a study programme are considered at the beginning of the semester (autumn or spring) if requested by a student. The request must be submitted no later than two weeks before the relevant semester, and it is the student's

responsibility to substantiate the change in status. If the basis for the status change, such as a decision on a new residence permit, occurs two weeks before the start of the semester, the student must notify the university no later than two weeks after the semester starts. If the basis for the status change applies from the day after the semester starts or later, or if the aforementioned deadlines are not met, the matter will be deferred to the next semester. The student should be considered liable for fees for the current education until then.

When a freestanding course starts later than the semester starts, the above paragraph applies with the change that all references to the semester and semester start instead refer to the course and course start.

6 Refund

Refund of tuition fees may occur if specific reasons exist or if specific refund conditions are met. A request for a refund of paid tuition fees must be in writing. Decisions regarding the refund of tuition fees are made through individual assessment in each case. Special reasons or conditions for a refund must be substantiated with relevant certificates and documents for the specific case.

If a refund is granted, the University charges a fee of 8,000 SEK. This fee is intended to cover the administrative costs associated with the recruitment, admission, and invoicing of fee-paying students, as well as the handling of refund cases and bank charges. Requests for a refund of amounts below 8,000 SEK will not be processed. Refunds are made in SEK and returned to the bank account from which the payment was made. No interest is paid on the refunded amount, and bank or exchange fees, or similar charges, are not reimbursed.

Below are the specific reasons or conditions that apply to the refund of tuition fees at the University of Skövde:

- **Changed fee status**
If a student's fee status changes from fee-paying to fee-exempt, the student is entitled to a refund for the part of the education for which they are no longer liable for fees (see section 5).
- **Denied residence permit for a newly admitted student**
If the admission procedure for the start of a study programme or freestanding course is interrupted due to a denied residence permit, the student has the right to a refund of the paid tuition fee. If study programmes or freestanding courses are interrupted due to a non-renewal of the residence permit, the student is not entitled to a refund of the paid tuition fee.
- **Withdrawal for a newly admitted student**
If withdrawal is made within three weeks after the official start of a study programme or freestanding course, the student is

entitled to a refund of the paid tuition fee. Withdrawal can be submitted in writing to the University or through the applicant web portal (NyA).

- **Conditional admission for a newly admitted student**
A student whose admission is conditional due to ineligibility at the time of admission, still does not meet the conditions at the start of the semester and thus cannot commence the education, is entitled to a refund of the paid tuition fee.
- **Deferral for a newly admitted student**
A student granted deferral for the start of studies has the paid tuition fee transferred to the next scheduled start of studies. A student who does not commence their education as planned is entitled to a refund of the paid tuition fee.
- **Early drop out for a newly admitted student**
A student who applies for a drop-out (within three weeks after the official start of a study programme or freestanding course) is entitled to a refund of the paid tuition fee, regardless of the reason for the study break.
- **Entry requirements for ongoing studies within a programme**
A student who makes a drop out from a programme is entitled to a refund of the paid tuition fee for the courses that the student does not meet the requirements for at the time of the refund application.
- **Transfer of credits during ongoing studies**
A student studying within a study programme who has transferred credits from another higher education institution as part of their education at the University of Skövde is entitled to a reduction in tuition fees corresponding to the transferred credits at the time of the final installment. An additional fee for processing the credit transfer is charged, in addition to the administrative fee of 8,000 SEK deducted in case of a refund.

7 Appeal

Decisions to suspend a student for non-payment of tuition fees, as well as decisions not to approve leave from studies or deferral, can be appealed to the Higher Education Appeals Board (Överklagandenämnden för Högskolan). Other decisions mentioned in these guidelines cannot be appealed.