

Rules Regarding the Payment and Reimbursement of Tuition Fees

Background

In accordance with the Ordinance on application fees and tuition fees at higher education institutions (2010:543), Mid Sweden University charges tuition fees for those who are not citizens of an EEA state or Switzerland (third country citizens). The requirement to pay tuition fees applies to first and second-cycle courses and study programmes. This document contains the revised rules and routines regarding the payment and reimbursement of tuition fees at Mid Sweden University.

1. Regarding the extent of the requirement to pay tuition fees

1.1. Citizens from countries outside the EU/EEA

Citizens from countries that are not part of the EEA or Switzerland shall pay tuition fees for first and second-cycle studies at Mid Sweden University to which they have applied and been admitted, and which are to begin after 31 July 2011.

1.1.1. Exemptions

Under certain circumstances, the students may be exempted from the requirement to pay application and tuition fees. These exemptions are described in the Ordinance on application fees and tuition fees at higher education institutions (2010:543).

1.1.2. Change in requirement to pay tuition fees

According to Section 5 of the Ordinance, tuition fees are not to be charged for the third country citizens referred to in items 1–8 of the second paragraph of Section 2. If, after the student has spent some time in Sweden, his or her status changes to be covered by one of the items 1-8, the student shall be exempted from the requirement to pay tuition fees from the time of the change. The student is responsible for reporting such a change in his or her situation to Mid Sweden University. The report shall be made in writing and it shall contain a description of the changes in the student's situation, as well as documents to support this. The decision that a student is no longer required to pay tuition fees shall be documented in Ladok. For further information regarding the reimbursement of tuition fees due to a change in requirement to pay tuition fees, see point 4.3.7 below.

2. Regarding tuition fees at Mid Sweden University

2.1 Determining the fees

The tuition fee at Mid Sweden University is based on the gross price FTE (full-time equivalent) and annual performance equivalent, which are to cover the activities of the department/education. In addition to this, there are non-recurring costs, which shall finance the costs that are not covered by the gross price, for example marketing and reception/service. The principle of full coverage of costs applies (SFS 2010:543). The Vice-Chancellor decides on the size of the tuition fees.

2.1.1 What is included in the tuition fees?

The payment of tuition fees means that the student is entitled to teaching and examinations within the scope of the course or study programme to which the student has been admitted and at which he or

she conducts his or her studies. The tuition fees allow the student access to teacher directed learning, as well as access to computer rooms, study guidance, student health services, etc. Prescribed texts and living costs (for example accommodation) are not included in the tuition fees.

3. Regarding the payment of tuition fees

3.1 Conditions of payment

A student who is required to pay tuition fees is admitted to the university on a condition, which means that the student must have paid the tuition fees to the university by a certain date, otherwise her or his entitlement to the allocated place will become invalid. Information about this can be found on the admission decision.

A student who has been admitted to a study programme pays tuition fees for each semester, 30 credits (equivalent to full-time studies), no later than the date that has been decided on by Mid Sweden University.

Study programmes comprise studies of 60 credits per academic year. A student who completes more than 60 credits per academic year must pay tuition fees for the additional credits as well.

A student who takes a freestanding course shall pay tuition fees based on the number of credits and the established list of prices no later than the date that has been decided on by Mid Sweden University.

Tuition fees shall be paid for all registered courses regardless of results. A student who has not completed his or her courses is entitled to do so at a later date without paying additional tuition fees.

A student who does not complete his or her studies at the nominal rate of study is entitled to complete his or her studies without paying additional tuition fees. A higher study rate than the nominal one does not entail any reimbursement of tuition fees.

A student who is required to pay tuition fees and who, within the scope of his or her course or study programme, takes part in an exchange study programme shall pay tuition fees to Mid Sweden University for the period of the exchange no later than the date that has been decided on by Mid Sweden University.

3.2 Payment routines and time limits with regard to:

3.2.1 The first semester

A student who has been admitted to a study programme shall pay the tuition fees for each semester in advance and on *one* occasion. It is not possible to pay in instalments or for the full year. The applicant shall be informed about which date the tuition fees are due, as well as the consequences of non-payment, through an invoice which shall be sent to the admitted student by e-mail. The invoice shall be sent as soon as possible after the final selection.

For a student who has been admitted to a study programme, the tuition fees for the first semester shall be received by Mid Sweden University no later than 10 June if the programme begins in the autumn and no later than 15 December if it begins in the spring. If that date occurs at a weekend or on a public holiday, the last date of payment shall be the following weekday.

A student who takes a freestanding course shall pay the tuition fees per credit in advance. The invoice shall be sent as soon as possible after the final selection. The payment due date shall be specified on the invoice.

Invoices to students who apply to freestanding courses and students who are admitted from the waiting list or as late applicants shall be sent continuously after the admission process has been completed.

3.2.2 Other semesters

A student who is actively enrolled in a study programme shall pay the tuition fees approximately a month before the start of the autumn/spring semester, after having received a notification from Mid Sweden University. Mid Sweden University must have received the tuition fees no later than 1 August for the autumn semester and no later than 15 December for the spring semester. If the tuition fees have not been paid by that date, the student shall receive a reminder to pay the fees within the following 10 days. If the specified date occurs at a weekend or on a public holiday, the last date of payment shall be the following weekday.

3.3 Suspension due to non-payment

In accordance with Section 10 of SFS 2010:543, if the remaining instalments of the tuition fees have not been paid within the stipulated time, the higher education institution shall remind the student to pay the fees by a certain date. If the fees are not paid by the specified date, the university will suspend the student until the payment has been made. The decision to suspend the student will apply immediately (Section 11) and until full payment has been made. An appeal against a decision to suspend a student who has not paid tuition fees may be made to the Higher Education Appeals Board. No appeal may be made against the decisions of the Board. A decision to suspend a student means that the student may not participate in classes, examinations or any other activity within the framework of the course or study programme at the university for which the student has not paid (in accordance with Section 10).

Decisions to suspend a student who has not paid tuition fees in accordance with the Ordinance on application fees and tuition fees at higher education institutions (2010:543) are made by the Head of Department of Student and University Services.

4. Regarding the reimbursement of tuition fees

4.1 Routines for reimbursement

In accordance with Section 12 of the Ordinance on application fees and tuition fees at higher education institutions (2010:543), a higher education institution may reimburse tuition fees either in part or in their entirety if a student is prevented for special reasons from participating in the study programme.

A decision on reimbursement is made by Mid Sweden University based on an individual assessment. In order for there to be an assessment to see if there is cause for reimbursement, a specific form must be filled in (Request for tuition fee reimbursement). The request, including supporting documents, shall be sent in writing to internationaloffice@miun.se for preparation.

If the amount that has been paid for the tuition fees exceeds the amount that is specified on the invoice by less than SEK 1,000, the excess amount will not be reimbursed. In the case of a reimbursement of tuition fees, a general deduction for administrative costs will be made to the amount of SEK 5,000 for a full-semester commitment (30 credits) or a percentage thereof, based on the number of credits (30

credits = 100 % = SEK 5,000; 15 credits = 50 % = SEK 2,500, etc.) Reimbursement will only be made to the same bank account as the one from which the payment was made. If Mid Sweden University cancels the course or study programme to which the student has applied, no deduction shall be made from the reimbursement.

Decisions on the reimbursement of tuition fees in accordance with the Ordinance (2010:543) on application fees and tuition fees at higher education institutions are made by the Head of Department of Student and University Services.

4.2 Reimbursement before the course or study programme begins

The request for reimbursement shall be sent in no later than the final registration date for the course of the study programme.

4.2.1 Cancellation of course or study programme

If the tuition fees have been paid and Mid Sweden University cancels the course or study programme to which the student has applied before it begins, the student is entitled to have the tuition fees reimbursed in their entirety.

4.2.2 Refused residence permit

A student who has paid tuition fees but who is not granted a Swedish residence permit, and for whom the admission procedure is interrupted, is entitled to have the tuition fees reimbursed, excluding a deduction for administrative costs.

4.2.3 Conditional admission based on ongoing studies at a qualifying course or study programme

A student may be conditionally admitted to a course or study programme if the student is enrolled in a qualifying course or study programme at the time of application. If the student has not fulfilled the entry requirements before the start of the semester and is therefore not allowed to begin the course or study programme, the student is entitled to have the tuition fees reimbursed, excluding a deduction for administrative costs.

4.2.4 Deferment

If the student has paid the tuition fees, but is prevented from beginning his or her studies, the student may apply for deferment. The application must be made before the student begins his or her studies. The reasons that the student claims for the deferment must be supported in writing, for example by a doctor's certificate. Special grounds for deferment may be social, medical or other special circumstances, such as care of children, military service, civil defence service, work for the student union or postponed leave in accordance with the Employee's Right to Educational Leave Act (Code of Statutes of the Swedish Council for Higher Education, UHRFS 2013:3). If Mid Sweden University grants a deferment, the student is entitled to have the tuition fees reimbursed, excluding a deduction for administrative costs.

Decisions on deferment are made by the Head of the Division of Study Administration.

4.2.5 Special reasons

If the student, the student's partner or a member of the student's immediate family becomes seriously ill or dies, or if there are special reasons why the student cannot begin the course or the study programme, the student may request a reimbursement of the tuition fees. If the student cancels due to special reasons, the tuition fees can be reimbursed for the following semester, excluding a deduction for administrative costs.

4.3 Reimbursement during the period of studies

4.3.1 Approved leave from studies

A student may be granted an approved leave from studies if there are special grounds for it. Special grounds may be social, medical or other special circumstances, such as care of children, military service, civil defence service, work for the student union or postponed leave in accordance with the Employee's Right to Educational Leave Act (Code of Statutes of the Swedish Council for Higher Education, UHRFS 2013:3). A student who intends to apply for an approved leave from studies must send in the application before the tuition fees are due. The application shall be sent to the department at which the student is registered. If the student is granted an approved leave from studies, he or she is not required to pay the remaining instalments of the tuition fees until he or she resumes his or her studies. After the approved leave from studies, the student has the right to resume his or her studies at the same tuition fee rate as when the student was admitted to the course or study programme in question.

4.3.2 Special reasons

If the student, the student's partner or a member of the student's immediate family becomes seriously ill or dies, or if there are special reasons that prevent the student from participating in the course or study programme, the student may request a reimbursement of the tuition fees that have been paid for the current semester. For the current semester, the tuition fees that have been paid for the remainder of the semester can be reimbursed, excluding a deduction for administrative costs.

4.3.3 Entry requirements for continued studies

If the course and programme syllabuses of the study programme contain requirements that must be met in order to advance to the next semester and the student does not meet those requirements, the tuition fees can be reimbursed for the semester that the student is prevented from starting (excluding a deduction for administrative costs).

4.3.4 Change of study programme/course

If the student wishes to change study programmes during the current semester, there may be certain price differences between different study programmes/courses, for example if a student is initially enrolled at a study programme that costs SEK 125,000 per academic year and wants to transfer to a programme that costs SEK 70,000 per academic year or vice versa. The price difference will be regulated on the separate invoice. Please note that changing study programmes is not possible without a new application and admission taking place.

4.3.5 Credit transfers for courses

A student who is enrolled in a study programme and who has been granted a transfer of credits from a course that he or she completed at another higher education institution as part of their study programme at Mid Sweden University is entitled to have the tuition fees reimbursed (excluding a deduction for administrative costs) to an amount corresponding to the number of credits that have been transferred.

4.3.6 Change in requirement to pay tuition fees

If there is a change in the student's circumstances that affects the requirement to pay tuition fees, the student is responsible for reporting the change in writing to Mid Sweden University by sending in a special form (Change in requirement to pay tuition fees). The form, including supporting documents, shall be sent to internationaloffice@miun.se. The report should contain a description of the circumstances on which the change is based, as well as documents to support this.

In the case of a decision to change the student's status, the tuition fees can be reimbursed, excluding a deduction for administrative costs. The part of the course or study programme that the student has already completed will not be reimbursed. The student must request the reimbursement and support the reasons he or she claims.

Decisions on a change in the requirement to pay tuition fees in accordance with the Ordinance on application fees and tuition fees at higher education institutions (2010:543) are made by the Head of the Division of Study Administration.

4.3.7 Expulsion or suspension due to disciplinary measures

Tuition fees will not be reimbursed for any period of time during which the student has been suspended from his or her studies as a result of a decision on disciplinary measures in accordance with Chapter 10 of the Higher Education Ordinance. Reimbursement will not be made if a decision on expulsion from studies is made in accordance with Chapter 4, Sections 6 and 7 of the Higher Education Act.

5. Other rules and regulations

5.1 Admission for a later part of the study programme

Admissions for a later part of a study programme are handled locally at Mid Sweden University. The applicant must fill in a special form to apply for admission for a later part of the study programme and send it to the Admission Office. The form can be obtained from the Admission Office. When a student begins his or her studies at a later part of the study programme, the size of the tuition fee is based on the extent and structure of the studies.

5.2 Opportunities for doctoral students to study at the second-cycle level as part of their study programme

Students are not required to pay tuition fees for third-cycle courses and study programmes. A doctoral student may be allowed to take a second-level course without paying tuition fees, provided that his or her department verifies that the course will be included in the doctoral student's individual study plan (in accordance with Chapter 6, Section 29 of the Higher Education Ordinance).

5.3 Exchange students

Exchange students that are received through various forms of mobility programmes are not required to pay tuition fees.