

## **Guidelines for students required to pay application and tuition fees for Bachelor's and Master's level educational programmes at the University of Borås**

Target audience:	Administrators, managers, and students
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Responsible office:	Academic Affairs Office, Professional Services
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Responsible for implementation:	Managers
Summary:	The guidelines regulate local conditions for students who are required to pay application and tuition fees within Bachelor's and Master's level educational programmes at the University of Borås.
Background	As of 31 July 2011, students from countries outside the EU and EEA must pay tuition fees in order to study at the University of Borås - regulation (2010:543) on application fees and tuition fees at universities and colleges. These guidelines supplement the national regulation.

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## **1. General**

The University of Borås, in accordance with §2 and §5 of the regulation on registration fees and tuition fees at universities and colleges (SFS 2010:543), collects application and tuition fees from those who are not citizens of a state within the European Economic Area (EEA) or in Switzerland (third country nationals).

Tuition fees are not charged to third-country nationals who meet the requirements for exemption from tuition fee obligation according to § 5 second and third paragraph and §5a.

## **2. Application fees**

### ***2.1 Application fee when applying outside the admissions system***

Fee-payers who apply outside the admission system are examined as to whether they must pay the application fee before the application is processed.

### ***2.2 Application fee in case of deferment of studies/Application***

A fee-paying student who has been granted a deferment to start their studies does not have to pay a application fee for a new registration.

## **3. Tuition fees**

### ***3.1 The size of the tuition fee***

The size of the tuition fee is determined by the university for each individual education at the Bachelor's or Master's level and is announced at the time and in the form determined by the university. The university must calculate the tuition fees so that full cost coverage is achieved for the tuition fee-financed activities in their entirety.  
(SFS 2010:543).

Payment of the tuition fee refers to an educational programme or course and the number of higher education credits included.

### ***3.2 Reduction of the tuition fee***

A reduction in the fee can take place if the university has awarded a student otherwise required to pay a fee a scholarship that relates to the tuition fee according to the regulation on scholarships for students required to pay tuition fees (SFS 2010:718).

### ***3.3 Change of tuition fee obligation status***

A student assessed as tuition-fee-exempt at the start of the programme remains tuition-fee-exempt throughout the course of the education. A student who has been assessed as required to pay for fees may, after review, be exempted from tuition fees during the course of the programme (SUHF 2018:2).

During the time that an extension case regarding a residence permit is processed by the Swedish Migration Agency, the status previously decided applies (SUHF 2018:2).

### ***3.4 The size of the tuition fee in case of changes in the educational programme***

Payment of the tuition fee refers to an educational programme and the number of higher education credits the programme includes, regardless of how many terms it takes to complete the education. If the tuition fee for the entire programme has been paid, no additional tuition fee may be charged.

When a student changes educational programmes, any difference must be paid by the student if the cost of the new education is higher, or refunded to the student if the cost is lower.

### ***3.5 The size of the tuition fee at the end of an approved leave from studies***

A student required to pay tuition fees must, after returning after an approved leave from studies, be allowed to continue the programme with the same fee level that applied when the student was admitted to the relevant programme or, if the fee is lower at the time an approved leave from studies ends, at the then current fee level. (SUHF 2018:2)

### ***3.6 The size of the tuition fee in case of deferment of studies***

To be able to apply for a deferment of studies, the tuition fee must be paid, (SFS 2010:543)

A student required to pay tuition fees who has been granted a deferment may start the programme with the same fee level that applied at the time of admission. If the fee for the educational programme is lower at the beginning of the start of their studies than at the time of admission, the new fee level applies.

### ***3.7 Doctoral students who are to study a course at the Bachelor's or Master's level***

Education at the doctoral level is free of charge in Sweden. Bachelor's and Master's level courses are covered by the fee regulation (SFS 2010:543) and doctoral students are obliged to pay fees for such courses if they do not have citizenship in the EU, EEA countries or Switzerland. Bachelor's and Master's level courses are free of charge if they are included in the doctoral student's individual study plan.

### ***3.8 Payment of tuition fees***

In order to start an educational programme at the university, the tuition fee specified by the university must be paid in the form and within the time specified by the university. Decisions that payment has been made are made by the university.

Payment must be made in Swedish currency (SEK) and students required to pay fees will be responsible for their own bank fees.

## **4. Suspension from studies**

### ***4.1 Decision on suspension from studies***

If payment is not made in accordance with what the university has decided, the university must decide to suspend a student during ongoing education until the fee has been paid. Decisions on suspension due to incomplete payment can be appealed to the Higher Education Appeals Board (SFS 2010:543).

### ***4.2 Meaning of suspension from studies***

A student who is suspended is considered not to be a student at the university during the period of suspension - regarding the educational programme for which the student has not paid. The student in question then does not have the right to participate in teaching, examinations, or other activities that require the person to be a student in the education.

If the student has paid for other courses or another programme, the student must be granted access to these - the suspension must only apply to that educational programme for which the student has not paid .

### ***4.3 Length of suspension from studies***

Unlike the decisions on suspension made by the university's Disciplinary Board, suspensions due to non-payment are not time-limited. The decisions apply indefinitely and can only cease to apply in one of the following ways:

1. that the student pays the fee
2. that the decision-maker, after the request for review/appeal, makes a review and comes to the conclusion that the decision should be changed
3. that the Higher Education Appeals Board (ÖNH for the Swedish name, *Överklagandenämnden för högskolan*) decides that the appealed decision is incorrect
4. that the student announced that they requested and were granted an approved leave from studies or that the student clarified their intention not to continue their studies in the educational programme for which they did not pay in time
5. that the student has shown that they fulfil one of the exceptions that negate the payment obligation

## **5. Refunds**

If a student has paid the tuition fee but is no longer liable to pay the fee, the university may refund the part of the fee that refers to the part of the educational programme for which the student is not liable to pay the fee.

The university may also in other cases repay all or part of the tuition fee if the student is prevented from participating in the educational programme for special reasons (SFS2010:543).

Refunds can be made for educational programmes that the student has not started. In the case of refunds, a student is considered to have started the programme when registration for its courses is completed.

However, the following decisions do not grant a right to reimbursement:

- suspension from studies in accordance with Ch. 10 Higher Education Ordinance (1993:100),
- exclusion from education in accordance with the regulation (1987:915) on exclusion of students from higher education

## **6. Administrative procedure for scholarship holders**

Students required to pay tuition fees who have been awarded a scholarship by the university must be handled in the same way as other students required to pay tuition fees.

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This decision was made by the Vice-Chancellor on 5 December 2022 to apply from then until further notice.

### *Disclaimer*

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