



Academic Administration Office

Malin Åkerlund

Kristianstad University

291 89 Kristianstad

044-250 30 00

[www.hkr.se](http://www.hkr.se)

## Guidelines for tuition fees

This policy document deals with Kristianstad University's guidelines for tuition fees, which relate to regulations such as fee obligations, payment terms and refunds.



## Content

1. Introduction .....	3
1.1 Local rules.....	3
2. Guidelines.....	3
2.1 Payment terms.....	3
2.2 Exemption from tuition fees.....	4
2.3 Non-payment .....	5
2.4 Suspension .....	5
2.5 Refunds.....	6
2.6 Deferment, leave of absence from studies and transfer of credits .....	7
2.7 Information sharing with Migrationsverket (The Swedish Migration Agency) .....	8
2.8 Appeals .....	9
2.9 Governing statutes .....	9
3. Referral bodies .....	9
4. Supporting documents, if applicable.....	9
5. Follow-up.....	9
6. Validity.....	9

## 1. Introduction

Kristianstad University charges tuition fees for first, second cycle and advanced levels in accordance with Section 5 of the Ordinance (2010:543) on application fees and tuition fees at universities and university colleges, for those who are not citizens of a state within the EEA or Switzerland (third-country nationals).

The amount of the tuition fee is determined on the basis of the principle of full cost recovery. Provisions regarding this can be found in Section 6 a of the Ordinance (2010:543).

The tuition fee obligation is examined by the Swedish Council for Higher Education (UHR) in connection with registration for studies.

Decisions on residence permits are made by Migrationsverket (The Swedish Migration Agency).

### 1.1 Local rules

The amount of the tuition fee for each individual at first and second cycle level or advanced level programme is notified in the Vice-chancellor's decision Tuition fees at Kristianstad University for international students, reference number 2021-112-375.

Kristianstad University follows the agreement in the Association of Swedish Higher Education (SUHF) recommendation on the handling of students obligated to pay tuition fees (REK 2018:2).

Students shall pay the tuition fee stated in connection with admission to an educational programme (SUHF, REK 2018:2).

## 2. Guidelines

### 2.1 Payment terms

To be admitted to the educational programme, an applicant shall be obligated to pay the tuition fee by the agreed date; admission is, therefore, conditional until the tuition fee has been paid in accordance with Section 8, second paragraph of the Ordinance (2010:543).

The first instalment may not be less than the tuition fee for the first 30 credits of the programme in accordance with Section 8, first paragraph of the Ordinance (2010:543).

#### 2.1.1 Local rules

The payment of tuition fees must be received no later than 1 June before the start of studies in the autumn semester and 1 December before the start of studies in the spring semester for newly admitted students in the international admission rounds. For reserve applicants, late admitted students, students admitted in other admission rounds and students studying their second semester and onwards, payment shall be made according to the conditions stated on the invoice. Pursuant to Section 7 of the Ordinance (2010:543) and (SUHF, REK 2018:2).

The tuition fee is paid each semester and in advance, unless otherwise decided, and refers to the number of credits in accordance with Section 9 of the Ordinance (2010:543).

If the student pays the tuition fee in several instalments, the total amount shall have been received as per the instructions on the invoice. Registration for the semester/course to which the invoiced amount refers is not possible until the total amount has been received by Kristianstad University.

The student who is obligated to pay tuition fees shall pay his/her own bank charges. If the amount paid is less than the tuition fee by 100 SEK or more, the student must pay the remainder of the fee either when the next payment is made for the following semester or make a separate payment if the student is admitted for only one semester.

Should the amount paid exceed the tuition fee by 100 SEK, this will be refunded to the student either as a deduction for payment for the coming semester or as an immediate, separate payment to the student, if the student is not to be invoiced for the following semester.

Students obligated to pay fees who carry out exchange studies under the auspices of Kristianstad University shall also pay the tuition fee to Kristianstad University for the exchange period (SUHF, REK 2018:2).

When re-registering on a course that a student has already paid for, no additional tuition fee shall be charged. The student is responsible for ensuring that the correct address/e-mail address is available at Kristianstad University.

## **2.2 Exemption from tuition fees**

Section 5 of the Ordinance (2010:543) states that tuition fees shall not be charged to third-country nationals referred to in Section 2, paragraphs 1-8, 11. Tuition fees shall also not be charged to applicants covered by section 5 a.

### **2.2.1 Local rules**

A student obligated to pay tuition fees may, after an assessment is conducted by the higher education institution, be declared not obligated to pay during the course of the education (SUHF, REK 2018:2). If the student's fee obligation status changes, the student must report it to the university with documents substantiating the change. If a student's tuition fee status is adjusted, it means that the student will be exempt from fees for the semester after the date of the status change. The tuition fee is not affected retroactively when a student's status has changed.

## **2.3 Non-payment**

### **2.3.1 First semester**

A student who does not pay the tuition fee before the due date before their first semester loses their place.

### **2.3.2 Second and subsequent semesters**

A student who, at the start of the second semester or later, has not paid the tuition fee before the due date shall be suspended from further studies in accordance with Section 10 of the Ordinance (2010:543).

If the remaining parts of the tuition fee have not been paid within the specified time, the university shall remind the student to pay the fee within a certain time. If the fee is not paid within the time specified in the reminder, the university shall suspend the student from the educational programme. The student shall be informed of this in the reminder. Section 10 of the Ordinance (2010:543).

The higher education institution may also decide in individual cases that degree certificates and course certificates may not be provided to a student until the fee has been paid. Section 10 of the Ordinance (2010:543).

## **2.4 Suspension**

A suspension decision means that the student may not participate in lectures, seminars, examinations or other activities within the framework of the educational programme in question from the date of the decision until payment has been received by the university. Provisions regarding this can be found in Section 10 of the Ordinance (2010:543).

A suspension decision applies immediately in accordance with Section 11 of the Ordinance (2010:543). Such a decision may be repealed only in one of the following ways:

1. That the student pays the fee
2. That the decision-maker, after a request for review/appeal or on his own initiative, conducts a review and concludes that the suspension decision is incorrect
3. That the Board of Appeal (överklagandenämnden (ÖNH)) decides, following an appeal, that the decision is incorrect
4. That the student has announced that he or she has requested and been granted a leave of absence from studies or that the student has otherwise clarified his or her intention not to take part in the education for which they have not paid on time

### **2.4.1 Local rules**

Suspension decisions are made by the Head of Academic Administration Office after a presentation is made by the administrator responsible.

Students who have been suspended are responsible for making up for what the student may have missed due to the suspension. No additional teacher support/guidance is offered.

## **2.5 Refunds**

After an application for a refund of tuition fees, the university may refund all or part of the tuition fee if the student is prevented from participating in the education for special reasons as described in Section 12, second paragraph of the Ordinance (2010:543) and SUHF, REK 2018:2.

If a student has paid the tuition fee but is no longer obligated to pay the fee, the university may refund the part of the fee that refers to the part of the education for which the student is not obligated to pay the fee. Section 12, first paragraph, Ordinance (2010:543).

### **2.5.1 Local rules**

A student who wishes to apply for a refund of the tuition fee must submit a written request to Kristianstad University. The student shall attach documentation substantiating the special reasons stated for the refund. If additional documentation is required, the university shall request this from the student. If no additional information is received, the university must make a decision based on the documentation available.

Repayment of the tuition fee will only be made if Kristianstad University finds that there are special reasons for the student being prevented from participating in the educational programme. These reasons are examined in each individual case, based on the documentation and information provided by the student.

Repayment of tuition fees received after the last day of payment will only be made if special reasons exist.

Refunds are primarily made to the same account from which the payment was originally made. This applies regardless of whether the student has paid from their own account or via another account holder. The student needs to submit documents proving the account for the original payment in order for a refund to be made.

Kristianstad University is not responsible for currency fluctuations, bank fees or such like which will affect the amount refunded to the student.

If a refund of the tuition fee is authorised, Kristianstad University will charge a fee of 5,000 SEK.

Decisions on the refund of tuition fees are made by the Head of Academic Administration Office after presentation by the administrator responsible.

The following entitles a student to a refund:

- The application for a residence permit is rejected
- Cancelled educational programme

Upon reimbursement of the tuition fee, the student loses his/her place of study.

The following does not entitle a student to a refund:

- Suspension of studies in accordance with Chapter 10 of the Higher Education Ordinance (1993:100)
- Expulsion from an educational programme in accordance with Ordinance (2007:989) on the expulsion of students in higher education,
- Suspension due to late payment of tuition fee
- Cessation of studies
- Leave of absence from studies
- Sickness that affects someone other than the applicant
- Death other than spouse, child, parent
- The student's residence permit is revoked
- The student has been admitted on false merits, which is why the decision on admission is annulled
- A change in fee obligation status does not entitle you to a retroactive refund of the tuition fee

When a student has paid tuition fees for one semester and cannot be registered because the eligibility requirement in the course syllabus is not met, the tuition fee must be withheld until the student has become eligible. If a student applies for a refund, the application is examined according to the refund rules.

## **2.6 Deferment, leave of absence from studies and transfer of credits**

### **2.6.1 Deferment**

#### **2.6.1.1 Local rules**

Students who have been granted a deferment do not need to pay an application fee for the education where deferment has been granted when the student shall claim their place (SUHF, REK 2018:2).

For students who have paid tuition fees and who are then granted deferment, the tuition fee is transferred to the semester in which the studies start.

Students who have applied and received a deferment for the start of studies are entitled to have the same fee level as stated in connection with the admission (SUHF, REK 2018:2).

## **2.6.2 Leave of absence from studies**

### **2.6.2.1 Local rules**

Students who have applied for and received leave of absence from studies have the right to continue their education after the end of the leave of absence with the same fee level as when the education began, or, if the fee is lower at the time of the termination of their leave of absence from studies to the then current fee level (SUHF, REK 2018:2).

For students who have paid tuition fees and who are then granted leave of absence from studies, the tuition fee is transferred to the semester in which the studies start.

## **2.6.3 Credit transfer**

### **2.6.3.1 Local rules**

A student who has courses within a programme transferred based on previous studies can apply for a refund of the entire tuition fee or part of the tuition fee after the last semester or through a reduction of the final tuition fee. Decisions on the refund of tuition fees are made by the Head of Academic Administration Office after presentation by the administrator responsible.

## **2.7 Information sharing with Migrationsverket (The Swedish Migration Agency)**

The higher education institution shall, without delay, provide the Swedish Migration Agency with information that:

1. A student obligated to pay tuition fees has been admitted to a programme, and
2. a student referred to in paragraph 1 has not registered for the education.

If, based on the information registered about a student obligated to pay tuition fees, there is reason to assume that the student has interrupted his/her studies, the higher education institution must notify the Swedish Migration Agency.

Provisions regarding this can be found in Chapter 2, Section 6 a of the Ordinance (1993:1153) on the reporting of studies, etc. at universities and university colleges.

### **2.7.1. Local rules**

The Swedish Migration Agency is informed of tuition fees and study information regarding students obligated to pay tuition fees via Ladok.

Kristianstad University shall communicate information that newly admitted students in the joint international admission rounds have paid the tuition fee no later than 15 June before the start of studies in the autumn semester or on 15 December before the start of studies in the spring semester (SUHF, REK 2018:2).

Kristianstad University notifies the Swedish Migration Agency of its decision regarding the suspension of a student.



## **2.8 Appeal**

A decision to suspend a student who has not paid the tuition fee may be appealed to the Higher Education Appeals Board. Reference to the appeal shall be annexed to the decision.

## **2.9 Governing statutes**

The regulations that form the basis for the management of application and tuition fees are as follows:

1. The Higher Education Ordinance (1993:100)
2. Ordinance (2010:543) on application fees and tuition fees at universities and university colleges
3. The Ordinance on the reporting of studies etc. at universities and university colleges (1993:1153)

## **3. Referral bodies**

This document has been the subject of internal referral at the Academic Administration Office, Student Center, Finance Department, Lawyer and the Council for Study Administration and Student Support.

## **4. Supporting documents, if applicable**

No supporting documents exist.

## **5. Follow-up**

Review of the guidelines is made annually by Academic Administration Office.

## **6. Validity**

This document is valid from 1 June 2023 and replaces document ref. 2014-1121230.