



HÖGSKOLAN
I HALMSTAD

DECISION

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Regulations for the Payment of Tuition Fees and Local Guidelines on Refunds

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Regulations for the payment of tuition fees

1. Introduction

In accordance with the Swedish Ordinance on Application Fees and Tuition Fees at Higher Education Institutions (SFS 2010:543), Halmstad University charges application and tuition fees to those who are not a citizen of the European Economic Area (EEA) or Switzerland (third country citizens).

In the event of changes to the tuition fee-paying status, the student is responsible for applying to Student Affairs for tuition fee exemption. The application shall have been received no later than two weeks before the start of the semester. The student is responsible for appending the decision of changed residence permit/residency to prove that tuition fee exemption applies. After an assessment, the student will be informed of the decision on whether to exempt them from tuition fees. If an application is submitted after the start of a semester, any decision to change the student's status shall apply from the beginning of the following semester. Decisions do not apply retroactively, and no refunds will be paid for programmes/courses that have already commenced.

While an extension case is being processed, the student's previously decided status continues to apply, and tuition fees shall be paid in the normal manner.

A student who on admission to a course or study programme is deemed to be exempt from tuition fees has received a beneficial decision and remains exempt from tuition fees for the duration of that course or programme.

Fee-paying students who are to study abroad within the framework of one of the University's exchange agreements shall pay tuition fees to Halmstad University.

2 Size of tuition fees

The size of tuition fees is decided by the University for each study programme/course based on the principle of full cost coverage and will be announced at a time and in a manner of the University's choosing.

3 Payment of tuition fees

In order to begin studies at the University, all payment obligations must be met. Decisions on whether payment obligations have been fulfilled are made by the University.

If a study programme comprises more than 30 higher education credits, the tuition fee may be paid in instalments for each semester. The tuition fee shall be paid each semester in advance, unless otherwise decided, and refers to the number of higher education credits. If a programme of study comprises 30 higher education credits or less, the entire tuition fee shall be paid at once.

Tuition fees shall be paid at a time and in a manner of the University's choosing. Payment shall be made in the Swedish currency (SEK) and fee-paying students shall meet their own administration costs and banking fees.

Payment shall be received before the start of the semester. If special reasons exist, the University may decide to accept payment at a later date. Special reasons do not refer to an

inability to pay the tuition fee or any other circumstances related to someone other than the student.

If payment is not made in accordance with the University's decision, pursuant to Section 10 of the Ordinance on Application Fees and Tuition Fees at Higher Education Institutions the University may decide to suspend the student from ongoing studies until the outstanding fees have been paid.

4 Exemption from tuition fees

Verification of an applicant's obligation to pay tuition fees is carried out by the Swedish Council for Higher Education (UHR); in conjunction with checking the applicant's qualifications in the admission system (NyA). An application fee is payable by those who are required to pay tuition fees in accordance with the procedures established by UHR. The payment of an application fee is a prerequisite for the consideration of an application to a course or study programme.

The following categories of applicants are exempt from tuition fees for all courses/study programmes to which they have been admitted/placed on a waiting list if, at the time of application, she or he:

1. is a citizen of a country in the European Economic Area (EEA) or Switzerland;
2. has one of the following forms of residence permit/right of residence:
 1. is a member of the family of citizen of an EEA state and has entitlement to residence or to permanent residence in Sweden pursuant to Sections 4 or 7 of Chapter 3a of the Swedish Aliens Act (SFS 2005:716);
 2. is a member of the family of a Swiss citizen and has entitlement to residence or a residence permit in Sweden pursuant to Section 16 of Chapter 4 of the Swedish Ordinance on Aliens (SFS 2006:97);
3. has a permanent residence permit in Sweden;
4. has a temporary residence permit in Sweden for reasons other than study;
5. has the status of a long-term resident in Sweden pursuant to Chapter 5a of the Aliens Act;
6. has the status of a long-term resident in another state in the EU and has a residence permit in Sweden pursuant to Section 9 of Chapter 4 of the Ordinance on Aliens;
7. is a student at a higher education institution abroad but is completing a limited part of a programme at a Swedish higher education institution within the framework of an exchange agreement which means that no tuition fee is charged by the receiving higher education institution;
8. applies for or is studying in a programme within the framework of an exchange programme or partnership programme for which the Government has decided no tuition fee is to be charged;
9. does not have a residence permit, but has previously been granted a temporary residence permit in Sweden for reasons other than study that has expired, if an application for an extended residence permit was submitted to the Swedish Migration Agency before the previous permit expired and the application is for an extended permit on the same basis or for a new permit pursuant to a provision in the Act on temporary limitations of the opportunity to be granted a residence permit in Sweden (SFS 2016:752).

Students who started studies before 01.07.2011, i.e. before the establishment of application and tuition fees, are exempt from fees until 31.12.2018, as students must be able to complete

the ongoing education. After this date, they are also required to pay tuition fees. Verification that the student commenced their studies before 01.07.2011 is carried out in Ladok.

Third-cycle studies are exempt from fees. An individual study plan must be submitted.

6. Conditional admission decisions

Tuition fee paying applicants are admitted or offered a reserved place on condition that tuition fees are paid. The applicant's admission is therefore conditional, meaning that the student must pay their tuition fee by a specified deadline in order to commence their studies. If this condition is not met, the conditional admission becomes invalid.

7. Credit transfer

Student who is admitted may request a reduction or refund of fees based on the transfer of credits for a full course or module covering at least 7.5 higher education credits. In order for a reduction or refund to be made, the credited course or module must be reported in Ladok. In exceptional circumstances, an individual assessment may be made of whether to refund or reduce tuition fees on the transfer of credits for a full course or module covering less than 7.5 higher education credits.

8. Deferral of studies

When applying to defer studies, the tuition fee must have been paid as until then admission is conditional. A decision to defer studies may be subject to a condition of submitting an application prior to recommencing studies. When claiming a deferred place, the University will not charge an application fee for the course or programme where a deferral has been granted. When recommencing studies after approved deferral, fee-paying students shall pay fees at the same level that applied when they were admitted to the course or programme in question.

If an application to defer studies is rejected, the student may apply for a refund of fees in accordance with applicable guidelines. The University's guidelines for refunding tuition fees also apply to refunds related to applications to defer studies.

9. Approved leave from studies

A decision to permit a fee-paying student to continue with their studies after approved leave may be subject to a condition of submitting an application prior to recommencing studies. However, no application fee should be charged. When recommencing studies after approved leave, fee-paying students shall pay fees at the level that applied when they were admitted to the course or programme in question.

10. Appeals

Decisions to suspend a student due to unpaid fees may be appealed to the Higher Education Appeals Board. Aside from this, there is no right of appeal against decisions in accordance with these regulations.

Local guidelines for refunds

A decision to refund tuition fees is reached by Halmstad University based on an individual assessment. Tuition fees will only be refunded if the University finds that the student is prevented from participating in the education for special reasons; for example, a rejection of an application for a residence permit.

Applications for refunds should be submitted in writing and the application should have been received during the current semester. Documentation or a decision shall be appended substantiating the special reason on which the application relies.

When deciding to refund tuition fees, the University reserves the right to retain SEK 5,000 of the fee to cover administrative costs for admission, invoicing, processing the refund and banking fees.

If an admitted student falls seriously ill and submits a doctor's certificate issued by a licensed medical doctor, Halmstad University may decide to defer or grant leave from studies with the start of the programme in question until the next occasion on which the programme is offered.

Fee-paying students who are granted a residence permit but have not received the decision in time to commence their studies should apply for a refund or deferment. Refunds in these cases may be subject to conditions.

The following reasons are not grounds for a refund:

- Cancellations after the start of the semester if the student has registered and commenced their studies.
- Suspension pursuant to Chapter 10 of the Swedish Higher Education Ordinance (SFS1993:100).
- Expulsion pursuant to the Swedish Ordinance on the Expulsion of Students from Higher Education (SFS 2007:989).
- A retroactive change of fee-paying status.
- The cancellation of a place due to arrival after the registration deadline.
- Interruption of studies.
- Leave of studies.
- Illness related to someone other than the applicant.
- Withdrawn residence permit.
- Withdrawn place due to irregularities in documentation.

There is no right of appeal against decisions made by Halmstad University on refunding tuition fees.

Governing ordinances

The administration of application and tuition fees is governed by the following ordinances:

1. Swedish Ordinance on Application Fees and Tuition Fees at Higher Education Institutions (SFS 2010:543).
2. Swedish Higher Education Ordinance (SFS 1993:100).
3. Swedish Ordinance on the Reporting of Studies in Higher Education (SFS 1993:1153).

Cf. <http://www.lagrummet.se/rattsinformation/forfattningar>

Additional documents:

Association of Swedish Higher Education Institutions (SUHF) recommendations on administering fee-paying students (2018:2).