

Rules for fee-paying students at Dalarna University

Decision: Ulf Rydén
Revision:
Dnr: 1.2 2019/382
Valid from: 2019-04-01
Replaces: DUC 2010/1930/10
Related documents:
Document Type: Regulatory document
Party responsible for updating: Director, The Department of Student Services

Rules for fee-paying students at Dalarna University

Regulation, recommendation and local governing documents:

- 2010:543 Regulation on Registration Fees and Tuition Fees at Universities and Colleges
- SUHF 2018:2 Recommendation on the Management of Fee-Paying Students
- Pricing model, Dalarna University DU 2010/1599/20

Introduction

In the autumn semester of 2011, Sweden introduced registration and tuition fees at the first-cycle and second-cycle levels for applicants who are not citizens of the EU, the EEA or Switzerland. The regulation states which students are affected. Dalarna University complies with the regulation and the recommendation above. This document is Dalarna University's local regulatory framework for the management of the students who are covered by the regulation.

Price

The tuition fee amount is determined each academic year. The tuition fee amount for the course or program is stated on www.universityadmissions.se. The price for a program is calculated based on a rate of study of 60 ECTS per academic year. The price for a single course is calculated per ECTS.

Which studies must one pay for?

Students who are required to pay tuition fees must pay tuition fees regardless of whether the study form is campus-based or distance learning. Tuition fees must be paid for study at the first-cycle and second-cycle levels.

What is included in the tuition fee?

The tuition fee includes teaching and examination. The fee also includes a course certificate or diploma once the education program has been completed (and the student has achieved passing grades). The tuition fee does not include textbooks, course materials, accommodation, living expenses, or insurance.

Foreign students at Dalarna University are insured by [Student IN-försäkring](#).

Payment

For students who are required to pay tuition fees, their admission to Dalarna University is conditional upon payment of the tuition fee. Paid tuition fees are a requirement for obtaining a residence permit for studies.

Dalarna University sends payment instructions to newly admitted students in the international admissions round after the selection. The tuition fee must normally be paid via the payment platform [Flywire](#).

If it is not possible to pay the tuition fee via Flywire, it can also be paid to Dalarna University's bank giro account. For newly admitted students in the international admissions round, the tuition fee must be paid no later than December 15 for the spring semester and no later than August 15 for the autumn semester.

Dalarna University sends payment instructions to students admitted to courses or programs in the national admissions round after the second selection.

Payment when the period of study is longer than one semester

If the scope of the program is greater than 30 ECTS, that is, more than one semester, then the tuition fee shall be paid in installments. The first payment shall be at least equal to the tuition fee for 30 ECTS.

Thereafter, tuition fees for full-time study shall be paid full one semester at a time, and must always be paid in advance. A student who enrolls in more courses than the course load for full-time study must also pay a tuition fee for these additional courses. Students who have not paid their tuition fees will receive a reminder that they must do so. Students who fail to pay their tuition fees cannot register for courses and thus cannot participate in the teaching.

Re-registration

If the student fails to complete a course for which he or she has paid the tuition fee, the student may complete the same course at a later date without paying additional tuition fees. Re-registration is only possible if there is space available on the course in question. For more information about re-registration contact the admissions office.

Scholarships

If a student has received a scholarship from Dalarna University which covers part of her/his tuition fee, the remaining part of the fee must be paid in advance on a per-semester basis. Scholarships awarded through the university or the Swedish Institute (SI) only cover the tuition fee for a specific education plan and not courses in addition to those included in the applicable education plan.

Students granted a scholarship via SI receive 100% of their tuition fee paid from that source, and do not need to pay to Dalarna University for courses included in their education program.

Students awarded scholarships from third parties (other than SI) must ensure that the tuition fee is paid to the Dalarna University before the start of the semester. Payment can be made directly by the student or from the organization that awards the scholarship.

Deferment of Commencement of Studies

A fee-paying student who wished to apply for the deferment of her/his study start must first pay the tuition fee. If a deferment of the study start is granted, Dalarna University retains the tuition fee. The paid tuition fee is transferred to the semester when the studies subsequently start. Information on deferment of study start:

<https://www.du.se/en/study-at-du/international-students-applications-admissions-and-registration/deferment-of-commencement-of-studies/>

Approved Leave from Studies

If a fee-paying student is granted an approved leave from studies, Dalarna University does not return the paid tuition fee to the student. The paid tuition fee is transferred to the semester when the studies resume. Information on approved leave from studies: <https://www.du.se/en/study-at-du/international-students-applications-admissions-and-registration/deferment-of-commencement-of-studies/>

Drop-outs

If the student drops out of a course within three weeks after the start of the course, the tuition fee can be transferred to another course to which the student is admitted at Dalarna University. If the price of the course to which the student wishes to transfer the fee is higher, an additional payment must be made. If more than three weeks have passed since the start of the course, it is not possible to transfer the tuition fee to another course. If the student drops out of a course or program, the tuition fee is not refunded.

The transfer of credits

To apply for a transfer of credits, the student must be admitted to and study at Dalarna University. The transfer of credits from a course or part of a course within a program means that the tuition fee should be reduced. The reduction shall be calculated based on the number of credits transferred; this calculation is normally made in the final semester of study.

Exchange studies

Tuition fees must also be paid to Dalarna University during the period in which a fee-paying student studies abroad.

Changes in the fee status

A student admitted to a particular higher education program as a non-fee-paying student has received a favorable decision with her/his letter of admission. Later in that specific program, the student should not be determined to be required to pay a tuition fee.

A student who is determined to be required to pay fees may, following examination of the case by Dalarna University, be declared to be non-fee-paying. This may occur during the course of the student's studies. In the event of changes in the fee status, Dalarna University does not reimburse paid tuition fees for the current semester.

Reimbursement of tuition fees

Applications for repayment must be made in writing. An application form for the reimbursement of tuition fees can be found on Dalarna University's website. Information about the rules for the reimbursement of tuition fees can be found on the form. Examinations of cases concerning the reimbursement of tuition fees are made on an individual basis.

Reimbursement is granted:

- If the student's application for a residence permit has been denied
- If the course or program is canceled (no administrative fee will be charged)
- If the student does not satisfy the other conditions of admission

Reimbursement will not be granted:

- In the event of suspension or separation due to disciplinary action
- If an approved leave from studies or deferment of the study start is granted
- If the student has provided misleading or false information to Dalarna University
- If the student terminates her/his studies after having registered
- In the event of a change to the fee status in the course of the semester

A student who is unable to participate in the teaching due to special reasons may apply for the reimbursement of all or part of the tuition fee. Cases that are based on specific reasons are decided by the Head of the Department of Student Services. In the event of an application for reimbursement due to special reasons, the reasons must be proven by, e.g., a medical certificate or similar documentation.

If the reimbursement of a tuition fee is granted, Dalarna University retains a fee of SEK 5000 for additional costs in connection with the reimbursement. Thus, the full tuition fee is not reimbursed, unless the course or program is canceled. There is no interest on the reimbursed fee and changes in the exchange rate are not compensated. The registration fee is not reimbursed.

The reimbursement of a tuition fees is always executed in the same manner as the original payment was made. If the payment was made via Flywire, the reimbursement will also be made via Flywire. If payment was made via bank transfer, the reimbursement will be made to the same account.

Educational collaborations

Students required to pay tuition fees who choose to enroll in a program course at another university pay their full semester fee to the responsible higher education institution. The institution responsible for the program is also responsible for ensuring that an agreement is drawn up stating, inter alia, the fee amount and how compensation is paid between the two affected higher education institutions.

The corresponding management applies in cases where a student liable to pay tuition fees, under an exchange agreement, view the course at an institution of higher education outside of Sweden.

PhD Studies

PhD students may enroll in courses at the first-cycle and second-cycle levels free of charge, provided that the courses are part of student's individual study plan.

Transitional provisions

A student who (according to regulation) must pay a tuition fee may complete the course or program without paying a tuition fee if the student's studies began before July 1, 2011. If the studies are not completed by December 31, 2018 a tuition fee is payable for the time period subsequent to that date.

The University and the Swedish Migration Agency

Dalarna University provides information about fee-paying students to the Swedish Migration Agency through automated data transmission via LADOK. The university provides information regarding:

- Admission
- Payments and reimbursements
- Students who have not registered for courses or programs