



HÖGSKOLAN
DALARNA

Administrative routines regarding application and tuition fees

Decision: Vice-Chancellor 2010-11-25

Revised: 2011-05-27, 2013-01-14, 2014-04-07, 2017-08-15

Dnr: DUC 2010/1930/10

Valid from: 2017-08-15

Replaces: Administrative routines regarding application and tuition fees 2014-04-07

Updates: Head of the Student Affairs Office

Administrative routines regarding application and tuition fees (DUC 2010/1930/10)

Background

Application and tuition fees for studies are introduced starting in autumn 2011. According to the Ordinance on application and tuition fees at Swedish universities and university colleges¹, a university may inform about the regulations needed to administer the fees.

The applicants and students who are covered is explained in the Ordinance above.

Price

The amount of tuition fees for courses and/ or programmes shall be determined prior to each academic year and published on www.universityadmissions.se where the applicant applies.

The prices of courses or programmes are calculated based on an already decided model.² The tuition fees is determined per academic year and the number of credits of the course/programme.

The tuition fee for students on a programme relates to 60 credits of study per academic year. Students taking individual courses pay the fee per course credit.

What does the tuition fee cover?

Fee-paying students need to pay for all undergraduate and graduate level courses whether they are on campus or online.

- The tuition fee covers the full cost of study: instruction, lectures, and examinations, along with course and degree certificates after studies are completed.
- The tuition fees relate to courses for which the student has registered on regardless of the results. Students who have not completed their courses may complete the courses later without additional tuition fees.

The tuition fee does not cover

- Books, teaching material, accommodation, or living costs.

Scholarship

If a scholarship is granted to a student then the tuition fee is reduced by the relevant amount.³

Payment of the tuition fee

Invoices will sent to the applicants successively after the notification results are published. Payment of tuition fees are made via wire transfer to Dalarna University's bankaccount/plusgiro according to the information on the invoice.

When to pay

Admission to University is conditional until the tuition fee is paid. Tuition fee payment is also a condition for getting a residency permit for studying. Dalarna University informs The Migrations Board about the admission, payment and registration details of the students.

The deadline for the payment of tuition fee is published on www.du.se Students admitted to studies of more than 30 credits need to pay tuition fees for one semester of fulltime studies at a time.

¹ SFS 2010:543; 2011:303

² DUC 2010/1599/20

³ SFS 2010:543 6§

The first installment must not be less than the fee for the first 30 credits⁴

The remaining fee is paid as a term fee within a specific period of time⁵. If the tuition fee is not paid within the specified time, a reminder is sent. If no payment is made in spite of the reminder, the student will be suspended from studying until the fee has been paid.⁶

Deferment of study

An application for deferment must be made in writing. An approved deferment of studies means that the admission procedure is not seen as having been terminated. The deferment decision should be included when reapplying at universityadmissions.se. In the decision it should be clear that a new application fee is not to be taken. The paid Tuition fees are transferred to the semester in which the studies are planned to start.⁷

Leave from studies and discontinuation

An application for leave from studies must be made in writing. After the leave, students who must pay tuition fees will take up their studies again with the same level of tuition fees as when they were admitted to their current studies⁸. Reimbursement will not be made if leave from studies is granted.

In case of discontinuation of a course, the course may be replaced with another course without cost if the discontinuation occurs within 3 weeks of the course start. If the discontinuation occurs more than 3 weeks after the course start, the student must pay tuition fees for the new course before registration can take place provided that the student applied for the new course at universityadmissions.se and is admitted.

Re-registration

Re-registration on a course does not mean that the tuition fee must be paid again.

Accreditation

When a whole course or part of a course within a programme has been accredited, the appropriate tuition fee is discounted. Any tuition fee that has been paid will be transferred to the next course.

Exchange studies

Fee-paying students who undertake exchange studies organised by Dalarna University's must also pay the tuition fee to Dalarna University.

Study at another institution within a programme of study

Fee-paying students who want to or choose to take a course at another institution are liable to pay the full term's tuition fee to the institution responsible for the programme, assuming that the course is part of the syllabus of their current programme.

The institution responsible for the programme is in charge for an agreement being made between the institutions where the size of tuition fee and how compensation will be dealt between the institutions.

The same applies in cases where a student who must pay tuition fees takes a course at an institution outside Sweden, assuming that this takes place within an exchange agreement made between the institutions.⁹

The possibility for research students to take courses at Undergraduate and MA level

Research students are offered the possibility to take courses at Undergraduate and MA level without tuition fee, assuming that the course is part of the student's study plan. Such research courses should not be open for application through antagning.se or universityadmissions.se¹⁰

⁴ SFS 2010:543 8§

⁵ SFS 2010:543 9§

⁶ SFS 2010:543 10§

⁷ SUHF REK 2012:1

^{8,9} ibidem

Suspension

A decision to suspend a student applies immediately and means that the student cannot take part in teaching, examinations or other activities at the university.

Degree and study transcripts are not issued until the tuition fee has been paid¹¹

The decision to suspend a student is made by the Vice Chancellor.

The decision to suspend a student can be appealed to the Appeals Board¹²

Repayment

If a student who previously had to pay tuition fees no longer is, the university pays back the part of the fee corresponding to the study period where the student did not have to pay.¹³ Repayment of all or part of the fee can also happen when the student is prevented from studying for special reasons.

In the case of repayment, the fee is paid back to the account the money was paid from. No interest is payable on the reimbursed amount.

No repayment of tuition fees

- Severance or suspension for disciplinary reasons
- Leave from studies or discontinuation

Changes to fee-paying status

The question of whether a student must pay tuition fees or not is decided when they are accepted onto a course of study. A student who is declared as non-fee paying should not be required to do so during their period of study.

However, in accordance with the Ordinance and after examination of the case by the university, a student who has to pay can be declared as non-fee paying where as exempting the student to have to pay during their period of study¹⁴

The university and the Migrations Board

The university must inform The Immigration Boars without delay if

- A student who has to pay the tuition fee is accepted onto a course of study
- A student who has to pay the tuition fee does not register
- There are reasons to assume that the student has stopped their studies¹⁵

The above information is reported to The Immigration Board through Ladok.

¹⁰ SUHF REK 2012:1

¹¹ ibidem

¹² SFS 2010:543 13§

¹³ SFS 2010:543 12§

¹⁴ SUHF REK 2012:1

¹⁵ SFS 2010:595, 2kap.6a§

The administrators follow up on registered students in question based on the routines set out in *Administrative rules and routines for employees*¹⁶

Transitional rules

A student who will have to pay tuition fees according to §5 SFS 2010:543 may complete their course or programme of study without paying the fee if they started before 1st July 2011.

If their studies have not been completed by 31st December 2018 the fee must be paid after that.

¹⁶DUC 2012/1169/10