

## RULES

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Decision  
Vice-Chancellor

Diarienummer  
C 2022/272

## Rules for Fee-Paying Students at Dalarna University

### Introduction

In the autumn semester of 2011, Sweden introduced application 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 Ordinance on Application Fees and Tuition Fees at Higher Education Institutions states which students are affected. Dalarna University complies with this ordinance. This document is Dalarna University's local regulatory framework for the management of students who are affected by the ordinance.

Students who are required to pay tuition fees must pay them regardless of whether they study on campus or online. Tuition fees are in place for first-cycle and second-cycle courses and programmes.

Ordinance, Recommendation, and Local Policy Document:

- SFS 2010:543 Ordinance on Application Fees and Tuition Fees at Higher Education Institutions
- SUHF 2018:2 Recommendation on the Management of Fee-Paying Students (*Rekommendation om hantering av avgiftsskyldiga studenter*)
- Pricing Model (*Prissättningsmodell*), Dalarna University, C2024/1732

### Tuition fee

The tuition fee for the course or programme is stated on [universityadmissions.se](https://universityadmissions.se). The fee for a programme is calculated based on the courses in the programme. The fee for a course is determined by the subject it belongs to.

The tuition fee covers teaching and all forms of assessment. It also covers the cost of a course certificate or degree certificate once the student has completed the programme with a grade of Pass. The tuition fee does not cover the cost of textbooks, course materials, accommodation, or living expenses.

International students at Dalarna University are insured by Student IN-insurance.

### Changes in the tuition fee

If the tuition fee for a particular programme increases, students who are already registered on that programme will pay the same fee that was in place when they registered and began their studies. This is the same for students who are approved for a deferment of studies or leave from studies on the condition that they recommence their studies in the semester stated in the decision.

Students who withdraw from studies without being approved leave from studies and who then re-apply and re-register in the programme will have to pay the increased fee.

## **Payment**

Admission to Dalarna University for students who are required to pay a tuition fee is conditional upon payment of the tuition fee. To obtain a residence permit for studies, students must pay their tuition fee.

Dalarna University sends payment instructions to newly admitted students in the international admissions round after the selection.

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

## **Payment when the period of study is longer than one semester**

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

After this, students must pay their tuition fee for full-time study one semester at a time and always in advance. A student who enrolls in more courses than the course load for full-time study must also pay a tuition fee for the additional course(s). Students who do not pay their tuition fee cannot register on courses and are not allowed to take part in any teaching.

## **Re-registration**

If a student fails to complete a course for which they paid the tuition fee, they may complete the same course at a later date without paying an additional tuition fee. Re-registration is only possible if there is space available on the course in question.

## **Scholarships**

If a student has received a scholarship from Dalarna University that covers part of their tuition fee, they must pay the remaining amount in advance on a per-semester basis unless there is an agreement between the student and the university that states otherwise. Scholarships awarded through Dalarna University or the Swedish Institute (SI) only cover the tuition fee for a specific programme syllabus. They do not cover courses that are in addition to those in the programme syllabus in question.

Students who are granted a scholarship through SI do not have to pay a tuition fee for the courses in their programme since the source of the grant will pay this in full.

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

## **Deferment of studies**

A fee-paying student who wishes to apply for a deferment of studies must first pay their tuition fee. If a deferment of studies is granted, Dalarna University retains the tuition fee. The paid tuition fee is transferred to the semester when the student commences their studies.

## **Approved leave from studies**

When a fee-paying student is granted leave from studies, Dalarna University retains the tuition fee if it has already been paid for the semester. The paid tuition fee is then transferred to the semester in which the student resumes their studies. If a student is granted leave from studies before the semester has begun, the student can postpone their payment and pay their tuition fee after they have been readmitted to the programme.

### **Non-completion of studies**

If the student decides not to continue a course within three weeks after the course starts, the tuition fee can be transferred to another course that the student has been admitted to at Dalarna University. If the other course has a higher tuition fee, then the student must pay the difference. If three weeks have passed since the start of the course, the tuition fee cannot be transferred to another course. Students cannot receive a refund in the event of non-completion of studies.

### **Credit transfer**

To be able to apply for credit transfer, the student must be registered at and study at Dalarna University. The transfer of credits from a course or part of a course in a programme will result in a reduced tuition fee.

Any reduction must be calculated based on the number of ECTS credits transferred. This calculation is normally made in the final semester.

### **Exchange studies**

Students who are required to pay tuition fees must also pay Dalarna University their tuition fee during any period in which they are on a study exchange.

### **Educational collaboration**

In cases of educational collaboration, there needs to be an agreement between Dalarna University and the other higher education institution that regulates the tuition fee and states any compensation between the two.

### **Changes in fee status**

A student admitted to a programme at Dalarna University as a non-fee-paying student will have received a favourable decision with their letter of admission. The student should not then be required to pay a tuition fee.

A student who is initially required to pay tuition fees may be declared exempt upon review by Dalarna University. This can happen after the student has commenced their studies. In the event of a change in fee status, Dalarna University will not reimburse the tuition fee for the semester that is in progress.

### **Tuition fee refunds**

Applications for a refund must be made in writing. An application form for the refund of tuition fees can be found on the Dalarna University website. There is always an individual review to determine whether a refund of the tuition fee can be granted.

If a refund is granted, Dalarna University retains SEK 5 000 for the costs incurred as a result of the refund process. In other words, the student does not receive a full refund of their tuition fee. They only receive a full refund if their course or programme is cancelled. No interest is paid on the refund, and changes in the exchange rate are not taken into account. The application fee is not refunded.

Refunds of tuition fees are made to the same account that Dalarna University received payment from. If this is not possible, the university will check to see whether the refund can be made to another account. Refunds to another account are only possible under exceptional circumstances and only if the university determines there to be special reasons. The student must submit the documentation requested by the university so that the university can determine if a refund to another account is possible. The decision to permit a refund to another account when special reasons exist is made by the Director of the Office of Student Services and Educational Administration in consultation with the university's senior legal advisor.

## **Reasons for refund**

A refund is granted for courses that the student has not registered in *except in these cases*:

- In the event of suspension or expulsion due to disciplinary action
- In the event of approved leave from studies or deferment of studies
- In the event the student provides misleading or false information to Dalarna University

A refund is granted regardless of whether the student has or has not registered when a course or programme is cancelled (no administrative fee will be charged).

A refund is not granted in these cases:

- When a student decides not to proceed with their studies after registering (unless there are special reasons, see below)
- When there is a change in their fee status during the semester

A student who is unable to attend classes, seminars, and other forms of teaching as a result of special reasons may apply for a refund of all or part of the tuition fee. Decisions on this are made in accordance with the document titled Vice-Chancellor's and Directors' Delegation Procedures at Dalarna University (C 2021/1036) (*Rektors och verksamhetschefers delegationer vid Högskolan Dalarna*). In the event of an application for a refund due to special reasons, the student must provide proof: for example, a medical certificate or similar documentation.

## **Doctoral students**

Doctoral students may enroll in courses at the first-cycle and second-cycle levels without having to pay a tuition fee provided that the courses are in their individual study plan.

## **Dalarna University and the Swedish Migration Agency**

Dalarna University provides information about fee-paying students to the Swedish Migration Agency by way of automated data transmission in LADOK. The University provides information about the following:

- Admission
- Payments and refunds
- Students who have not registered on courses or programmes
- Approved leave from studies
- Non-completion of studies