



UMEÅ UNIVERSITY

# RULES FOR TUITION FEES

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<sup>1</sup> This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.



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# 1. Description

This policy document covers Umeå University's rules for tuition fees. These rules cover tuition fees, payment requirements and refund of fees. The rules also serve as support for administering related matters.

# 2. Background

According to Chapter 4, Section 4 of the Higher Education Act (1992:1434), education at higher education institutions for which the Government is the accountable authority is provided without charge to students who are citizens of a country that is included in the Agreement on the European Economic Area (EEA) or Switzerland. The Government issues regulations on fees for students who are not covered by the tuition-free provision.

In the Ordinance on application fees and tuition fees at higher education institutions (2010:543) (the Tuition Fee Ordinance), the Government issued regulations on fees for those who are not citizens of Switzerland or a country within the EEA.

The Tuition Fee Ordinance includes regulations for:

- an application fee, exemption from the requirement to pay the application fee and refund of application fees,
- a tuition fee, exemption from the requirement to pay tuition fees, and refund of tuition fees,
- the determination of the tuition fee,
- the date of payment, the size of the tuition fee and the consequences of non-payment,
- The Swedish Migration Agency's obligation to share certain information.

This regulation and its provisions are based on provisions of the Tuition Fee Ordinance, unless otherwise stated. When permissible, Umeå University has adopted supplementary regulations and guidelines.

This rule replaces previous rules on tuition fees (FS 1.1-1903-17) and was first applied to tuition fees for the 2021–2022 academic year. The revisions consider practices, other existing rules and new guidelines, regulations and procedures at Umeå University and at other Swedish higher education institutions.

According to the Rule for university-wide policy documents, several perspectives are to be integrated into new and revised policy documents at Umeå University. Policy documents must also include an analysis of the document's consequences from a gender equality perspective. The student perspective and the internationalisation perspective have been integrated in these rules. Due to the content and nature of the document, the collaboration, sustainability, accessibility and



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work environment perspectives have not been integrated into the document. The policy document is not expected to have any consequences for gender equality at Umeå University.

### 3. Application fee

According to Section 2 of the Tuition Fee Ordinance, as a general rule, students who are not citizens of Switzerland or a country within the EEA are charged an application fee for first- and second-cycle education courses and programmes. The Swedish Council for Higher Education (UHR) primarily does this in connection with the application for first- or second-cycle studies. The Government determines the amount of the application fee in accordance with the Tuition Fee Ordinance.

In cases where admission to studies takes place locally at Umeå University, the rules of the Tuition Fee Ordinance apply to application fees. Umeå University then follows the same procedure as applied by UHR for national admissions.

The provisions of the sections below apply only to tuition fees, not application fees, unless otherwise stated.

### 4. Tuition fees at Umeå University

#### 4.1. Decision on tuition fees

Tuition fees are established annually no later than 1 August by the Vice-Chancellor and apply to the following academic year. The decision incorporates regular procedures for shared costs on university-wide, faculty-wide and department-wide levels.

Tuition fees are established for groups of first- and second-cycle programmes and freestanding courses and are stated as a cost in Swedish kronor per academic year (60 credits). The grouping of programmes and freestanding course is based on the governmental division into disciplinary domains on which the University's financial allocation for education is based. The Vice-Chancellor can make minor adjustments to the grouping when determining the fees.

#### 4.2. The size of tuition fees

Tuition fees are calculated to fully cover the costs for providing the relevant activity. This means that the full tuition fees are to cover costs related to teaching, administration, support and services provided to fee-paying students.

Tuition fees at Umeå University are based on the government allocation for full-time equivalents and annual performance equivalents. A certain amount per 60 credits is added to fully finance the tuition fee-funded activities.

Remote studies are priced in the same way as studies conducted on campus.

The tuition fee is the same for all fee-paying students who start and study the same programme at the same time.



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For degree programme students, the semester tuition fee for courses within the programme is the same for all semesters of the programme.

Students who previously notified non-completion of a programme and who re-apply to the programme again, pay the fee that applies at the time they are readmitted.

For freestanding courses, tuition fees are paid per course, according to the fee for the course at the time of admission.

Students who have been awarded a tuition scholarship by Umeå University will have the tuition fee reduced by a corresponding amount.

Students who have been awarded a tuition scholarship by a third party will have the tuition fee reduced by the corresponding amount only if the scholarship provider and Umeå University agree that the student's tuition fee is paid directly by the scholarship provider.

If Umeå University has entered into a programme collaboration agreement with another higher education institution, the other institution may pay tuition fees to Umeå University for the student if this is regulated in the agreement. In these cases, it is assumed that the student has paid tuition fees to the other higher education institution.

### 4.3. Account of tuition fees

The University administers tuition fees centrally and allocates the funds to faculties and the University Administration based on registrations in Ladok – the national system for study documentation. The allocations are based on number of credits, with a fixed proportion of the supplement per 60 credits going to the University Administration, and the remainder to the faculty where the student is registered. Allocations are done three times a year.

Income from fee-paying students is reported separately at all levels.

## 5. Obligation to pay tuition fees

### 5.1. When tuition fee requirements apply

Tuition fees for first- and second-cycle studies are paid by students who are not citizens of Switzerland or a country within the EEA. This applies if there is no exception in the Tuition Fee Ordinance (see Section 2, second paragraph, subparagraphs 1–8 and subparagraph 11, and Section 5a).

For students required to pay tuition fees, the requirement also applies for exchange studies at another higher education institution attended during the study period at Umeå University.

No tuition fee applies to third-cycle studies included in a doctoral programme and thereby identified in the student's individual study plan.



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Students are not charged a new tuition fee if they re-register for a course that they previously paid for but did not complete.

No new tuition fee is charged for credit transfers for courses.

### 5.2. Appraisal of tuition fee requirements

UHR assesses the requirement to pay tuition fees at the time of application for first- or second-cycle studies.

After their admission, students can request that Umeå University assess whether they are required to pay tuition fees. Students asking for an exception based on the Tuition Fee Ordinance must demonstrate how this exception applies to them.

If a student is deemed exempt from a fee, the exemption applies from the date the student provided the University with the supporting documentation to verify the fee exemption. The exemption will apply until the circumstance for the fee exemption no longer exists.

When extending a temporary residence permit granted for reasons other than studies (see Section 2, second paragraph, subparagraph 11 of the Tuition Fee Ordinance), the fee exemption is extended in stages for practical reasons. At the end of each stage, the student has the right to have the fee exemption extended for an additional stage if the circumstances on which the exemption was based still exist. Each stage corresponds to a course.

When a fee exemption is granted, the exemption applies only to courses that the student has not yet registered for. A fee exemption cannot be granted for part of a course. Fee exemptions are not granted retroactively for courses for which the student has already registered and/or completed.

## 6. Payment of tuition fees

### 6.1 Payment as a condition

Fee-paying students are admitted to studies on condition that they pay tuition fees before admission. The student may not register for studies or begin them until payment has been received and noted in Ladok. Payments are made according to the instructions on the invoice.

### 6.2 Receipt of payment

Payment is regarded as having been received when the entire invoiced tuition fee amount has been deposited in Umeå University's account. If the student pays the invoiced tuition fee in instalments, the total amount must be deposited in Umeå University's account before the due date.

If the student can prove that a complete payment has been made no later than the due date, Umeå University may in some cases await payment. However, the student cannot register until payment has been received. Exceptions are made in consultation with the department concerned.

When a full payment has been received at Umeå University, the student receives a written confirmation of this and a payment notation is generated in Ladok. Once there is a payment



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notation in Ladok, the student can register for the course following the regular registration procedure.

### 6.3 The invoice

The invoice states the following: amount to pay in Swedish kronor (SEK), studies covered by the invoice, invoice date, payment reference, payment instructions and due date. See sections 7.3 and 8.3 below.

Invoice and payment terms are sent by email to the email address that the student used when applying for studies. An invoice can only be issued in the name of the admitted student and may only be sent to the email address provided by the student when applying for studies.

### 6.4 Deferment of payment

The student may be granted a deferment of payment until a later date only in exceptional cases when there are special reasons for the student being prevented from paying the tuition fee by the due date. Deferment of the payment date is only allowed if there is reason to believe that the student will pay tuition fees no later than a new due date.

### 6.5 Remote studies

Provisions for the payment and invoicing of freestanding courses and programmes apply regardless of whether the studies are conducted on campus or remotely, unless otherwise specified in this regulation.

## 7. Programme invoicing

### 7.1 Scope

Programme studies are invoiced on a semester-by-semester basis for the extent of the programme, 30 credits at a time, during the expected length of the programme. Tuition fees per semester are paid in full according to the invoice before the start of each semester.

Students who have been granted an approved leave from studies need to notify the International Office so the payment plan can be adjusted. A degree programme student who has been granted an approved leave from studies of at least one semester does not have to pay for the semester the student is away. After the end of the leave, invoicing will resume according to the payment plan for the remaining part of the programme.

If a degree programme student chooses to study less than 30 credits in a given semester, there is no reduction in the tuition fee. If requested by a student, the amount of the final invoice can be adjusted at the time of issue of the final invoice for the degree programme. A judgement is made on an individual basis. If a student wishes to receive a refund of an unused tuition fee at the end of the study period, this is handled in accordance with the provisions on refunds of tuition fees in this regulation.



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### 7.2 Date of invoicing

In the first semester, degree programme students are invoiced as soon as possible after admission to studies. From the second semester, degree programme students are invoiced no later than 30 days before the start of the semester.

### 7.3 Due date

#### 7.3.1 Main rule

Payment of tuition fees must be received by Umeå University no later than 10 June before the autumn semester and no later than 10 December before the spring semester. Reminders to students who have not yet paid tuition fees according to the invoice are normally sent on 1 June and 1 December.

#### 7.3.2 Exceptions

Paragraph 7.3.1 does not apply to degree programme students who have applied in the national admissions round, have been admitted to studies after 1 June for the autumn semester or after 1 December for the spring semester, or are studying in the second semester or later.

For these students, Umeå University must receive payment of tuition fees no later than 20 days after the invoice has been issued or no later than before the last registration date, if this date occurs before the due date.

A reminder to students who have not yet paid tuition fees according to the invoice will be sent 13 days after the invoice is issued.

### 7.4 Non-payment

#### 7.4.1 First semester

Degree programme students beginning their first semester and who have not paid a tuition fee before the due date will lose their place in the programme. The department cancels the student's admission in the admissions system based on information from the International Office. The cancellation cannot be repealed.

#### 7.4.2 Later semesters

According to the Tuition Fee Ordinance, a degree programme student who has not paid a tuition fee before the due date for semester 2 or later will be suspended from further studies.

A suspension decision means that the student cannot participate in instruction, tests or other activities within the framework of the programme at Umeå University. Rules regarding suspension are set out in the University's *Administrative procedures – disciplinary matters*, which is applied in the event of suspension due to non-payment of tuition fees. A decision on suspension can be appealed (see Section 10, Appeal, rectification and review, below).



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# 8. Invoicing of freestanding courses

## 8.1 Scope

Studies on courses that are not included in programmes are invoiced per course. If appropriate, several courses can be included on the same invoice.

## 8.2 Time of invoicing

Invoicing takes place after admission to studies.

## 8.3 Due date

Umeå University must receive payment no later than 20 days after the invoice is issued, or no later than before the last registration date if this date occurs before the due date.

A reminder to students who have not yet paid tuition fees according to the invoice will be sent 13 days after the invoice is issued.

## 8.4 Non-payment

A student who has not paid for a freestanding course within the time specified above loses their place in the course. The department cancels the student's admission in the admissions system based on information from the International Office. The cancellation cannot be repealed.

# 9. Refund of tuition fees

## 9.1 Reasons for refund

At Umeå University, tuition fees can be refunded under the circumstances listed below and provided that one of the situations in sections 9.1.1–9.1.4 exists.

If the amount of refund is less than SEK 1,000, no refund will be made, regardless of the reason for the refund.

Part of a course is never refunded, regardless of the extent of the course and regardless of the reason for refund.

Suspension from studies due to non-payment or based on a decision by the Disciplinary Board, Administrative Court, the Higher Education Appeals Board or the Higher Education Expulsion Board does not mean that the student is entitled to a refund of the tuition fee.

### 9.1.1. Cancelled courses and programmes

If a course or programme is cancelled, students who have paid tuition fees for the cancelled education are entitled to a refund.



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### 9.1.2. Incorrect payment

Umeå University normally refunds amounts paid by a student in error. This may be relevant in case of double payments or if an excessive amount has been paid. Such corrections can be initiated by both the student and the University.

### 9.1.3 Change in fee status

For refund under this section to be considered, the exemption from fees must be substantiated as specified in this regulation.

If there is a change in fee status, only amounts relating to courses for which the student has been declared exempt from fees will be refunded under this regulation.

Refunds due to changed fee status is not allowed retroactively for courses the student has registered for and/or completed.

### 9.1.4 Special circumstances

Students are entitled to a refund for paid tuition fees if they cannot participate in the education because of special circumstances. This is assessed on a case-by-case basis and based on supporting documentation and information provided by the student.

Students who cannot pursue their studies because of denial of a residence permit are considered to have been prevented from participating in their education because of special circumstances.

To be considered as having been prevented from participating in their studies, the cancellation should be noted in the admissions system. Students who register for a course and who do not notify a non-completion within three weeks of the start of the course (known as an early non-completion) lose any right to a refund for special circumstances. Rules regarding non-completion can be found in *Regulation for first- and second-cycle study administration*.

## 9.2 Application for refund

Students who wish to apply for a refund must submit a request to Umeå University. The student should state the reasons for their right to a refund and attach supporting documents substantiating these reasons. The request should be made in writing.

Only the student can request a refund. This also applies if another person has paid the tuition fees on behalf of the student. If there are indications that the application is not made by the right person or that there may be a risk of fraud, Umeå University must request additional documentation to ensure that the application was made by the correct person.

## 9.3 Refund decisions

Umeå University determines if a refund is to be made based on the supporting documentation from the student. The University will request additional documentation if needed to make a decision. If the student fails to submit the requested documentation after Umeå University's request and reminder, the University will make a decision based on existing documentation.



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A decision for refund is made by the head of the International Office after presentation of a report by the responsible case officer.

If a refund is approved, Umeå University will refund the entire paid tuition fee to which the approved application relates without deducting administrative costs. Umeå University is not responsible for exchange rate fluctuations, bank fees or the like that may affect the amount the student ultimately receives.

Refunds of tuition fees are made to the same account from which payment of the tuition fee was received. Refunds to another account occurs only under exceptional circumstances if Umeå University deems it necessary in that particular case and possible within the framework of applicable legislation. This exception is applied very restrictively, taking into account the risks that refund to a different account entails for both the student and the University.

### 10. Appeal, rectification and review

The decision to suspend a student who has not paid their tuition fee may be appealed to the Higher Education Appeals Board. The appeal is made to the Higher Education Appeals Board, but it is submitted to Umeå University, Registry and Archives, SE-901 87 Umeå.

Students may request rectification or review of decisions made by Umeå University in the situations and in the manner specified by the Swedish Administrative Procedures Act (2017:900). Requests for review or rectification are submitted to Umeå University, Registry and Archives, SE-901 87 Umeå.

### 11. Disclosure of information with the Swedish Migration Agency

According to Section 14 of the Tuition Fee Ordinance, the Swedish Migration Agency is required to disclose, at the request of the University, whether an applicant or student belongs to a category of student required to pay an application fee or tuition fee by the Tuition Fee Ordinance.

According to Chapter 2, Section 6a, of the Ordinance on the reporting of studies in higher education (1993:1153), the higher education institution is required to “without delay, disclose to the Swedish Migration Agency information about:

1. a fee-paying student who has been admitted to a programme, and
2. a student referred to in 1 who has not registered for the programme.”

The second paragraph also states that the University is required to notify the Swedish Migration Agency “about whether, based on available information about a fee-paying student, there is reason to believe that the student has discontinued their studies”. This can include students who may have withdrawn from their programme, been granted an approved leave from studies or failed to appear when studies started.



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Information about admission of fee-paying students is available to the Swedish Migration Agency via Ladok.

Information about failure to register or if there is reason to believe that a student has discontinued their studies is sent to the Swedish Migration Agency by email in accordance with applicable mutual procedures. When making a report to the Swedish Migration Agency, only the necessary information may be disclosed.

The relevant offices at Umeå University are responsible for ensuring that there are shared internal procedures for controls related to the above reporting obligation.