

Rules regarding payment and reimbursement of tuition fees

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Summary: In accordance with the Ordinance on registration fees and tuition fees at higher education institutions (2010:543), Mid Sweden University charges tuition fees from the third-country national who is not a national of a State covered by the Agreement on the European Economic Area (EEA) or is a citizen of Switzerland. The obligation to pay tuition fees relates to programmes and courses at undergraduate and advanced level. Therefore, since earlier decision MIUN 2015/1740, there are rules developed for the management of tuition fees. This revision in 2023 mainly concerns clarifications in the form of rewrites of some wording, but no major changes.

Earlier versions: MIUN 2015/1740 decided 2015-09-29, MIUN

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Background

In accordance with the Ordinance on registration fees and tuition fees at higher education institutions (2010:543), Mid Sweden University charges tuition fees from the third-country national who is not a national of a State covered by the Agreement on the European Economic Area (EEA) or is a citizen of Switzerland. The obligation to pay tuition fees relates to programmes and courses at undergraduate and advanced level.

This version replaces the previous rules for tuition fees (DNR MIUN 2015/1740) and is applied for the first time to tuition fees relating to the academic year 2023/24.

1 Obligation to pay tuition fees

1.1 Fee obligation

Citizens of countries outside the EU, EEA and Switzerland must pay tuition fees for studies at Mid Sweden University at Mid Sweden University, to which they have applied and been admitted, and which are intended to begin on or after 1 August 2011. Students who, within the framework of their studies at Mid Sweden University, undertake exchange studies, or other types of education abroad, through Mid Sweden University's cooperation agreement, shall pay the tuition fee to Mid Sweden University for the exchange period. This is done per semester, no later than the deadline decided by Mid Sweden University.

The tuition fee refers to the course on which the student has been registered, regardless of the results. In case of re-registration on a course for which the student has already paid, but which has not been completed, no new tuition fee shall be paid. Higher study rates than nominal do not entail a refund of the tuition fee.

1.2 Examination of the obligation to pay fees

The Swedish council for higher education examines the obligation to pay tuition fees in connection with the application for studies at undergraduate or advanced level.

1.2.1 Exemptions

Under certain conditions, students may be exempt from the obligation to pay application and tuition fees. These exceptions are provided for in the Ordinance (2010:543) on registration and tuition fees at universities, see Section 2§ second part point 1 -8 and point 11, and Section 5 of the Tuition Fee Ordinance.

1.2.2 Change in requirement to pay tuition fees

A student who considers that he/she is exempted of tuition fees under the Ordinance is responsible for notifying Mid Sweden University in writing. The notification shall include a description of the circumstances underlying the change and documentation supporting the change. Decisions that a student is no longer liable to pay tuition fees must be documented in Ladok and only apply to courses for which the student has not yet registered. The fee exemption is not granted retroactively for courses for which the student has already been registered.

For information on the refund of tuition fees in case of change of fee status, see point 4.3.6

2 Tuition fees at Mid Sweden University

2.1 Determining the fees

The tuition fee at Mid Sweden University is based on the gross price FTE (full-time equivalent) and annual performance equivalent, which are to cover the activities of the department/education. In addition to this, there are non-recurring costs, which shall finance the costs that are not covered by the gross price, for example marketing and reception/service. The principle of full coverage of costs applies (SFS 2010:543). The tuition fee must be the same for all students subject to tuition fees who begin and study the same course or program

at the same time. Campus-based education is priced in the same way as distance learning. The Vice-Chancellor determines the amount of the tuition fee

2.1.1 What is included in the tuition fees

The payment of tuition fees means that the student is entitled to teaching and examinations within the scope of the course or study programme to which the student has been admitted and at which he or she conducts his or her studies. The tuition fees allow the student access to teacher directed learning, as well as access to computer rooms, study guidance, student health services, etc. Prescribed texts and living costs (for example accommodation) are not included in the tuition fees.

3 Payment of tuition fees

3.1 Conditions of Payment

A student who is liable to pay to tuition fees is conditionally admitted to the higher education institution, with a so-called reservation of withdrawal. This means that the student must have paid the tuition fee to the higher education institution by a certain date, if this is not the case, student will lose the study place- Information about this can be found on the student's admission letter.

A student who has been admitted to a study programme pays tuition fees for each semester, 30 credits (equivalent to full-time studies), no later than the date that has been decided on by Mid Sweden University.

Study programmes comprise studies of 60 credits per academic year. A student who completes more than 60 credits per academic year must pay tuition fees for the additional credits as well. A student who takes a freestanding course shall pay tuition fees based on the number of credits and the established list of prices no later than the date that has been decided on by Mid Sweden University.

3.2 Payment routines and time limits with regard to:

3.2.1 The first semester

Students admitted to a degree program pay tuition fees per semester at one time in advance. Partial or full-year payments are not possible. The applicant is informed about payment information, the latest time for payment of tuition fees and the effect of non-payment through Ladok for students who are available to the student as soon as possible after the final selection. Information about the payment of tuition fees may only be sent to the e-mail address registered in Ladok.

For students admitted to a degree program, the first semester's tuition fee must be received by Mid Sweden University no later than 15 June for the start of studies during the autumn semester and no later than 15 November for start during the spring semester. If the stated date falls on a public holiday, the last day of payment is the next working day.

A student taking free-standing course must pay the tuition fee per course in advance. The payment information and the latest time for payment of tuition fees will be sent to the student as soon as possible after the final selection.

Students applying for free-standing courses and students admitted to reserve- and late-admission will receive the payment request on an ongoing basis after completion of admission. For these and for students admitted outside the MasterHT and IKHT admissions rounds for international students, the tuition fee must be received by Mid Sweden University within 10 days from the date of the payment request, or the deadline for registration if this occurs earlier.

3.2.2 Other semesters

A student who is actively enrolled in a study programme shall pay the tuition fees approximately a month before the start of the autumn/spring semester, after having received a notification from Mid Sweden University. Mid Sweden University must have received the tuition fees no later than 1 August for the autumn semester and no later than 15 December for the spring semester. If the tuition fees have not been paid by that date, the student shall receive a reminder to pay the fees within the following 10 days. If the specified date occurs at a weekend or on a public holiday, the last date of payment shall be the following weekday.

3.3 Suspension due to non-payment

In accordance with Section 10 of SFS 2010:543, if the remaining instalments of the tuition fees have not been paid within the stipulated time, the higher education institution shall remind the student to pay the fees by a certain date. If the fees are not paid by the specified date, the university will suspend the student until the payment has been made. The decision to suspend the student will apply immediately (Section 11) and until full payment has been made. An appeal against a decision to suspend a student who has not paid tuition fees may be made to the Higher Education Appeals Board. No appeal may be made against the decisions of the Board. A decision to suspend a student means that the student may not participate in classes, examinations or any other activity within the framework of the course or study programme at the university for which the student has not paid (in accordance with Section 10).

Decisions to suspend a student who has not paid tuition fees in accordance with the Ordinance on application fees and tuition fees at higher education institutions (2010:543) are made by the Head of Department of Research and Educational Support.

4 Reimbursement of tuition fees

4.1 Refund procedures

In accordance with Section 12 of the Ordinance on application fees and tuition fees at higher education institutions (2010:543), a higher education institution may reimburse tuition fees either in part or in their entirety if a student is prevented for special reasons from participating in the study programme.

A decision on reimbursement is made by Mid Sweden University based on an individual assessment. In order for there to be an assessment to see if there is cause for reimbursement, a specific form must be filled in (Request for tuition fee reimbursement). The request, including supporting documents, shall be sent in writing to internationaloffice@miun.se for preparation. Only the can submit a reimbursement request, even if the tuition fee has been paid by a third-party on behalf of the student.

Mid Sweden University will if there are indications on that the application is not made by the right person or if there may be a risk of fraud, request additional evidence to ensure that the application was made by the student.

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Mid Sweden University will base the decisions on applications for reimbursement based on the supporting documents provided by the student in the reimbursement request. The university shall request additional documentation if this is necessary for the decision to be made. If, following the request for further documentation, the student does not submit the required documentation, Mid Sweden University shall make decisions based on existing evidence.

If the amount of tuition fee paid exceeds the amount indicated on the payment request, the excess amounts below the actual cost of reimbursement will not be refunded. When refunding the tuition fee, a flat-rate administrative costs of SEK 5 000 shall be deducted in the case of a full term commitment (30 credits) or percentage in relation to the number of credits (30 credits = 100 % = 5.000 SEK; 15 hp = 50 % = 2 500 SEK, etc.) Refund will only be made to the same bank account from which payment was made. If Mid Sweden University cancels the course or study programme to which the student has applied, no deduction shall be made from the reimbursement.

Decisions on reimbursement of tuition fees in accordance with the Ordinance (2010:543) on registration fees and tuition fees at universities and colleges are made by the Head of Department and the Group Leader of the International Relations Office. Upon successful application for a refund, Mid Sweden University is not responsible for exchange rate fluctuations or similar changes affecting the amount the student finally receives.

Reimbursement of tuition fees paid to Mid Sweden University can be made in the following cases:

4.2 Reimbursement before start of studies

The request for reimbursement must be submitted no later than 7 days after the start of the semester, given that the student has not registered for the program.

4.2.1 Cancellation of course or study program

If the tuition fees have been paid and Mid Sweden University cancels the course or study programme to which the student has applied before it begins, the student is entitled to have the tuition fees reimbursed in their entirety.

4.2.2 Refused residence permit

A student who has paid tuition fees but who is not granted a Swedish residence permit, and for whom the admission procedure is interrupted, is entitled to have the tuition fees reimbursed, excluding a deduction for administrative costs

4.2.3 Conditional admission based on ongoing studies at a qualifying course of program

A student may be conditionally admitted to a course or study programme if the student is enrolled in a qualifying course or study programme at the time of application. If the student has not fulfilled the entry requirements before the start of the semester and is therefore not allowed to begin the course or study programme, the student is entitled to have the tuition fees reimbursed, excluding a deduction for administrative costs

4.2.4 Deferment

If the student has paid the tuition fees, but is prevented from beginning his or her studies, the student may apply for deferment. The application must be made before the student begins his or her studies. The reasons that the student claims for the deferment must be supported in writing, for example by a doctor's certificate. Special grounds for deferment may be social, medical or other special circumstances, such as care of children, military service, civil defence service, work for the student union or postponed leave in accordance with the Employee's Right to Educational Leave Act (Code of Statutes of the Swedish Council for Higher Education, UHRFS 2013:3). If Mid Sweden University grants a deferment, the student is entitled to have the tuition fees reimbursed, excluding a deduction for administrative costs.

Decisions on deferment are made by the Head of the Division of Study Administration.

4.2.5 Special reasons

If the student, the student's partner or a member of the student's immediate family becomes seriously ill or dies, or if there are special reasons why the student cannot begin the course or the study programme, the student may request a reimbursement of the tuition fees. If the student cancels due to special reasons, the tuition fees can be reimbursed for the following semester, excluding a deduction for administrative costs.

4.3 Reimbursement during the study period

4.3.1 Approved leave from studies

A student may be granted an approved leave from studies if there are special grounds for it. Special grounds may be social, medical or other special circumstances, such as care of children, military service, civil defence service, work for the student union or postponed leave in accordance with the Employee's Right to Educational Leave Act (Code of Statutes of the Swedish Council for Higher Education, UHRFS 2013:3). A student who intends to apply for an approved leave from studies must send in the application before the tuition fees are due. The application shall be sent to the department at which the student is registered. If the student is granted an approved leave from studies, he or she is not required to pay the remaining instalments of the tuition fees until he or she resumes his or her studies. After the approved leave from studies, the student has the right to resume his or her studies at the same tuition fee rate as when the student was admitted to the course or study programme in question.

4.3.2 Special reasons

If the student, the student's partner or a member of the student's immediate family becomes seriously ill or dies, or if there are special reasons that prevent the student from participating in the course or study programme, the student may request a reimbursement of the tuition fees that have been paid for the current semester. For the current semester, the tuition fees that have been paid for the remainder of the semester can be reimbursed, excluding a deduction for administrative costs.

4.3.3 Entry requirements for continued studies

If the course and programme syllabuses of the study programme contain requirements that must be met in order to advance to the next semester and the student does not meet those requirements, the tuition fees can be reimbursed for the semester that the student is prevented from starting (excluding a deduction for administrative costs).

4.3.4 Change of program or course

If the student wishes to change study programmes during the current semester, there may be certain price differences between different study programmes/courses, for example if a student is initially enrolled at a study programme that costs SEK 125,000 per academic year and wants to transfer to a programme that costs SEK 70,000 per academic year or vice versa. The price difference will be regulated on the separate invoice. Please note that changing study programmes is not possible without a new application and admission taking place.

4.3.5 Credit transfer

A student who is enrolled in a study programme and who has been granted a transfer of credits from a course that he or she completed at another higher education institution as part of their study programme at Mid Sweden University is entitled to have the tuition fees reimbursed (excluding a deduction for administrative costs) to an amount corresponding to the number of credits that have been transferred.

4.3.6 Change in requirement to pay tuition fees

If there is a change in the student's circumstances that affects the requirement to pay tuition fees, the student is responsible for reporting the change in writing to Mid Sweden University by sending in a special form (Change in requirement to pay tuition fees). The form, including supporting documents, shall be sent to internationaloffice@miun.se. The report should contain a description of the circumstances on which the change is based, as well as documents to support this.

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In the case of a decision to change the student's status, the tuition fees can be reimbursed, excluding a deduction for administrative costs. The part of the course or study programme that the student has already completed will not be reimbursed. The student must request the reimbursement and support the reasons he or she claims.

Decisions on a change in the requirement to pay tuition fees in accordance with the Ordinance on application fees and tuition fees at higher education institutions (2010:543) are made by the Head of the Division of Study Administration.

4.3.7 Expulsion or suspension dues to disciplinary measures

Tuition fees will not be reimbursed for any period of time during which the student has been suspended from his or her studies as a result of a decision on disciplinary measures in accordance with Chapter 10 of the Higher Education Ordinance. Reimbursement will not be made if a decision on expulsion from studies is made in accordance with Chapter 4, Sections 6 and 7 of the Higher Education Act.

4.4 Appeal

No appeal can be brought against decisions on approval or refusal of reimbursement.

5 Other rules and regulations

5.1 Admission for a later part of a program

Admissions for a later part of a study programme are handled locally at Mid Sweden University. The applicant must fill in a special form to apply for admission for a later part of the study programme and send it to the Admission Office. The form can be obtained from the Admission Office. When a student begins his or her studies at a later part of the study programme, the size of the tuition fee is based on the extent and structure of the studies.

5.2 Opportunities for doctoral students to study at second-cycle level as part of their studies

Doctoral students are not required to pay tuition fees for third-cycle courses and study programmes. A doctoral student may be allowed to take a second-level course without paying tuition fees, provided that his or her department verifies that the course will be included in the doctoral student's individual study plan (in accordance with Chapter 6, Section 29 of the Higher Education Ordinance).

5.3 Exchange students

Exchange students that are received through various forms of mobility programmes are not required to pay tuition fees.