



JÖNKÖPING UNIVERSITY

Regulations for Application and Tuition Fees at Jönköping University

Title: Regulations for Application and Tuition Fees
at Jönköping University

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Applicable to: Until further notice

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Regulations for Application and Tuition Fees at Jönköping University

1. Requirement to pay fees (requirement to pay application and tuition fees)

- 1.1. First-, second- and third-cycle courses and study programmes at Jönköping University ('JU') are exempt from fees for individual students who are citizens of an EU/EEA State or Switzerland.

Requirement for third country nationals to pay fees

- 1.2. Students who are not citizens of an EU/EEA State or Switzerland (referred to in these rules as 'third country nationals') are required to pay fees for first- or second-cycle courses and study programmes, except as provided for by Clause 1.3 below.

Exemption from requirement for third country nationals to pay a fee

- 1.3. A requirement to pay fees does not apply to third country nationals who:
- (i) are family members of a citizen of an EEA State and have a right of residence or permanent right of residence in Sweden according to Chapter 3 a, Sections 4 or 7 of the Aliens Act (2005:716),
 - (ii) are family members of a Swiss citizen and have a residence permit in Sweden according to Chapter 4, Section 16 of the Aliens Ordinance (2006:97),
 - (iii) have a permanent residence permit in Sweden,
 - (iv) have a temporary residence permit in Sweden for reasons other than studies,
 - (v) have the status of a long-term resident status in Sweden according to Chapter 5 a of the Aliens Act,
 - (vi) have the status of a long-term resident in another State within the European Union and have a residence permit in Sweden according to Chapter 4, Section 9 of the Aliens Ordinance,
 - (vii) are students at a foreign higher education institution but are completing a limited part of their programme of study at JU within the framework of an exchange agreement which means that no tuition fee is charged by the host institution, or
 - (viii) are applying for or studying on a programme within the framework of such an exchange or partnership programme for which the Government has decided no tuition fee is to be charged,
 - (ix) do not have a residence permit but previously, on grounds other than studies, have been granted a temporary residence permit that has ceased to apply, if an application for a continued residence permit was received by the Swedish Migration Agency before the former permit ceased to apply and the application relates to a continued permit on the same grounds or a new permit according to another provision of the Act on temporary limitations to the possibility of being granted a residence permit in Sweden (2016:752).

Consideration of the requirement to pay fees

- 1.4. The issue of whether a student is required to pay fees is considered by JU, primarily in conjunction with an application for and admission to a first- or second-cycle course or study programme. If the consideration results in a student being required to pay fees, a formal decision about this will be made. Such a decision may be made automatically in JU's admission system.

For central admissions, JU has assigned the Swedish Council for Higher Education (UHR) to administer admissions. Such an assignment may include investigating and making decisions on behalf of JU about issues relating to the requirement to pay fees. In such cases, the decision made by UHR on matters relating to the requirement to pay fees applies as JU's decision.

- 1.5. Applicants for a course or study programme are personally responsible for referring to and submitting documents that show/prove there is no requirement to pay fees.

- 1.5.1. Citizens of an EU/EES State or Switzerland may use one of the following documents to prove their citizenship:

- Valid passport
- Valid national ID card
- Valid identity card indicating citizenship

- 1.5.2. Third country nationals who refer to an exemption from the requirement to pay fees in accordance with Clause 1.3 above must personally submit documents in conjunction with the application for the course or study programme to prove that there is an exemption. The same applies to applicants required to pay fees who refer to an exemption from paying the application fee under Clause 2.2 or 2.3 below.

- 1.5.3. All of the documents referred to in accordance with Clauses 1.5.1 and 1.5.2 above must be certified copies of the original documents. This means that another legally competent person (for example, a friend or a public authority official) certifies on each document that the copy corresponds with the original, providing a signature, name in block letters and telephone number.

- 1.6. The documents referred to for proving fee exemption must be submitted to the person who has to consider the application for the course or study programme no later than the day after which it is no longer possible to supplement the application for the course or study programme ('deadline for supplementary information'). After the deadline for supplementary information, decisions relating to the requirement to pay fees are made based on the information provided and the documents that were submitted on time.

- 1.7. Decisions relating to the requirement to pay fees cannot be appealed against. Clause 4 below contains rules concerning the reconsideration of decisions relating to the requirement to pay fees.

Effect of the requirement to pay fees

- 1.8. A requirement to pay fees means an obligation to pay an application fee according to Clause 2 below and tuition fees according to Clause 3 below.
- 1.9. JU notifies applicants about decisions relating to the requirement to pay fees. The requirement to pay application and tuition fees is registered in the student registry (LADOK).

2. Application fees

- 2.1. Applicants required to pay fees must pay an application fee, except as provided for by Clauses 2.2 and 2.3 below.

Exemptions

- 2.2. Applicants required to pay fees, who apply for a course or study programme within the framework of such an exchange or partnership programme for which the Government has decided no tuition fee is to be charged, do not have to pay an application fee.
- 2.3. Applicants required to pay fees, who are registered for a course or study programme at a Swedish university or university college at the time they are applying for a first- or second-cycle course or study programme, do not have to pay an application fee.

The amount of the application fee

- 2.4. The amount of the application fee is set by JU and will be expressed in Swedish kronor (SEK). Clear information about application fees set is provided in the relevant material distributed relating to courses and study programmes at JU, for example in a course catalogue, programme syllabus, course syllabus and on the website.

Payment of application fees

- 2.5. For central admissions, the application fee is to be paid to UHR in accordance with their established procedures.
- 2.6. For local admissions, the application fee is to be paid to JU. Payment can only be made using approved account cards (VISA/MasterCard) via a web-based payment solution available in conjunction with completion of the web-based application form.
- 2.7. The application fee must be paid no later than seven days after the deadline for supplementary information and constitutes a precondition for considering applications for first- or second-cycle courses or study programmes. The application will only be considered if time permits if the application fee is paid more than seven days after the deadline for supplementary information.

Application fee refunds

- 2.8. Application fees may only be refunded if there are special reasons to do so. Decisions concerning refunds are made by JU. The decision cannot be appealed against.

3. Tuition fees

- 3.1. Students required to pay fees must pay a tuition fee in accordance with these Regulations. Payment of tuition fees in accordance with these provisions constitutes a precondition for students required to pay fees to be admitted for and participate in educational and other activities at JU.

Setting of tuition fees

- 3.2. Tuition fees are set prior to JU starting each course and study programme. Tuition fees for full study programmes/courses are expressed as an amount in Swedish kronor (SEK).
- 3.3. Clear information about the tuition fee set for a study programme and course is provided in the relevant material distributed relating to courses and study programmes at JU, for example in a course catalogue, programme syllabus, course syllabus and on the website.

Payment of tuition fees

- 3.4. Decisions about admitting students required to pay tuition fees will be conditional on payment of the tuition fee or, when applicable, the first instalment of the tuition fee. If no such payment is made by the date specifically indicated in the notice of conditional admission decision, the applicant will be deemed to have surrendered their place, in which connection the conditional admission lapses. If the conditional admission has lapsed, it cannot constitute the basis of admission.
- 3.5. If the course or study programme encompasses 30 credits or less, the entire tuition fee must be paid before the course or study programme starts and no later than the date specified in the notice of conditional admission decision in accordance with Clause 3.4 above.
- 3.6. If the study programme encompasses more than 30 credits, the tuition fee for the entire study programme is to be paid in instalments as follows:
 - 3.6.1. The tuition fee for the entire study programme is first split into the number of equal parts ('instalments') corresponding to the number of semesters for the study programme at a normal rate of study (30 credits per semester). This means, for example, that the tuition fee for a two-year study programme (120 credits) is split into four instalments and that the tuition fee for a three-year study programme (180 credits) is split into six instalments.

- 3.6.2. The first instalment must always be paid before the programme starts and no later than the date specified in the notice of conditional admission decision according to Clause 3.4 above.
- 3.6.3. The remaining instalments (from and including the second instalment until payment of the full tuition fee) is to be paid half-yearly in advance before the forthcoming semester on the following dates:
- (i) an instalment that is to be paid before a spring semester must be paid no later than 1 December of the year before the spring semester in question starts.
 - (ii) an instalment that is to be paid before an autumn semester must be paid no later than 15 June of the year that the autumn semester in question starts.
- 3.6.4. Clauses 3.6.1 to 3.6.3 above do not apply in respect of study programmes offered at Jönköping University Enterprise that encompass 60 credits (Pathway Year). Instead the entire tuition fee must be paid for such programmes before the programme starts and no later than the date specified in the notice of conditional admission decision.

Payment for 'Surplus Credits'

- 3.7. If a student studies more quickly than the normal rate of study, and studies for and passes more than 60 credits within the framework of a study programme in one academic year (autumn semester and spring semester or *vice versa*), the number of credits exceeding 60 higher education credits constitute 'Surplus Credits'. In such a case, the student must also pay for the Surplus Credits in addition to the instalment to be paid before the next semester or the instalments to be paid before the next academic year. Payments made for Surplus Credits are to be settled in conjunction with payment of the last instalment(s) of the tuition fee.

Suspension owing to unpaid tuition fees

- 3.8. If outstanding tuition fee instalments have not been paid within the time periods specified in Clause 3.6.3 above, the student will receive a written email reminder (student mail) about the tuition fee instalment(s) in question having fallen due for payment. The student is informed in the reminder that tuition fee instalments due must be paid immediately and also that the student will be automatically suspended until further notice owing to unpaid tuition fees if no payment is made at the latest by the day when the next semester starts.
- 3.9. Suspension until further notice owing to unpaid tuition fees means that the student may not participate in any activity at all within the framework of the courses and study programmes at JU. This means, for example, that the student may not participate in teaching, may not register for new courses and does not have access to JU's computer network. Suspension until further notice owing to unpaid tuition fees means that a

degree certificate or course certificate will not be issued until all of the tuition fees due have been paid. Suspension until further notice owing to unpaid tuition fees does not mean that the student has been granted exemption from the requirement to pay the remaining tuition fee instalments, but these fall due for payment according to Clause 3.6.3 above. The student should apply for non-completion in accordance with Clause 3.16 below to avoid the accumulation of several unpaid instalments.

- 3.10. Suspension until further notice owing to unpaid tuition fees applies immediately and can only cease through payment of the tuition fee due. If several tuition fee instalments are due, all of them must be paid to cease the suspension owing to unpaid tuition fees. Suspension until further notice owing to unpaid tuition fees cannot be appealed against.
- 3.11. The suspension will cease immediately if a student who has been suspended owing to unpaid tuition fees pays all of the unpaid tuition fee instalments due in full. Upon return to the study programme, the student should complete their studies where possible in accordance with the normal study path. Students who have been suspended until further notice owing to unpaid tuition fees do not have any extended guaranteed admission for course(s) that the student was unable to attend as a result of the suspension.

Suspension owing to unpaid tuition fees is personal insofar as it also means that a suspended student cannot start another study programme (than the study programme the student has been suspended from owing to outstanding tuition fees) at JU, unless the student pays all unpaid tuition fees due in full so that the suspension ceases in accordance with the previous paragraph. This also applies if the student would have been exempt from the requirement to pay fees when the student applies for the other course or study programme.

Approved leave from studies

- 3.12. Applications for approved leave from studies are made to the School at which the student is admitted and are considered in accordance with the special rules relating to such leave.
- 3.13. If approved leave from studies is granted, the requirement to pay further tuition fee instalments is frozen for students required to pay tuition fees for the period during which approved leave from studies lasts. The student should pay the remaining tuition fees in accordance with this regulatory framework when the student resumes their studies following approved leave from studies. A grant of approved leave from studies means that students required to pay tuition fees may not participate in any activity whatsoever within the framework of the course or study programme at JU during the period for which approved leave from studies applies, subject to the exemptions mentioned in Clause 3.13.1 below.

- 3.13.1. Approved leave from studies does not preclude students required to pay tuition fees from taking exams (written sit-down examinations) for a course for which the student has been previously registered.
- 3.14. The grant of approved leave from studies does not entail any right to a refund of tuition fees paid.

Reduction of tuition fees following decisions about credit transfers for courses/study programmes

- 3.15. If JU, in accordance with the applicable regulatory framework regarding the same, has decided that a student required to pay tuition fees is entitled, within the framework of a course or study programme at JU, to have credit transferred for courses or study programmes from another Swedish or foreign higher education institution or equivalent knowledge and skills obtained in some other way, JU will also decide on reducing the tuition fee to a corresponding extent to match the transfer of credit. This reduction will be deducted in the first instance from the final tuition fee instalment.

Non-completion

- 3.16. Non-completion means that the student notifies JU in writing during an ongoing course or study programme that the student wishes to discontinue their studies. Non-completion means that the student is deregistered from the course or study programme and that the student does not have to pay further tuition fee instalments from the date of deregistration. Non-completion does not normally entitle the student to a refund of tuition fees paid.
- 3.17. Following non-completion, the former student is not entitled to participate in any activities at all within the framework of the course or study programme at JU. Nor does non-completion mean that unpaid tuition fee instalments due are written off or that any suspension owing to unpaid tuition fees ceases.

4. Reconsideration of a decision concerning the requirement to pay fees

- 4.1. Students have the opportunity to have decisions concerning the requirement to pay fees reconsidered. Applications for reconsideration should be submitted to and will be considered by JU. All of the information and documents referred to in support of the reconsideration must be attached to the application. The same requirements apply for reconsideration as mentioned in Clause 1 above. Decisions on reconsideration matters will only be made subject to the precondition that the student has paid all tuition fees due. The application will be dismissed and will not be entertained for consideration if the student has been suspended indefinitely owing to unpaid tuition fees.
- 4.2. Reconsideration matters are to be dealt with promptly.
- 4.3. If reconsideration results in the amendment of a previous decision concerning the requirement to pay fees, the fee exemption will apply from the date of the

reconsideration decision. If a fee status changes, no refund will be made for tuition fee instalments already paid. The change of fee status only means that the student is exempt from the requirement to pay further tuition fee instalments.

- 4.4. JU does not normally amend a decision according to which a student is found to be exempt from the requirement to pay fees. If the preconditions for fee exemption were to change, the student may thus normally complete the course or study programme without paying tuition fees. However, exemptions from this principle apply in the following situations:
 - 4.4.1. If the fee exemption is based on Clause 1.3. (ix) and the application for a residence permit referred to in this Clause is rejected. However, tuition fees in such a case will not be charged for the period until the time limit for returning voluntarily in accordance with Chapter 8, Section 21, first paragraph of the Aliens Act (2005:716) has expired. If the rejection decision does not include a time limit for returning voluntarily, tuition fees are not charged for the period up until the decision has become legally binding.
 - 4.4.2. If it is shown that the fee exemption decision is based on incorrect information or counterfeit documents.

5. Tuition fee refunds

Tuition fee refunds

- 5.1. Tuition fees may be refunded following a separate application, and in that case only in the event and of the scope referred to below:
 - (i) refund of tuition fee upon cancellation according to Clause 5.4 below.
 - (ii) refund of tuition fee for special reasons according to Clause 5.5 below.
- 5.2. Applications for tuition fee refunds are to be made in writing and submitted to JU.
- 5.3. Matters concerning tuition fee refunds are to be processed promptly.

Tuition fee refunds as a consequence of cancellation

- 5.4. Cancellation means that a student, who has paid the tuition fee, notifies JU in writing before the course or study programme starts that the student does not intend to start the course or study programme. The student does not need to give any reason for the cancellation. In the case of cancellation, tuition fees paid are refunded as follows.

- 5.4.1. All of the tuition fees paid are refunded, less an administrative charge of SEK 7,500, if the student notifies JU of the cancellation before 31 May (if the course or study programme starts in an autumn semester) or before 30 November (if the course or study programme starts in a spring semester) and requests a tuition fee refund.
- 5.4.2. Two-thirds of the tuition fees paid are refunded, less an administrative charge of SEK 7,500, if the student notifies JU of the cancellation after 31 May (if the course or study programme starts in an autumn semester) or after 30 November (if the course or study programme starts in a spring semester) and up to and including the day on which the studies start (date of the obligatory roll-call).
- 5.4.3. No tuition fees are repaid if the student notifies JU of the cancellation after the date on which studies are to start.

Tuition fee refunds if the student is prevented from participating in the course or study programme for special reasons

- 5.5. Tuition fees may also be refunded if the student is prevented from participating in the course or study programme for special reasons. A refund request should be made in writing indicating the special reasons to which the student wishes to refer. When applicable, the student should submit the documents referred to together with the request.
- 5.6. JU always makes an individual assessment of whether the student is prevented from participating in a course or study programme for special reasons. Special reasons may be, for example, the student having their application for a residence permit rejected or significant changes to personal circumstances that the student was personally unable to foresee or influence.
- 5.7. The following are not normally deemed to constitute special reasons:
 - the student not having met the requirements for advancing to the next semester of a programme
 - non-completion
 - the applicant not having managed to get a residence permit on time
 - suspension from the course or study programme for disciplinary reasons
- 5.8. JU is entitled to charge an administrative fee of SEK 7,500 if a refund is granted for special reasons.
- 5.9. If a student is dissatisfied with a decision in connection with the request for a refund for special reasons, this decision may be appealed against to the Board of Appeals at Jönköping University (HJÖN). HJÖN's decision cannot be appealed against.

6. Other matters

- 6.1. Students required to pay fees are informed that JU provides information to the Swedish Migration Agency without delay if
- (i) a student required to pay fees has been admitted for a course or study programme,
 - (ii) a student required to pay fees, as referred to in 6.1. (i) above, has not registered for the course or study programme,
 - (iii) there is reason to assume that a student required to pay fees has discontinued their studies.

7. Implementation

- 7.1. These rules are to first apply for courses and study programmes starting in the autumn semester of 2018.
- 7.2. The Regulatory Framework for Application Fees and Tuition Fees at Jönköping University (President's decision of 30 December 2010, § 481) applies for courses or study programmes started prior to this. However, Clause 3.13.1 of the rules now decided is to apply for the benefit of all students required to pay tuition fees at JU from and including the autumn semester of 2018.



JÖNKÖPING UNIVERSITY

MINUTES President's decision
2018/988-14

11 June 2018

Present:

Agneta Marell, President
Hans Rudberg, Rapporteur
Helena Zar Wallin, MD of HS
Danielle Tärnhamn, Secretary

§ 736 Regulations for application and tuition fees at Jönköping University

Background

Jönköping University's current rules for application and tuition fees (*Regulatory Framework for Application Fees and Tuition Fees at Jönköping University*) were decided by the President on 30 December 2010 (§ 481) and started to apply from and including the autumn semester of 2011. It has transpired through their application that there is a need to clarify and simplify some parts of this regulatory framework. The rules should also be adapted to Jönköping University's new structure for steering documents, *Regulations for Steering Documents at Jönköping University (President's decision 4 June 2018, § 755)*. Finally, amendments made to the Ordinance on application fees and tuition fees at higher education institutions (2010:543) during the autumn of 2017 resulted in certain consequential amendments to Jönköping University's own rules in this area.

Decision

The President decides

to adopt the *Regulations for Application and Tuition Fees at Jönköping University* (Dnr 2018/988-14) in accordance with Appendix 1, to apply from and including the autumn semester of 2018.

This decision was made following a presentation by Hans Rudberg and in the presence of Helena Zar Wallin.

Minutes prepared by

Checked by

Danielle Tärnhamn

Agneta Marell

For information: Registrar, Deans/MDs, Executive Secretaries, the Student Union, Hans Rudberg, Robert Gunnarsson, the Board of Education and Research Education at Jönköping University, Monica Hjelmåker, Stefan Sandqvist, Andreas Friberg, Andreas Torén

Dispatched: