

## Regulatory framework for application fees and tuition fees at Jönköping University

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### 1. Liability to pay application fees and tuition fees

- 1.1. Courses and study programmes at Jönköping University and its specialised higher education Schools (jointly referred to as 'HJ') in the first (Bachelor), second (Masters) and third (Doctoral) cycle shall be free of charge for individual students who are citizens of an EU/EEA State<sup>1</sup> or Switzerland.
- 1.2. Students who are not citizens of an EU/EEA State or Switzerland (third country nationals) are liable to pay application fees and tuition fees (hereinafter called "Fees") for first and second cycle courses and study programmes. Fees must be paid in accordance with these rules and regulations, unless otherwise prescribed by the second paragraph of this item.

However, the liability 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 right of permanent residence in Sweden under 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 under Chapter 4, Section 16 of the Aliens Ordinance (2006:97),

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<sup>1</sup> The EU States are Austria, Belgium, Bulgaria, the Czech Republic, Cyprus, Denmark, Estonia, Germany, Great Britain, Greece, Finland, France, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and Hungary. The EEA States are Iceland, Liechtenstein and Norway.

- (iii) have a permanent residence permit in Sweden,
- (iv) have a temporary residence permit in Sweden for reasons other than studies,
- (v) have long-term resident status in Sweden under Chapter 5 a of the Aliens Act,
- (vi) have long-term resident status in another State within the European Union and have a residence permit in Sweden under Chapter 4, Section 9 of the Aliens Ordinance,
- (vii) are students at a foreign higher education institution, but where a limited part of their studies is conducted at HJ within the framework of an exchange agreement that means that the host institution does not make a charge for tuition fees, or
- (viii) are studying within the framework of such an exchange programme for which no charge is made for tuition fees in accordance with a decision made by the Swedish Government.

1.3. The issue of whether a student is liable to pay Fees is primarily determined in conjunction with an application for and admission to first and second cycle courses and study programmes. If the determination results in a student being liable to pay Fees, a formal decision about this must always be made.

1.4. Jönköping University Foundation ('the Foundation') is ultimately responsible for decisions concerning the liability to pay Fees. The Foundation hereby assigns to University Services (*Swedish: Högskoleservice*) (Department of Student Services) to decide on and otherwise deal with issues relating to the liability to pay Fees.

For central admissions, University Services (Department of Student Services) assigns the Swedish Agency for Higher Education Services (*Swedish: Verket för högskoleservice*) (VHS) to administer admissions. This mandate may include investigating and making decisions concerning issues relating to the liability to pay Fees on behalf of the party that issued the mandate.

1.5. Applicants are personally responsible for presenting and submitting documents that show/prove that there is no liability to pay Fees.

Citizens of EU/EEA States or Switzerland can use one of the following documents to prove their citizenship:

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

Third country nationals who refer to an exemption from the liability to pay Fees must personally submit, in conjunction with the application, documentation proving that an exemption applies.

All documents relied on under this item must be certified copies of original documents. This means that another person, such as a friend, family member or official, must

certify on each document that the copy corresponds to the original, providing their signature, printing their name and stating a telephone number.

- 1.6. A document relied on as proof of fee exemption must be submitted no later than the day after the deadline for applications, at which time the opportunity to provide supporting documents ceases to exist ('deadline for supporting documents'). A decision shall be made regarding, and information provided about, the deadline for supporting documents at the same time as the other admission conditions are determined. A decision concerning the liability to pay Fees will be made after the deadline for supporting documents on the basis of the information provided and documents submitted.
- 1.7. The University Services (Department of Student Services) is responsible for informing students who are liable to pay Fees about decisions in this respect.
- 1.8. Appeals may not be made against decisions concerning the liability to pay Fees. Section 6 below includes provisions regarding the review of decisions relating to the liability to pay Fees.
- 1.9. The liability to pay Fees entails an obligation to pay an application fee in accordance with Section 2 below and tuition fees in accordance with Section 3 below.
- 1.10. University Services Office (Department of Student Services) is responsible for registering the liability to pay application fees and tuition fees in the Student Registry. Chapter 2, Section 3 of the Ordinance concerning the Reporting of Higher Education Studies, etc. (1993:1153) applies in this connection.

## **2. Application fees**

- 2.1. Persons liable to pay Fees must pay an application fee, unless otherwise prescribed by Section 2.2 below. Payment of the application fee constitutes a precondition for considering an application for first or second cycle courses and study programmes. See Section 4 below for the amount of the application fee.
- 2.2. Persons liable to pay Fees who are registered for courses or study programmes at a Swedish university or a Swedish higher education institution at the time of application do not have to pay an application fee.
- 2.3. If the application fee is paid more than seven days after the deadline for supporting documents, the application will only be considered if time allows.
- 2.4. An application fee may be repaid if there are special reasons to do so. Decisions on repayment shall be made by University Services (Department of Student Services).

- 2.5. University Services (Department of Student Services) is responsible for registering payments of application fees in the Student Registry. Chapter 2, Section 3 of the Ordinance concerning the Reporting of Higher Education Studies, etc. (1993:1153) applies in this connection.

### **3. Tuition fees**

- 3.1. Persons liable to pay Fees must pay tuition fees. See Section 4 below for the amount of the tuition fees.
- 3.2. If the course or study programme comprises 30 credits or less, the entire tuition fee must be paid on one occasion.
- 3.3. If the course or study programme/degree programme comprises more than 30 credits, the tuition fees may be divided up per semester, in which connection the tuition fee for the entire degree programme shall be divided up by the number of semesters corresponding to the normal rate of study (30 credits per term).

However, students are entitled to pay for an entire academic year or for an entire study programme on one and the same occasion.

If a student is studying at a quicker rate than the normal and has studied and passed more than 60 credits within the framework of one degree programme during one academic year (Autumn Semester and Spring Semester), the number of credits that exceed 60 credits constitute 'Excess Credits'. HJ is then also entitled to payment for the 'Excess Credits' in the next semester, in addition to the ordinary tuition fee for that semester. The payments made for 'Excess Credits' shall be settled in conjunction with the final semester invoice.

- 3.4. Decisions on admissions of students liable to pay the Fee shall be conditional on payment of the tuition fee or, when applicable, the tuition fee for first semester's studies. If payment has not been made at the latest by the time specifically laid down in the conditional admission decision, the student shall be deemed to have declined his or her place in which connection the conditional admission lapses. If the conditional admission has lapsed, it cannot form the basis of admission.

The consequence of a default in payment shall be clearly specified in the conditional admission decision.

- 3.5. If tuition fees are paid per semester in accordance with Section 3.3 above, the following deadlines, from and including Semester 2, shall apply to payment of the remaining part of the tuition fee:
- Tuition fees relating to the Spring Semester shall be paid no later than 15 December of the year prior to the start of the Spring Semester in question,
  - Tuition fees relating to the Autumn Semester shall be paid no later than 30 July of the same year in which the Autumn Semester in question starts.

- 3.6. If the remaining parts of tuition fees are not paid by the deadlines referred to in Section 3.5 above, the student shall receive a written reminder that the relevant part of the tuition fee has fallen due. In particular, the student shall be informed in the reminder that any fees due must be paid immediately and also that the student will be automatically suspended until further notice owing to unpaid tuition fees, if payment has not been made no later than on the day when the next semester starts.
- 3.7. Suspension until further notice owing to unpaid tuition fees means that the student is prohibited from participating in teaching, examinations or other activities within the framework of the course or study programme. This means, for example, that the student will not have access to HJ's data network, library or passes.

Suspension until further notice owing to unpaid tuition fees also mean that degree certificates or course certificates may not be released until all of the fees due have been paid.

University Services is responsible for checking payment of fees due and also for informing the departments concerned about suspensions owing to unpaid tuition fees.

- 3.8. Suspension until further notice owing to unpaid tuition fees shall apply immediately and can only cease by paying the tuition fees due. Appeals may not be made against suspensions.
- 3.9. University Services is responsible for sending students specific information about suspension until further notice owing to unpaid tuition. This information must remind students about the consequences of suspension and also the opportunity for students to have the suspension lifted by paying the fees due.
- 3.10. If a student who has been suspended owing to unpaid tuition fees pays the fees due in full, the suspension shall cease immediately.

University Services (Finance and Personnel Department) is responsible for checking payment of fees due and also for informing the departments concerned of the cessation of suspensions owing to unpaid tuition fees.

On their return students must complete their studies as far as possible according to the normal study path. Students do not have any extended guaranteed admission for course(s) that students were unable to attend as a result of their suspension.

- 3.11. If a specialised higher education School, in accordance with the applicable rules and regulations regarding the same, has decided that a student, within the framework of the course or study programme at HJ, is entitled to be given credit for a course or study programme from another Swedish or foreign higher education institute or with corresponding knowledge and skills obtained in some other way, the specialised higher

education School shall decide to reduce the tuition fee to such extent as corresponds to the credit transfer.

Tuition fees may also be repaid or reduced in other cases if there are special reasons to do so. Decisions shall be made by the relevant specialised higher education School.

- 3.12. University Services (Department of Student Services) is responsible for registering payments of tuition fees in the Student Registry. Chapter 2, Section 3 of the Ordinance concerning the Reporting of Higher Education Studies, etc. (1993:1153) shall apply in this connection.

#### **4. Amount of the fees**

- 4.1. The amount of the application fee shall be set by University Services (Department of Student Services) following consultation with the Foundation. The application fee shall be expressed in Swedish kronor (SEK) and shall amount to the same amount applied by the State higher education institutions at any given time, unless special reasons give cause to do otherwise.<sup>2</sup>
- 4.2. Prior to the start of each course, a tuition fee shall be set for every degree programme and course. The amount of the tuition fee is laid down by the respective specialised higher education School following consultation with the Foundation.

Tuition fees shall be expressed in Swedish kronor (SEK).

The tuition fees shall be calculated so that the entire operation that is financed by tuition fees at the respective specialised higher education School bears its own costs over a period of years.

- 4.3. Thus, the tuition fees set should be clearly stated in all information issued concerning degree programmes and courses. Information shall also be provided about the fee per credit.
- 4.4. Tuition fees shall be the same for all students liable to pay tuition fees that start the same course and study programme at the same time.

#### **5. Review and repayment of tuition fees in particular cases**

- 5.1. A student can obtain a decision for the review of the liability to pay Fees. An application for this shall be submitted to and considered by the department that made the decision that is going to be reviewed. All of the information and documents relied on in support of the review shall be attached to the application. The same requirements apply to the review as provided by Section 1.

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<sup>2</sup> According to Section 2 of the the 'Ordinance concerning application fees and tuition fees at higher education institutions (2010:543)', the application fee amounts to SEK 900.

- 5.2. The review matter shall be dealt with expeditiously and a decision shall normally be made within two (2) weeks from an application having been submitted.
- 5.3. HJ is entitled to initiate a review matter on its own initiative. If such a matter results in an amendment, the amendment shall apply immediately from the time of the review decision.
- 5.4. If a decision following review means that a previous liability to pay Fees has been amended, the fee exemption shall apply from the time of the review decision.

If a student has paid tuition fees but is no longer liable to pay Fees, a repayment shall be made for the amount of the tuition fee paid that refers to the part of the course or study programme for which the student is no longer liable to pay Fees.

- 5.5. If a student, who is liable to pay tuition fees, has applied for and been granted approved leave from studies in accordance with the rules on approved leave from studies, the relevant specialised higher education School may decide to repay the proportion of the tuition fees corresponding to the time to which the approved leave refers.

When the student restarts his or her studies after an approved leave from studies the student shall first pay such part of the tuition fees that were repaid in accordance with the previous paragraph, and second pay the remaining tuition fees in accordance with these rules and regulations.

## **6. Payment**

### **6.1. Application fees**

- 6.1.1. Application fees for central admissions shall be paid to the Swedish Agency for Higher Education Services (VHS) in accordance with the procedures laid down.
- 6.1.2. Application fees for local admissions shall be paid to University Services. Payment can only be made using an approved account card (VISA/MasterCard) via a web-based payment solution that is available in conjunction with completion of the web-based application form.

### **6.2. Tuition fees**

- 6.2.1. University Services (Department of Student Services) shall notify University Services (Finance and Personnel Department) about those admissions that are conditional on payment of tuition fees or, when applicable, tuition fees for the first semester's studies. Information shall in this connection be provided about the amount of the tuition fees to be paid, the payment deadline and the e-mail-address of the person who is liable to make the payment.

- 6.2.2. Based on the information under Section 6.2.1., University Services (Finance and Personnel Department) shall issue an invoice for tuition fees, which will be sent by e-mail to the student who is subject to a conditional admission.
- 6.2.3. University Services (Finance and Personnel Department) shall monitor the payment of invoices under Section 6.2.2 and report on the outcome to University Services ( Department of Student Services).
- 6.2.4. University Services (Department of Student Services) is responsible for notifying the Swedish Migration Board in accordance with Section 9.1 (i).
- 6.2.5. For payment of tuition fees under Section 3.5 (payment per semester from and including Semester 2), University Services (Finance and Personnel Department) shall issue invoices for tuition fees no later than 30 days before the dates specified as the payment deadline referred to in Section 3.5. Invoices shall be issued on the basis of information from the relevant specialised higher education School regarding the student's identity and e-mail-address together with the amount of the tuition fees to be invoiced. University Services (Finance and Personnel Department) shall monitor payments and be responsible for mailing reminders under Section 3.6.
- 6.2.6. University Services (Finance and Personnel Department) shall monitor payment of invoices under Section 6.2.5 and report on the outcome to University Services (Department of Student Services).

## **7. Procedural issues**

- 7.1. It follows from Section 1.6 that appeals may not be made regarding decisions concerning the liability to pay Fees.
- 7.2. It follows from Sections 3.6 and 3.8 that decisions regarding suspension until further notice owing to unpaid tuition fees shall enter into force automatically and also that appeals may not be made against such decisions.

## **8. Information about tuition fees**

- 8.1. Information about and references to these rules and regulations concerning tuition fees shall be provided with all of the information relating to first and second cycle courses or study programmes. In particular, the information shall emphasise the preconditions for the liability to pay Fees together with the consequences of a default in payment of the tuition fees.
- 8.2. In conjunction with an application and on admission, the applicant shall confirm in an appropriate way that he or she has read, understood and accepted this Regulatory Framework.

## **9. Notifications**

- 9.1. HJ shall immediately provide the Swedish Migration Board with information about
- (i) the admission of a student liable to pay tuition fees to a course or study programme, and
  - (ii) a student, as referred to in (i) above, not having been registered for a course or study programme.
- 9.2 HJ shall notify the Swedish Migration Board if there is reason to assume on the basis of the information registered about the student that a student, who is liable to pay tuition fees, has discontinued his or her studies.

## **10. Implementation**

- 10.1. These rules shall first apply to courses and study programmes that are intended to be pursued after 31 July 2011.
- 10.2. A student liable to pay Fees may complete a course or a degree programme without paying tuition fees if the course or degree programme started before 1 July 2011. However, if the studies have not been completed by 31 December 2018, tuition fees shall be paid for the period thereafter.
- 10.3. A student liable to pay Fees may be admitted to and complete a course without paying an application fee or tuition fees if the course started after 1 June 2011 but should be completed by 31 August 2011 at the latest.