

Guidelines for enrolment- and tuition fees and tuition fee scholarships

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1. Introduction

This document contains the national and local rules related to enrolment and tuition fees, as well as the rules, processes and criteria related to tuition fee scholarships. Disclaimer: In case of a discrepancy between the Swedish and the English version of the document, the Swedish version will prevail.

Education at first-cycle, second-cycle and third-cycle level in Sweden shall be free of charge for individual students who are citizens of an EU/EEA state or Switzerland. Students who have a third-country citizenship, i.e. who are not citizens of an EU/EEA state or Switzerland, are required to pay tuition fees for first- and second-cycle educations and must pay registration fees and tuition fees in accordance with these regulations, unless they are covered by the exceptions specified in the Ordinance (2010:543) on registration fees and tuition fees at universities and university colleges.

The Association of Swedish Higher Education Institutions (SUHF) has adopted Recommendations (REK 2018:52) on the management of fee-paying students.

Stockholm University of the Arts (SKH) University Board has established admission regulations for first and second cycle educations. The regulations related to enrolment and tuition fees established by the University Board are supplemented by these guidelines.

Admission to studies at SKH takes place via the admission system NyA, administered by the Swedish Council for Higher Education (UHR).

2. Registration fees

According to the Ordinance (SFS 2010:543) on registration fees and tuition fees at universities and university colleges, an institution of higher education must charge a tuition fee for first- and second-cycle educations for those who are not citizens of an EU/EEA country or Switzerland.

Section 2

In order to appraise an application for a first or second-cycle programme of study a higher education institution must charge an application fee of SEK 900 from those who at the time of the application are citizens of a state that is not covered by the Agreement on European Cooperation (EEA) or of Switzerland (third country citizens).

No third country citizen is to be charged an application fee however if at the time of the application he or she

1. is a member of the family of a citizen of an EEA state and has entitlement to residence or to permanent residence in Sweden pursuant to Sections 4 or 7 of Chapter 3a of the Aliens Act (2005:716),
2. is a member of the family of a Swiss citizen and has entitlement to residence or a residence permit in Sweden pursuant to Section 16 of Chapter 4 of the Ordinance on Aliens (2006:97),
3. has a permanent residence permit in Sweden,
4. has a temporary residence permit in Sweden for reasons other than

study,

5. has the status of a long-term resident in Sweden pursuant to Chapter 5a of the Aliens Act,
6. has the status of a long-term resident in another state in the EU and has a residence permit in Sweden pursuant to Section 9 of Chapter 4 of the Ordinance on Aliens,
7. is a student at a higher education institution abroad but is completing a limited section of a programme of study at a Swedish higher education institution within the framework of an exchange programme of partnership programme which means that no tuition fee is charged by the receiving higher education institution,
8. is applying for or is studying on a programme within the framework of an exchange programme or partnership programme for which the Government has decided no tuition fee is to be charged,
9. is applying for a programme within the framework of an exchange programme or partnership programme for which the Government has decided no application fee is to be charged, or
10. is registered on a programme of study at a Swedish higher education institution, or
11. does not have a residence permit, but has previously been granted a temporary residence permit in Sweden for reasons other than study that has expired, if an application for an extended residence permit was submitted to the Swedish Migration Agency before the previous permit expired and the application is for an extended permit on the same basis or for a new permit pursuant to Section 5 of the Act on residence permits for students at upper secondary level (2017:353). Ordinance (2021:800).

Section 2a

An application fee must not be charged to British citizens or their family members who are covered by Article 10 of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community (EUT L 29, 31.1.2020, p. 7).

Ordinance (2020:762).

According to the Ordinance (SFS 2010:718) on scholarships for students required for tuition fees, higher education institutions are given the opportunity to promote the recruitment of particularly qualified applicants required for tuition fees by offering scholarships.

Local rules

Anyone who wishes to apply for a programme or a course at first or second cycle at SKH and who does not have a Swedish personal identity number is to prove that they are not obliged to pay the application fee as instructed.

An applicant who cannot prove that they are not required to pay a fee must pay the application fee when he or she registers as an applicant on antagning.se in accordance with the instructions.

An application fee is charged per semester applied for. If an applicant applies for several courses and programmes that are handled via the NyA admission system for the semester in question, an application fee is paid per application.

3. Tuition fees

The rules on tuition fees apply to first and second cycle educations. Third-cycle studies are not subject to tuition fees.

From the Ordinance (2010:543) on enrolment fees and tuition fees at universities and university colleges.

Section 5

A higher education institution shall charge tuition fees for first and second-cycle programmes for those who are not citizens of an EEA state or Switzerland (third country citizens).

These fees are not, however, to be charged for the third country citizens referred to in items 1—8 of the second paragraph of Section 2 above.

Nor are these fees to be charged for the third country citizens referred to in item 11 of the second paragraph of Section 2. If an application for a residence permit as referenced there is rejected, no tuition fees are to be charged for the period until the deadline for voluntary departure pursuant to the first paragraph of Section 21 of Chapter 8 of the Aliens Act (2005:716) has expired. If the decision to reject the application does not include a deadline for voluntary departure, no tuition fees are to be charged for the period until the decision enters into force. Ordinance (2017:861).

Section 5a

Tuition fees must not be charged to British nationals or their family members who are covered by Article 10 of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community (EUT L 29, 31.1.2020, p. 7).

Ordinance (2020:762).

Local rules

A third-cycle student may be granted a fee waiver for a second-cycle course provided that the course is included in the third-cycle student's individual study plan.

3.1 Calculation and determination of tuition fees

From the Ordinance (2010:543) on enrolment fees and tuition fees at universities and university colleges.

Section 6

The higher education institution shall calculate the tuition fees so that full coverage of costs is provided for the activities funded by fees in their entirety.

Tuition fees are to be the same for all students required to pay tuition fees

on the same programme of study at the same time. This does not apply, however, if a decision by the Government on tuition fees for those studying within the framework of an exchange programme or partnership programme has some other effect.

If a higher education institution has awarded an applicant or a student a scholarship in respect of tuition fees, the tuition fees may be reduced by the amount corresponding to the scholarship. Ordinance (2011:303)

Local rules

In order to ensure full cost recovery for tuition fee-funded activities, the tuition fee for a course or programme is calculated based on the compensation the university would have received if the student had studied the programme as a grant-funded student, with an administrative surcharge of 10 per cent for independent courses and 2 per cent for programme studies. The tuition fee for the course or programme is determined when the call for applications is issued.

For programmes that include elective courses, the tuition fee for the semester is calculated based on the main field of study of the programme.

The tuition fee for a programme or a course must be published on the website before the pr is announced. For programmes, there must be information on tuition fees for the programme as a whole and per semester. For freestanding courses of more than 30 credits, there must be information about the tuition fee for the course as a whole and per semester.

3.2 Payment of tuition fee

Regulation on enrolment and tuition fees:

Section 7

After consultation with the Swedish Migration Agency a higher education institution may decide the date on which tuition fees shall be paid.

Section 8

In order to be admitted to a programme of study an applicant required to pay tuition fees shall pay the fees no later than the date referred to in Section 7.

If a programme of study comprises more than 30 higher education credits, a higher education institution may decide that tuition fees may be paid in instalments and that payment of the first instalment is adequate for admission. The first instalment may not be less than the tuition fees for the first 30 higher education credits.

Section 9

A student who has paid a first instalment as laid down in the second paragraph of Section 8 and has begun her or his studies, shall pay the remaining instalments of the tuition fees at the times determined by the higher education institution.

Section 10

If the remaining instalments of the tuition fees are not paid within the stipulated time, the higher education institution shall remind the student to pay the fees by a specific date. If the fees are not paid by the date specified in the reminder, the higher education institution shall expel the student from the programme until the payment has been made. Students are to be

informed of this in the reminder.

An expulsion decision means that the student may not participate in classes, examinations or any other activity within the framework of the programme of study at the higher education institution. The higher education institution may also, in individual cases, decide that degree certificates and course certificates may not be issued before the fees have been paid.

Section 11

A decision to expel a student who has not paid tuition fees shall apply immediately.

Section 12

If a student has paid tuition fees but is no longer required to do so pursuant to Section 5, the higher education institution may repay that part of the fees that cover the section of the programme of study for which the student is not required to pay tuition fees.

A higher education institution may also in other cases repay tuition fees either in part or in their entirety if a student is prevented for special reasons from participating in the programme of study.

Section 13

Appeal may be made against a decision to expel a student who has not paid tuition fees to the Higher Education Appeals Board. No appeal may be made against the decisions of the board.

3.3 Payment of tuition fee

Local rules

If the programme comprises more than 30 credits, the first instalment shall relate to the tuition fee for the first semester of studies.

If the programme comprises at least two semesters of study, the following instalment(s) must also relate to the tuition fee for the second semester of study or the remaining number of credits.

If the programme involves more than one semester of study but less than two semesters of study, the second instalment is for the remaining tuition fee.

For the first semester of an education starting in the autumn, the deadline for paying tuition fees is 1 June.

For the first semester of an education starting in a spring semester, the deadline for paying tuition fees is 1 December.

SKH sends payment instructions to students who are required to pay tuition fees and who have received an admission letter with conditions regarding payment of tuition fees. If the university has granted a student a scholarship regarding the tuition fee, the tuition fee is reduced by the amount corresponding to the scholarship. During the duration of the education, SKH sends the student a payment instruction for each instalment.

For free-standing courses, SKH must have received payment by the date specified in the admission letter and in accordance with the payment instructions provided.

3.4 If the fee is not paid in time

Local rules

A student who is required to pay tuition fees and who has been admitted on condition that they have to pay the tuition fee by a certain date will lose their place on the programme or course if they do not pay the tuition fee by the specified date.

A student required for tuition fee can only be registered on programmes or courses for which tuition fee have been paid.

A student who is required to pay tuition fee and who does not pay the tuition fees in instalments after a reminder and who has not reported an interruption of studies or been granted a study leave is suspended from the programme or course until the fee have been paid.

Suspension from the programme or course due to non-payment of tuition fee takes effect immediately and means that the student may not participate in lectures, examinations or other activities within the framework of the programme or course at the university.

A decision to suspend a student for non-payment of tuition fees is made by the Head of Department. The decision must be notified to the student in writing and can be appealed to the Higher Education Appeals Board.

3.5 Change of fee status

Local rules

Verification of fee status is done upon enrolment. No check of fee status is made during the course of the education.

A student who is admitted to an education and has been identified as "not required for tuition fees" retains this status throughout the programme or course.

A student who has been determined to be "required for tuition fees" may, during the course of their studies, submit documentation that means that they are instead determined to be "not required for tuition fees". The change of status is not retroactive.

3.6 Refund of tuition fee

Local rules

Changes to the fee obligation only affect future programme semesters.

SKH must also refund paid tuition fees if there are special reasons. In cases where the management of the tuition fee entails additional costs for the university, the student may be charged for the costs and therefore the entire tuition fee does not have to be refunded.

There are special reasons for a refund of tuition fees if:

- Residence permit is not granted.
- Eligibility requirements are not met before the start of the programme or course and the applicant cannot start the education.
- Eligibility requirements are not met for the next semester and the student cannot continue the education.

- Applicants are granted a study leave.
- Applicants whose request for deferment of study commencement is rejected.
- Other exceptional reasons invoked by the applicant/student will be assessed individually.

3.7 Cooperation in education and training

Local rules

Agreements on educational cooperation with other higher education institutions must specify how tuition fees are handled and any compensation between the higher education institutions.

3.8 Documentation to Migrationsverket

SKH must notify the Swedish Migration Agency by 15 June (for the autumn semester) and 15 December (for the spring semester) of which students have paid tuition fees.

After the start of the programme or course, SKH must notify the Swedish Migration Agency if students required for tuition fees have not registered.

4. Students' rights

In addition to the obligation to pay tuition fees, students required for tuition fees are subject to the same obligations and rights as other students.

Students who are required to pay tuition fees must pay for their own teaching materials and equipment to the same extent as students who are not required to pay fees.

4.1.1 Forbearance

Local rules

To be able to apply for a deferment of study commencement, the tuition fee must be paid.

If a student required for tuition fees has been granted a deferment of study commencement, the tuition fee paid will be transferred to the semester in which the student begins their studies. The tuition fee for the programme remains at the level as when the student was admitted to the programme.

If the request for deferment of study commencement is rejected, the student can apply for a refund according to the applicable regulations.

4.1.2 Approved leave from studies

Local rules

A student who is required to pay tuition fees may, after completing an approved leave from studies, continue the programme at the same fee level that applied when the student was admitted to the programme in question or, if the fee level is lower at the time of the end of the study leave, at the fee level applicable at that time.

4.1.3 Exchange studies

Local rules

If a student required for tuition fees carries out exchange studies within the framework of their studies at SKH, they must also pay tuition fees to SKH for the period in question at

the same level as if the studies had been carried out according to the programme syllabus at SKH.

Students who are enrolled at a foreign university and who undertake exchange studies at SKH are not required to pay registration or tuition fees for the courses covered by the exchange studies.

No fee is charged for the assessment of credit transfer after exchange studies.

4.1.4 Credit transfer

Local rules

Students who are admitted to studies and receive a credit transfer from previous studies receive a reduced tuition fee during (preferably) the last semester, where the reduction is calculated on the number of credits transferred from previous studies as well as that credit transfer involves an administrative cost.

4.1.5 Re-examination

Local rules

A student required for tuition fees who has unfinished courses does not have to pay tuition fees again in order to finish these courses or take a re-examination.

4.1.6 Insurance

SKH have group insurance for students required for tuition fees through Kammarkollegiet.

5. Tuition fee scholarships

From the Ordinance on scholarships for students required for tuition fees (SFS 2010:718)

Section 3

A scholarship may cover tuition fees in their entirety or in part and may be granted on condition that the recipient is required to pay tuition fees.

A higher education institution may issue further regulations on the terms on which scholarships may be granted.

Ordinance (2014:234).

Section 4

A scholarship shall be applied for in writing to the higher education institution offering the tuition that it is intended to fund.

Section 5

The higher education institution determines who is to receive a scholarship and the amount it is to consist of.

Instead of paying a scholarship that has been granted to the recipient, the higher education institution may reduce the tuition fees to be paid by the recipient in the manner prescribed in the third paragraph of Section 6 of the Ordinance on application fees and tuition fees at higher education institutions (2010:543). Ordinance (2011:304)

Section 7

If the recipient of a scholarship pursuant to this ordinance is no longer required to pay tuition fees, he or she is obliged to repay that part of the scholarship intended for the section of the programme of study for which he or she is no longer required to pay tuition fees.

The higher education institution may issue regulations on obligations to repay in cases other than that laid down in the first paragraph above.

Section 8

If the recipient of a scholarship is obliged to repay pursuant to Section 7 or regulations that have been issued by virtue of the second paragraph of Section 7, the higher education institution shall decide to demand repayment of that part of the scholarship to which the obligation to repay applies.

If there are special grounds for doing so, the higher education institution may waive the demand for repayment either wholly or in part.

Local rules

When a tuition fee scholarship is awarded to a student, the tuition fee is reduced by the amount awarded by the tuition fee scholarship.

If a student does not complete their studies, they lose the right to the tuition fee grant.

The tuition fee scholarship cannot be used for studies other than those for which the student was admitted at the time the scholarship was awarded.

It is not possible to appeal against a decision of awarding a tuition fee scholarship.

5.1 Assessment criteria

Local rules

Tuition fee scholarships at SKH can be awarded to students on the university's education programmes.

The assessment of which admitted student(s) should receive a tuition fee scholarship should be based on how these students contribute to the educational environment through their experiences. These experiences may be personal, artistic or from previous studies. The assessment shall consider the composition of the learning environment over time.

5.2 Assessment process

Local rules

As a admission group makes a proposal on which applicant to be admitted, the head of the admission group shall write a document based on the criteria in point 5.1. This shall be done for applicants for the education who are suggested as admitted or reserves for the programme.

After a decision on admission, the university's management team shall review the documentation from the head of each admission group and make an assessment prior to the Vice-Chancellors decision on the allocation and reserves for tuition fee scholarship(s).

5.3 Allocation of tuition fee scholarship

Local rules

Based on the recommendation of the management team, the Vice-Chancellor decides which student(s) will be awarded a tuition fee scholarship and which will be placed as reserve(s) for the tuition fee scholarship.

The Education Administration Department is responsible to inform the applicants required for tuition fees and who have also applied for the tuition fee scholarship on the allocation of scholarships and reserve placements of the tuition fee scholarship.