JÖNKÖPING UNIVERSITY

Regulations for Application and Tuition Fees at Jönköping University

Bestämmelser för anmälnings- och studieavgifter vid Jönköping University

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Regulations for Application and Tuition Fees at Jönköping University

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

1.1. Fee requirement for citizens of EU/EEA country or Switzerland

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.

First-, second- and third-cycle courses and study programmes at JU are also exempt from fees for individual students covered by 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, 31.12.2020, p.7).

1.2. Requirement for third country nationals to pay fees

Students who are not citizens of an EU/EEA State or Switzerland (third country nationals), with the exception of British citizens and their family members within the personal scope according to 1.1, are required to pay fees for first- or second-cycle courses and study programmes, except as provided for by Clause 1.3 below.

1.3. Exemption from requirement for third country nationals to pay a fee

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) hold a permanent residence permit in Sweden,

(iv) hold a temporary residence permit in Sweden on grounds other than study, and this is not a residence permit as a family member of a third-country national with a temporary residence permit for studies at a level lower than third-cycle studies

(v) hold the status of a long-term resident status in Sweden according to Chapter 5a of the Aliens Act,

(vi) hold 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 study, been granted a temporary residence permit that has expired, and the residence permit was not held as a family member of a third-country national with a temporary residence permit for studies at a level lower than third-cycle studies, provided that an application for a continued residence permit was received by the Swedish Migration Agency before the previous permit expired.

1.4. Review of the requirement to pay fees

1.4.1. 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.

1.4.2. 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.

1.4.3. 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.

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

- Valid passport
- Valid national ID-card
- Officially issued document indicating citizenship

1.4.5. Third country nationals who refer to an exemption from the requirement to pay fees in accordance with Clause 1.1 or 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 2a. or 2b. below.

1.4.6. All the documents referred to in accordance with Clauses 1.4.4. and 1.4.5. above must be certified copies of the original documents if submitted by post. Certified copies must be done by authorized person/authority. If documents are uploaded, they should be scans of the original document.

The documents referred to for proving fee exemption must be submitted to the person who will 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.

1.4.7. Decisions relating to the requirement to pay fees cannot be appealed against. Clause 5 below contains rules concerning the reconsideration of decisions relating to the requirement to pay fees.

1.4.8. 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.

1.4.9. 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 fee

Applicant required to pay fees must pay an application fee, except in the cases below:

a) Applicant required to pay fees, who apply for a course or study programme within the framework of such an exchange or partner programme for which the Swedish Government has decided no tuition fee is to be charged, does not have to pay an application fee,
b) Applicant 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, does not have to pay an application fee.

2.1. The amount of the application fee

The amount of the application fee is set by JU and will be expressed in Swedish kronor (SEK). Clear information about the set application fees 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.

2.2. Payment of application fee

2.2.1. For central admissions, the application fee is to be paid to UHR in accordance with their established procedures.

2.2.2. For local admissions, the application fee is to be paid to JU. Payment can be made either using approved bank cards (VISA/MasterCard) via the web-based payment solution available through the web-based application form or in another manner agreed upon with JU. Only one application fee per application period is required for application to JU. If the applicant has paid the application fee for central admission to UHR, the applicant must submit a receipt of the payment to JU when applying for local admission.

2.2.3. The application fee must be paid no later than the deadline for supplementary information (see 1.4.6.) 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 after the deadline for supplementary information.

2.3. Refund of the application fee

2.3.1 Refund of the application fee paid directly to JU can be made if there are special reasons. Decision on refund is made by JU. The decision cannot be appealed.

2.3.2. For refund of application fee paid to UHR, see their established procedures.

3. Tuition fee

Student required to pay fees must pay a tuition fee in accordance with these Regulations. Payment of tuition fees in accordance with these regulations constitutes a precondition for students required to pay fees to be admitted for and participate in educational and other activities at JU. The student is responsible for all fees associated with this transfer.

3.1 Setting of tuition fees

3.1.1. Tuition fees are set by JU prior to starting each course and study programme. Tuition fees for full study programmes/courses are expressed as an amount in Swedish kronor (SE).

3.1.2. 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 website.

3.2 Payment of tuition fees

3.2.1. 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.

3.2.2. 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 3.2.1. above.

3.2.3. 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:

3.2.4. 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.

3.2.5. 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 3.2.1. above.

3.2.6. 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:

a. an instalment that is to be paid before a spring semester must be paid no later than 15 December of the year before the spring semester in question starts.
b. 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.

3.2.7. Tuition fee for single subject course which is not part of the study programme according to 3.2.3. above is to be paid according to a separate invoice.

3.2.8. There is no tuition fee for single subject courses at other higher education institutions that are part of short-term international mobility.

3.2.9. Student required to pay fees who changes programme instance will follow the payment plan, with the same fee level as when the student was admitted to the education in question, according to 3.2.6. above regardless of re-registration. If the full tuition fee for the programme has been paid, but the student has not completed the study programme, the student is allowed to complete the education without additional fees as long as the study programme is offered.

3.3 Deferment

Student required to pay fees who was granted deferment with start of studies will, at the time of claiming the education seat, continue with the same fee level as when the student was originally admitted to the study programme in question.

3.4 Payment for so-called surplus credits

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.

3.5 Approved study break

3.5.1. Application for approved study break is made to the school at which the student is admitted and is considered in accordance with the special rules related to a study break.

3.5.2. If a study break is approved, 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 3.2.6 of this regulatory framework when the student resumes their studies following an approved study break.

3.5.3. Approved study break 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 3.5.4. below.

3.5.4. Approved study break does not preclude student required to pay tuition fees from taking exams (written or digital sit-down examination) for a course for which the student has been previously registered.

3.5.5. Approved study break does not entail any right of refund of tuition fees paid.

3.6 Reduction of tuition fees following decision about credit transfers for course/study programme

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.

3.7 Withdrawal from studies

Withdrawal means that the student notifies JU in writing during an ongoing course or study programme that the student wishes to discontinue their studies. Withdrawal 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. Withdrawal does not normally entitle the student to a refund of tuition fees paid.

Following a withdrawal, 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 withdrawal mean that an unpaid tuition fee instalment is written off or that any suspension owing to unpaid tuition fees ceases.

4. Suspension owing to unpaid tuition fee

If outstanding tuition fee instalments have not been paid within the time periods specified in Clause 3.2 above, the student will receive a written email reminder (student mail) about the tuition fee instalment in question having fallen due for payment. The student is informed in the reminder that tuition fee instalment 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 registered at JU at the latest the day when the next semester starts.

4.1 Consequence of suspension

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 the tuition fees due have been paid.

4.2 Duration of suspension

Suspension until further notice owing to unpaid tuition fees applies immediately and can only cease through the payment of the tuition fee due. Suspension until further notice owing to unpaid tuition fees cannot be appealed against.

The suspension will cease immediately if a student who has been suspended owing to unpaid tuition fees pays all 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 any other study programme at JU (than the programme the student was suspended from due to unpaid tuition fee), unless the student pays the unpaid instalment so that the suspension ceases in accordance with the previous paragraph, as well as the first instalment for a new programme. If the student is exempt from paying tuition fees at the time the student is admitted to a new study programme, the unpaid instalment for the previous study programme must be paid to lift the suspension.

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

Students may have decisions concerning the requirement to pay fees reconsidered. Applications for reconsideration should be submitted to and will be considered by JU. All 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.

Reconsideration matters are to be dealt with promptly.

5.1 Approved reconsideration

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.

5.2 Rejection of reconsideration

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:

a. 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.

b. If it is shown that the fee exemption decision is based on incorrect information or counterfeit documents.

6. Tuition fee refund

Tuition fees may be refunded following a separate application, and in that case only in the event and of the scope referred to below:

a. refund of tuition fee upon cancellation according to Clause 6.1. below.
b. refund of tuition fee for special reasons according to Clause 6.2. below.

Applications for tuition fee refunds are to be made in writing and submitted to JU. Matters concerning tuition fee refunds are to be processed promptly.

No interest is accrued on refunded amount, and the student is responsible for any bank transfer fees.

If refund amount is below SEK 500, no refund is made regardless of the reason.

Refund is made to the same account that the initial payment was made from. Refund to a different account is made only in exceptional circumstances, if JU deems it necessary and feasible in the individual case within the framework of current legislation.

6.1 Tuition fee refund due to cancellation

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.

6.1.1. All of the tuition fees paid are refunded, less an administrative charge of SEK 7,500, if the student notifies JU of the cancellation on 30 June (if the course or study programme starts in an autumn semester) or on 30 November (if the course or study programme starts in a spring semester) or earlier and requests a tuition fee refund.

6.1.2. Two-thirds (2/3) of the tuition fees paid are refunded, less an administrative charge of SEK 7,500, if the student notifies JU of the cancellation after 30 June (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).

6.1.3. If student admitted to a summer course notifies JU of cancellation up to the day of the start of the studies and request a tuition fee refund, all of the tuition fees paid are refunded, less an administrative charge of SEK 7,500.

6.1.4. No tuition fees are repaid if the student notifies JU of the cancellation after the date on which studies are to start (date of obligatory roll call).

6.1.5. If student admitted to Pathway Intensive English notifies JU of cancellation, the same refund rules apply as for a summer course (unless student was admitted to the Pathway course starting in July and also request refund of tuition fees paid for bachelor or master programme starting the same autumn, then Clause 6.1.1 and 6.1.2. above are followed.

6.2 Tuition fee refund due to special reasons

6.2.1. Tuition fees may also be refunded, partially or in full, 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.

6.2.2. JU always makes an individual assessment of whether the student is prevented from participating in a course or study programme for special reasons.

6.2.3. JU is entitled to charge an administrative fee of SEK 7,500 if a refund is granted for special reasons. The administrative fee cannot be appealed.

6.2.4. 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). The appeal must have arrived no later than three weeks after the decision was expedited. HJÖN's decision cannot be appealed.

7. Other matters

7.1.1. JU provides information to the Swedish Migration Agency without delay if a student required to pay fees, according to 1.2 above, has been admitted to a course or study programme and paid the tuition fee.

7.1.2. JU must also, without delay, provide information to the Swedish Migration Agency if a student as referred to in the first paragraph

(i) has not registered on time for the programme,
(ii) has cancelled their admission,
(iii) has been granted deferment,
(iv) does not report to the university to begin the programme,
(v) has been granted approved study break,
(vi) notifies the university that they withdraw from the programme, or
(vii) completes the programme earlier than planned

8 Implementation

Regarding 1.3. (iv), this will apply for studies starting after 30 June 2027. For studies starting before that date, the following wording applies:" have a temporary residence permit in Sweden for reasons other than study."