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Local regulations and routines for payment of tuition fees at Södertörn University

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Introduction

Under the Ordinance on application fees and tuition fees at higher education institutions (2010:543), a higher education institution must charge tuition fees for education at first and second-cycle levels (Bachelor's and Master's levels) to students who are not citizens of a state in the EEA or of Switzerland (third country citizen).

The academic schools have the primary responsibility for contact with admitted students regarding the payment of tuition fees. This is done with the support of Student Support Services and Finance & Auditing.

When necessary, Student Support Services assists the academic school with information about identifying fee-paying students after selection and informs the academic schools if there is any change in tuition fee status. Student Support Services also processes refunds and informs the academic schools about scholarship grantees.

Finance & Auditing creates and forwards payment orders, informs Student Support Services when payment has been received and makes repayments where necessary.

The Association of Swedish Higher Education Institutions recommends that payments from new admissions in the international admissions rounds should be received by 15 June for students starting in the autumn semester or 15 December for students starting in the spring semester (REK 2018:2). These dates have been decided in agreement with the Swedish Migration Agency.

Third-cycle studies (doctoral level) are not subject to tuition fees. Consequently, all courses to be included in a doctoral programme must also be validated for third-cycle level, which must be stated in each syllabus. This does not prevent third-cycle courses being studied alongside courses at first and second-cycle levels.

Payment process for tuition fees at Södertörn University

New admissions, subject to tuition fees

For new admissions for the autumn semester in the international Master's admissions round (MASTERHTxx) the tuition fees must be received by 15 June. For new admissions for the spring semester in the international Master's admissions round (MASTERTVxx), the equivalent date is 15 December. Missed payment means the student will lose their place on the programme. No reminders are sent for missed payments. The payment process cannot begin until after the final selection. Note that there is only one selection in the international Master's admissions rounds.

For new admissions in the national admissions rounds (VTxxxx, STxxxx and HTxxxx), the payment process starts straight after the final selection. The tuition fees must be paid within ten days of the payment order being received and before the programme starts. Missed payment means the student will lose their place on the programme. No reminders are sent

for missed payments. These admissions rounds can also include late admissions for late applicants. This means that the processing of payment orders can continue until late admissions are completed.

Continuing studies, subject to tuition fees

For continued studies on programmes that cover several semesters, the tuition fees must be paid before the start of the semester. If the tuition fees are not paid in the stated time, a payment reminder must be sent by Finance & Auditing.

If payment is not made, the academic school must suspend the student from the course/programme until the tuition fees are paid. The student is informed of this in the reminder. The suspension only applies to the course/programme for which payment has not been received and is enacted by the student being refused registration on the course/programme. The student is responsible for informing the university if they are no longer obliged to pay tuition fees ends, allowing the academic schools to assume that programme students who are obliged to pay tuition fees must be sent a payment order for subsequent semesters.

Payment orders

Using Ladok, academic schools extract the students who are obliged to pay tuition fees once the selection results are transferred. It is also possible to see who has been admitted and must pay tuition fees in NyA-webben.

The academic school emails fakturahantering@sh.se with information for the payment order for admitted students who are obliged to pay tuition fees (fee stated in SEK), excluding those who been granted a scholarship that covers the entire tuition fee. Finance & Auditing creates the payment order and sends it to the students. This payment order process also applies to continuing studies that cover several semesters.

When payment has been received, Finance & Auditing reports this to Student Support Services. Student Support Services then removes the payment condition in Ladok and informs the academic school that the student may be registered. The payment information is transferred automatically from Ladok to the Swedish Migration Agency.

Scholarships

There are currently two state scholarship programmes for students who must pay tuition fees. One is administered by the Swedish Institute and covers the entire tuition fee plus travel and living expenses. The other is financed by the Swedish Council for Higher Education (UHR), but is awarded by Södertörn University. This scholarship covers all or some of the tuition fees, but not living expenses. This scholarship is announced on Södertörn University's website once a year and targets Master's students with good educational merits.

Refunds

Reasons for refunds are rejected applications for residence permits and other barriers to starting to study that are outside the student's control. Only in specific and well-documented cases can refunds be granted for reasons other than a rejected application for a residence permit. A refund will only be made if it is transferred to the same account as that used to pay the tuition fee.

The student must request the refund themselves and provide proof of the reasons they provide. A refund will not be provided for the part of the course or programme that has already been studied. Here, studied means the time that has elapsed when the student's request for a refund was submitted, not the student's awarded credits. An application for a refund must be submitted to Södertörn University in the same semester that the course(s) or programme is offered. However, 31 December is the application deadline for the autumn semester.

The application is sent to registrator@sh.se or: Södertörns högskola, Registraturen, 141 89 Huddinge. A refund decision is made (according to the delegation of authority from the chief administrative officer) by the director of Student Support Services, after being presented by an officer from Student Support Services.

An application for a refund must include:

- The student's name and details about admission or registration on a course/programme and documentation that proves the tuition fees have been paid
- The reason why the course/programme cannot be completed and documentation that proves this (e.g. rejection letter from the Swedish Migration Agency)
- The form called "Refund of tuition fee to Swedish bank account", with information about the account number and account holder, provided that the payment was made from a Swedish bank account. If the payment was made from a foreign bank account, no form is necessary.

An incomplete application must be completed within three weeks of this being requested by Södertörn University. If not, the application will be written-off as incomplete.

The Central Records Office informs the student of whether the application for a refund has been received. Student Support Services informs the student when the decision has been made, and transfers a copy of the decision and appendices to the relevant head of school and to Finance & Auditing, who process the refund. A refund will only be made to the same account as that used to pay the tuition fee. Once the money has been transferred, Finance & Auditing informs Student Support Services and the academic school. Student Support Services removes the registration from Ladok and informs the academic school.

Fee levels

Every year, the vice-chancellor decides the tuition fees for each area of study. Tuition fees must be stated for every course/programme with English as the language of instruction. This is done in the PIM course database and is performed by the academic school. The tuition

fees for courses are calculated automatically by PIM. The tuition fees for a programme are manually calculated by the academic school on the basis of the vice-chancellor's decision.

Education up to 30 credits must be paid for in its entirety prior to the first semester. Education that covers more than 30 credits can be paid for in instalments, but the first instalment must be no less than the tuition fees for the first 30 credits of the programme. If the university has awarded a student a scholarship that covers part of the tuition fees, the tuition fees are reduced by an amount equivalent to the scholarship.

Deferment

Tuition fees must have been paid before deferment is applied for, because payment is required for admission. If deferment is granted, the tuition fees are transferred to the semester in which studies will start.

Students who have paid the tuition fees but are not granted a residence permit by the start of the semester cannot receive a deferment to start at a later date. They should apply for a refund and apply again in the next admissions round.

After deferment or the end of study leave, a student who is obliged to pay tuition fees will continue with the same level of fees as when they were admitted. If the tuition fees are lower when studies restart the lower fee will apply.