

CHALMERS

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REGULATIONS FOR PAYMENT OF TUITION FEES FOR FEE-PAYING STUDENTS Regulatory documents at Chalmers

Regulations regarding the management of tuition fees paid by fee-paying students for academic programmes and courses at Chalmers University of Technology AB.

Background

The Swedish Parliament has decreed that application fees and tuition fees for students coming from countries outside the EU/European Economic Area (third-country students) shall be introduced at state universities. Chalmers University of Technology AB (Chalmers) has decided, in conformity with state universities, to charge fees in analogous cases. Accordingly, Chalmers has both fee-exempt and fee-paying students enrolled in its courses and programmes. Fees paid by fee-paying students for academic programmes and courses at Chalmers University of Technology AB shall be managed according to the regulations below.

1. The scope of tuition fee liability

1.1. Citizens of countries outside the EU/European Economic Area

After 31 July 2011, citizens of countries outside the European Economic Area and Switzerland shall pay tuition fees for courses at Chalmers to which they have applied and to which they have been accepted.

In cases where Chalmers has commissioned the Swedish Council for Higher Education to manage admissions, the Council will determine whether or not a student is obligated to pay fees. The decision of the Council is to be regarded as the decision of Chalmers. When local admission takes place, the decision on the liability to pay tuition fee is made by Chalmers.

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1.1.1 Exceptions

In some circumstances students can be exempted from the liability to pay application and tuition fees. Chalmers applies the same exemptions as those at state universities, which are seen in the Ordinance (SFS 2010:543) on College and University Application and Tuition Fees. A student obligated to pay tuition fees may complete a course or study programme without paying tuition fees if the course or training programme began prior to 1 July 2011. However, if studies have not been completed by 31 December 2018, however, fees shall be paid for the period thereafter.

1.1.2 Upon change of fee status

A student obligated to pay tuition fees who, during the course of his/her current academic studies, switches to exempted status shall be exempted for subsequent semesters. The change shall be reported to the university along with supporting documentation. The change in status does not apply retroactively.

Students obligated to pay fees on the last day for payment of semester tuition must pay the fees. A change of status regarding the obligation to pay fees after that day will not apply until the start of the next semester.

1.1.3 Timing of decisions regarding liability status

The question of whether or not a student is obligated to pay tuition fees is not determined until the student concerned is admitted, as this is part of the admissions decision process. A student who has received a status exemption from admission to an education retains the same status throughout the education period.

2. The legal relationship of students obligated to pay tuition fees with Chalmers

The student is admitted and pursues his/her studies in accordance with the regulations which apply at Chalmers. These rules also apply to exempted students. Chalmers shall apply the principle of equal treatment which means that students liable to pay tuition fee shall, during their studies, be treated the same way as other students at Chalmers.

3. Fees at Chalmers

3.1 Determination of fees

The amount of the tuition fee shall be determined prior to each academic year for each programme of studies. The determination takes place prior to the start of the admissions round for Masters' courses. Students taking single-subject courses shall pay tuition fees for each course credit.

The tuition fees shall be calculated so that full cost coverage is achieved for activities funded by tuition fees in their entirety.

The tuition fee for each admissions round shall be published on the university's website <http://www.chalmers.se/en/education/fees-finance/Pages/Tuition-fees.aspx>

The student shall pay the tuition fees that applied when the student began his/her studies, as long as the studies are conducted at a nominal pace without interruption.

3.2 The scope of tuition fees

3.2.1 Degree programme students

For degree programme students, the fee relates to studies of 60 credits per academic year.

Students who take more than 60 credits per academic year shall pay tuition fees for the additional credits.

An introductory course for degree programme students comprising a maximum 3 credits may be included without extra tuition fees.

In addition to studies, the tuition fee for degree programme students cover:

- One offer of accommodation but not rent
- Student union fee (no more than five semesters)
- One introductory course on the Swedish language for newly admitted students during the first semester

The tuition fees relate to courses for which the student is registered, regardless of results. Students who have not completed their courses may conclude the courses at a later date without additional tuition fees. Tuition fees do not include other expenses connected with admission or studies at Chalmers.

A student who has not paid the complete tuition fee for a programme or a course that the student has been registered for shall pay the remaining amount before the diploma degree is issued.

3.2.2 Students in single-subject courses

In addition to their studies, the tuition fee for students on single-subject courses includes: student union fee

The tuition fee relates to courses for which the student is registered, regardless of results. Students who have not completed their courses may conclude the courses at a later date without additional tuition fees. Tuition fees do not cover other expenses connected with admission or studies at Chalmers.

4. Rights of students obligated to pay tuition fees

4.1 Access to resources at Chalmers

Payment of tuition fees entitles the student to instruction and examinations within the scope of the programme of study to which the student has been admitted and for which the student has paid.

4.2 Right to complete the programme of study

Students who have not completed their courses may conclude the courses at a later date without additional tuition fees.

A change of programme of study shall be made according to applicable procedures. For programme change within Chalmers, the student shall pay tuition fees for additional courses required for the degree from the new programme.

5. Payment of tuition fees

5.1 The scope of the obligation to pay

To be registered in a programme of study, the student shall pay tuition fees corresponding to the programme's first 30 credits no later than the date determined by Chalmers. Students wishing to take extra courses or to complete their studies at a faster pace shall pay tuition fees prior to registration.

To be registered in single-subject courses, the student shall pay tuition fees for the desired course – that is, for the number of credits sought according to the established tuition fee, no later than the date determined by Chalmers.

Students who receive scholarships from Chalmers shall pay the tuition fees stipulated for the current semester after deduction of the scholarship amount.

Students who have paid the fee for their second semester or later but who have been granted an approved leave from studies prior to semester registration have the right to study in courses corresponding to the number of credits paid for. Tuition fees already paid will not be reimbursed in connection with an approved leave from studies.

Students who complete all their study commitments in less time than the estimated number of semesters are not entitled to reimbursement of tuition fees.

5.2 Obligation to pay fees in connection with approved leave from studies and non-completion of studies

In order to avoid the obligation to pay fees, students who intend to apply for an approved leave from studies shall submit an application for a leave from studies to the student counsellor no later than the deadline for payment of tuition fees. The same applies to students who intend to discontinue their studies.

Courses can be replaced with another course according to current rules, routines and dates according to the academic year. In the event of an early interruption, the student can replace the course with another course without paying a new fee. In case of interruptions 3 weeks or later after the course start, the student must pay a new fee before registration on a new course can take place.

5.3 Payment procedures

Tuition fees for programmes shall be paid each semester at a certain point prior to each semester. Semi-annual or annual payments are not permitted.

Tuition fees for single-subject courses shall be paid after admission and invoicing.

After notification, payment of tuition fees is made via internet with MasterCard or Visa, or alternatively to Chalmers' bank account/plusgiro according to the information on the invoice. Students whose tuition fees are paid by a company or scholarship organization must contact the Tuition Fees Office within one week after receiving the first bill. The Tuition Fees Office will inform the students about the process and the documents required for changes in management.

5.4 Payment deadlines

5.4.1 Admitted students

Invoicing of fees takes place as soon as possible after the deadline for admissions acceptance has passed. For selections that do not require confirmation, invoicing takes place as soon as possible after selection.

For degree programme students, the first semester's tuition fees shall be paid to Chalmers by a date determined annually and published at

<http://www.chalmers.se/en/education/fees-finance/Pages/Payment-of-Tuition-fees.aspx>

Students who apply for single-subject courses and students admitted from the reserve admission or via late admissions are invoiced after admission.

The applicant is informed of the deadline for payment of tuition fees, as well as the consequences of non-payment via an invoice sent to the admitted student by e-mail.

5.4.2 Active students

Students active in academic programmes shall pay tuition fees no later than 15 December for the spring semester and 15 August for the autumn semester.

Notification is sent by e-mail no later than 30 days prior to the deadline.

5.5 The consequence of non-payment

5.5.1 Admitted students

If payment of tuition fees is not made within the stipulated time period, a payment reminder will be sent after the deadline with a new payment extension. No penalty fee is imposed. The reminder includes a statement indicating that the student will lose his/her place at Chalmers if the fee is not paid on time. Reference to a fee waiver shall be substantiated no later than by the last deadline.

If payment is not made after the reminder has been sent out, the student will lose the right to his/her place in the programme.

5.5.2 Active students

Active students on study programmes who have not paid their tuition fees receive a reminder with a 10-day payment extension. The student shall also be informed that he/she risks being suspended from his/her programme, and risks having his/her visa revoked.

If the payment is not made after the first reminder, a new reminder is sent with an additional 10-day extension. The student shall also be informed that he/she will be suspended from his/her studies if payment is not made. The student is also informed that if payment is not made, Chalmers will inform the Swedish Migration Agency that the student is no longer a student. There is therefore a risk that the visa will be revoked.

If payment is not made despite the reminders, the student is suspended from Ladok, his/her computer account is closed, and the Swedish Migration Agency is informed that the student is no longer considered a student. The Swedish Migration Agency therefore has grounds to revoke the student's visa.

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Decisions on suspension owing to unpaid tuition fees are made by the head of the Student Education Office.

6. Reimbursement of tuition fees

Reimbursement of tuition fees is only possible in exceptional circumstances. No interest is payable on the reimbursed amount.

6.1 Special circumstances

Students who have paid the tuition fee but are not granted a residence permit in Sweden are entitled to reimbursement of said tuition fee. Application for residence permits and the refusal of the same must have been done before the student can place a request for reimbursement because of the refusal of a residence permit. Even at other special circumstances beyond the student's control that prevents him/her from participating in the upcoming semester, for example, his/her own or related persons illness (as related person counts child, parent or partner), is it possible to apply for reimbursement of the tuition fee. The reason must have occurred after the payment.

Application for reimbursement of tuition fee is made by e-mail to tuitionfees@chalmers.se. Decisions on reimbursement are made during the semesters. Cases which come in during the summer are prepared in the fall semester.

6.2 Change in fee status

There is no reimbursement of tuition fees in connection with a change of fee status during the semester in progress. Reimbursement of tuition fees for the coming semester can be made up until the start of the semester.

6.3 Cancelled study programmes or courses

Students have the right to reimbursement in full of tuition fees if Chalmers cancels the study programme or courses applied for prior to the programme's start.

6.4 Cancellation/Discontinuance

There is no reimbursement of already paid tuition fees upon cancellation after the beginning of studies or upon discontinuance of studies. Special circumstances do not apply.

7. Credit transfer

Credit transfer of courses by Chalmers for up to 30 credits shall not be entitled to a reduction in tuition fees. The student may replace such courses with other courses of equivalent scope. Credit transfer equivalent to 30 credits or more by Chalmers shall receive an equivalent deduction of the tuition fee.

7.1 Chalmers MicroMaster program via ChalmersX

After a completed (all courses) MicroMaster program via ChalmersX you can transfer those credits to your current master program. The credit transfer reduces the tuition fee by the corresponding number of credits.

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8. Exchange studies

A fee-paying student who undertakes exchange studies under the auspices of Chalmers shall pay tuition fees to Chalmers for the period of the exchange studies. If the student cannot count in 30 credits per semester of exchange studies, the student must pay for additional courses at Chalmers to graduate.

8.1 Double Degree

Fee-paying students that undertakes exchange studies under the auspices of Chalmers and are admitted to Double Degree pay tuition fee to Chalmers for the time abroad.

8.2. Nordic 5 Tech

Fee-paying students that are admitted through the program Nordic 5 Tech pay tuition fee to Chalmers for the time they study at Chalmers.

9. Suspension of students according to Chapter 10 of the Higher Education Ordinance

Disciplinary measures may be taken against students obligated to pay tuition fees in accordance with the disciplinary regulations for students at Chalmers. Such cases are heard and decided by the University's disciplinary Agency. No distinction is made between students obligated to pay tuition fees and students exempt from such fees. Suspension or expulsion from studies following a decision from the Chalmers disciplinary Agency does not constitute an entitlement to reimbursement of tuition fees.

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Changelog for "Regulations for payment of tuition fees for fee-paying students"

Datum	Version	Change
2014-02-05	1.1	<p>Diariennr C 2013-0655. <i>Föreskrifter om betalning av studieavgifter.</i></p> <p>This decision was previously part of a split decision with two parts. The parts have now been separated and <i>Föreskrifter om betalning av studieavgifter</i> remain unchanged in the present text, while the other part previously called <i>Stipendieföreskrifter för avgiftsskyldiga studenter</i> has been made into a separate decision 2014-02-05 and the document is now called <i>Ändringar av stipendievillkoren för avgiftsskyldiga studenter 2014</i> dnr C2014-0188</p>
2016-03-29	1.2	<ul style="list-style-type: none"> • Introduction of the log file in the document • Paragraph 5.3 Payment Procedures, added paragraph " <i>Students whose tuition fees are paid by a company or scholarship organization must contact the Tuition Fees Office within one week after receiving the first bill. The Tuition Fees Office will inform the students about the process and the documents required for changes in management.</i> " • Paragraph 6.1 special circumstances, removed: " <i>It is also possible to apply for reimbursement of the tuition fee in connection with other special circumstances, beyond the student's control, that prevent the student from participating in the coming semester's instruction.</i> " And replaced it with: " <i>Students who have paid the tuition fee but are not granted a residence permit in Sweden are entitled to reimbursement of said tuition fee. Application for residence permits and the refusal of the same must have been done before the student can place a request for reimbursement because of the refusal of a residence permit. Even at other special circumstances beyond the student's control that prevents him/her from participating in the upcoming semester, for example, his/her own or related persons illness (as related person counts child, parent or partner), is it possible to apply for reimbursement of the tuition fee.</i> "
2019-03-12		<ul style="list-style-type: none"> • Paragraph 1.1.3 " <i>A student who has been declared exempt from the obligation to pay tuition fees cannot, during the course of his/her studies, be declared obligated to pay fees.</i> " New text: " <i>A student who has received a status exemption from admission to an education retains the same status throughout the education period.</i> " • Paragraph 3.2 " <i>In addition to studies, the tuition fee for degree programme students covers:</i> <ul style="list-style-type: none"> - offer of accommodation but not rent - student union fee - a course on the Swedish language <p><i>New text: In addition to studies, the tuition fee for degree programme students covers:</i></p> <ul style="list-style-type: none"> - offer of accommodation but not rent - student union fee (no more than five semesters) - a course on the Swedish language

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		<ul style="list-style-type: none"> • Paragraph 5.2 “In the case of non-completion of a course, the course may be replaced with another course without cost if the discontinuance occurs within 3 weeks of the course start. If the discontinuance occurs more than 3 weeks after the course start, the student must pay tuition fees for the new course before registration can take place.” <i>New text: “Courses can be replaced with another course according to current rules, routines and dates according to the academic year. In the event of an early interruption, the student can replace the course with another course without paying a new fee. In case of interruptions 3 weeks or later after the course start, the student must pay a new fee before registration on a new course can take place.”</i> • Paragraph 6.1 “The application for reimbursement of the tuition fee is made on the form R109. The form must be sent together with documentation verifying the specific reasons to tuitionfees@chalmers.se for preparation.” <i>New text: “Application for reimbursement of tuition fee is made by e-mail to tuitionfees@chalmers.se Decisions on reimbursement are made during the semesters. Cases which come in during the summer are prepared in the fall semester.”</i> • Paragraph 7 the text about the deferral is deleted. <i>Paragraph 7: Credit transfer of courses.</i> <i>7.1 Chalmers MicroMaster program via ChalmersX</i> <i>New text: After a completed (all courses) MicroMaster program via ChalmersX you can transfer those credits to your current master program. The credit transfer reduces the tuition fee by the corresponding number of credits.</i> The amendment to paragraph 7 means that paragraphs 8 - 10 are amended as follows <ul style="list-style-type: none"> • <i>Paragraph 8 Exchange studies</i> • <i>Paragraph 9 Suspension of students according to Chapter 10 of the Higher Education Ordinance</i> • <i>Paragraph 10 Commissioned education</i> <i>The tuition fee for students in assignment training is managed by Chalmers Professional Education.</i> • <i>Paragraph 11 is deleted</i>
2021-04-07		<ul style="list-style-type: none"> • Paragraph 3.2.1 “In addition to studies, the tuition fee for degree programme students covers: <ul style="list-style-type: none"> - offer of accommodation but not rent - student union fee (no more than five semesters) - A course on the Swedish language” <i>New text:</i> <i>“In addition to studies, the tuition fee for degree programme students cover:</i> <ul style="list-style-type: none"> - <i>One offer of accommodation but not rent</i> - <i>Student union fee (no more than five semesters)</i>

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		<ul style="list-style-type: none">- <i>One introductory course on the Swedish language for newly admitted students during the first semester</i> <ul style="list-style-type: none">• Paragraph 3.2.1. Text deleted: If special circumstances exist, students may, after approval, be permitted to take a maximum of 37.5 credits per semester, despite having paid for 30 credits. If such a study plan is approved, the student pledges to take a maximum of 22.5 credits during the following semester. 5.4.2. “Students active in academic programmes shall pay tuition fees no later than 15 December for the spring semester and 15 August for the autumn semester. Notification is sent by e-mail to the student's Chalmers e-mail account no later than 30 days prior to the deadline.” <i>New text:</i> “Students active in academic programmes shall pay tuition fees no later than 15 December for the spring semester and 15 August for the autumn semester. Notification is sent by e-mail no later than 30 days prior to the deadline.” <ul style="list-style-type: none">• Text deleted: Paragraph 10. Commissioned education The tuition fee for students in assignment training is managed by Chalmers Professional Education.
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