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Document applies through: Tillsvidare	Document replaces previous decision: Regulation for Payment of Tuition Fees for Fee-Paying Students, version 7.0		

Translation of Regulation for Payment of Tuition Fees for Fee-Paying Students Policy document at Chalmers

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

The official language of communication at Chalmers is Swedish and this English version of the approved policy document is merely a translation. In the event of differences between the policy document in Swedish and the translation in English, the approved policy document in Swedish shall take precedence.

Background

The Swedish Parliament has decreed that application fees and tuition fees for students with citizenship from countries outside the EU/European Economic Area (third-country citizens) 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.

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In cases where Chalmers has commissioned the Swedish Council for Higher Education to manage admissions, the Council will determine whether an applicant is obligated to pay fees. The decision of the Council is to be regarded as the decision of Chalmers. If an applicant's status changes before the start of the semester, it is up to Chalmers to also decide on a changed fee status. When local admission takes place, the decision on the liability to pay tuition fee is made by Chalmers.

1.1.1 Exemptions

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 on application fees and tuition fees at higher education institutions (SFS 2010:543) on College and University Application and Tuition Fees.

A student obligated to pay tuition fees may complete a course or study programmes without paying tuition fees if the course or study 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 who is obligated to pay tuition fees during their current academic studies and then switches to the exempted status from paying tuition fees, shall also be exempted for subsequent semesters. The change in status does not apply retroactively.

1.1.3 Determination of tuition fee status

Whether an applicant is obligated to pay tuition fees or not, is not determined until the applicant concerned is admitted, as this evaluation is part of the admissions process. An applicant who has fulfilled an exemption from paying tuition fees based on the admission decision, retains the same status throughout the education period.

2. Fees at Chalmers

2.1 Determination of fees

The amount of the tuition fee shall be determined prior to each academic year for each study programme. The determination takes place prior to the start of the admissions round for Masters' courses. The tuition fees shall be published on the university's website.

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

2.1.1 Changes in tuition fees

The student shall pay the tuition fees that applied when they were admitted.

2.2 The scope of tuition fees

2.2.1 Students at study programmes

The fee relates to studies of 30 credits per semester. Students who register more than 30 credits per semester shall pay tuition fees for the additional credits.

Included in the tuition fee for fee paying students at master's programmes enrolled before the autumn semester 2023

- One offer of accommodation (rent not included)
- One introductory course on the Swedish language for newly admitted students during the first semester

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- One introductory course of 3 credits (upper-secondary education level)
- Student union fee (no more than five semesters)
- Insurance: FAS+, Kammarkollegiet

Included in the tuition fee for fee paying students at master's programmes enrolled from the autumn semester 2023

- One offer of accommodation (rent not included)
- One introductory course on the Swedish language for newly admitted students during the first semester
- One introductory course to studies at Chalmers
- One introductory course of 3 credits (upper-secondary education level)
- Student union fee (no more than five semesters)
- One introductory Tracks course of 3 credits
- One elective course of 7.5 credits
- Insurance: FAS+, Kammarkollegiet

2.2.2 Freestanding courses

Students enrolled in freestanding courses shall pay tuition fees for each course credit. The tuition fees cover the studies and the student union fee.

2.2.3 Registered courses

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 later without additional tuition fees. Tuition fees do not cover other expenses connected with admission or studies at Chalmers.

Courses can be replaced with another course according to Chalmers' rules and dates for the academic year. In the event of an early interruption, the student can replace a course with another without paying a new fee until Tuesday study week two (last day to register Chalmers decision C2022-1458). In case of late interruption an additional tuition fee for a new course must be paid before registration.

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

3. Rights of students obligated to pay tuition fees

3.1 Access to resources at Chalmers

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

3.2 Right to complete a study programme

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

Students admitted prior to 1 July 2011, who have not completed their courses by 31 December 2018, must pay tuition fees for the studies, thereafter, including re-registrations.

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

4. Payment of tuition fees

4.1 Payment deadlines

Master's programmes (two years)

The first semester's tuition fee shall be paid to Chalmers by a date determined annually and published on Chalmers' Website. Subsequent tuition fees shall be paid no later than December 15 for the spring semester and August 5 for the autumn semester.

Three- and five-year programs (Bachelor and Master (five years))

Newly admitted students will be contacted prior to invoicing, the last day to pay is August 5. Subsequent tuition fees shall be paid no later than December 15 for the spring semester and August 5 for the autumn semester.

To be registered in freestanding courses, the student shall pay tuition fees for the number of credits no later than the date determined by Chalmers.

Extra courses shall be paid prior to registration.

Payment in instalments is not allowed, the invoice must be paid in full.

4.2 Obligation to pay fees in connection with approved leave from studies

To avoid the obligation to pay fees, students who intend to apply for an approved leave from studies shall apply for a leave from studies to the student guidance counsellor no later than the deadline for payment of tuition fees.

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.

4.3 The consequence of non-payment

4.3.1 Newly admitted students

Offer of admission is considered conditional until the student has paid the first instalment of the tuition fees. The student will lose their seat at Chalmers if the fee is not paid on time.

4.3.2 Active students

Students who have not paid their tuition fees receives a reminder with a 10-day extension from the last day of payment. Students can be suspended from their study programme if the tuition fee is not paid.

5. Reimbursement of tuition fees

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

5.1.1. Grounds for reimbursement

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- Students who have paid the tuition fee but are not granted a student permit in Sweden are entitled to reimbursement unless any of the circumstances under “Not grounds for reimbursement” applies.
- Students who have paid the tuition fee but are granted a student permit in Sweden too late to start the studies are entitled to reimbursement unless any of the circumstances under “Not grounds for reimbursement” applies.
- Change of fee status to non-fee-paying student before the start of a semester. The change in status does not apply retroactively.

5.1.2. Grounds for reimbursement after assessment

- Reimbursement of the tuition fee may be approved for the student's illness but is not guaranteed.
- Reimbursement of the tuition fee can be approved for close relatives' illness (children, parents and partners are counted as close relatives) but is not guaranteed.

5.1.3. Not grounds for reimbursement

- If the student's application for a permit for studies from the Swedish Migration Agency have been made later than June 15.
- Students' withdrawal of the application for a permit for studies and/or visa.
- Students' withdrawal of the study place, after the start of the semester for a student who have registered and thereby claimed his/her study place.
- Withdrawal of the place at a study programme by Chalmers after not complying with the mandatory registration routine (by the deadline at the start of semester 1).
- Withdrawal of the place at a study programme by Chalmers, due to absence from confirmation of your presence on campus (including showing your valid ID in person to complete the enrolment, semester 1).
- Change of fee status after the start of the semester. The change in status does not apply retroactively.
- Lack of financing or changed economic conditions.
- Admission to another university.
- Tuition fees already paid will not be reimbursed in connection with an approved leave of absence from studies. The paid tuition fee can be used for future registrations to the corresponding amount.
- If a student has been granted a deferment until the next academic year, the tuition fee must be paid to keep the seat. The tuition fee is not reimbursed if the student decides not to use the deferral until the next academic year.
- Students' withdrawal of the application for a student permit and visa.
- If the study place has been withdrawn due to irregularities in documentation at admission.
- Suspension or expulsion from studies following a decision from the Chalmers Disciplinary Agency.
- Students who complete their study commitments in less time than the estimated number of semesters are not entitled to reimbursement of tuition fees.

6. Credit transfer

- Transfer of credits from another university less than 30 credits do not entitle to a reduction of the tuition fee.

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- Transfer of credits from another university exceeding 30 credits entitles to a reduction of the tuition fee corresponding to one semester (30 credits). Decisions on reduction of tuition fees due to credit transfer applies to future semesters. Student shall pay tuition fee for the semesters they study at Chalmers.

6.1 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.

7. Exchange studies

A fee-paying student who completes exchange studies under Chalmers' auspices must pay tuition fee to Chalmers for the exchange study period. If the student cannot transfer 30 credits per exchange semester, the student will have to pay for extra courses at Chalmers to obtain the degree. In cases where compulsory courses cannot be transferred from exchange studies, the student must pay an extra fee to fulfil the requirement for the degree.

7.1 Double Degree

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

7.2. 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.

8. Suspension

Disciplinary measures may be taken against students obligated to pay tuition fees in accordance with the disciplinary regulations for students at Chalmers. 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>Diariern C 2013-0655. <i>Föreskrifter om betalning av studieavgifter.</i> 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 "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." New text: "A student who has received a status exemption from admission to an education retains the same status throughout the education period." • Paragraph 3.2 "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 - a course on the Swedish language New text: <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 (no more than five semesters) - a course on the Swedish language

STYRDOKUMENT: Föreskrifter för betalning av studieavgifter för avgiftsskyldiga studenter, beslut C 2023-0263. Beslut av vicerektor för grundutbildningen 2023-03-31.

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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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		<p>- <i>One introductory course on the Swedish language for newly admitted students during the first semester</i></p> <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. <p>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."</p> <p><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."</p> <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.
2023-03-31	8.0	Due to the extensive changes in the regulations it is not possible to give an account of them by other means than paste the entire regulations (V7.0 and V8.0) in the log. They are instead shortly explained under 2.1 Beskrivning av ärendet, C 2023-0263.