



LUND
UNIVERSITY

Vice-Chancellor

DECISION

31 May 2011

Reg. no SU 2011/226

1

Rules on refunding of tuition fees at Lund University

Background

In accordance with the *Ordinance on application and tuition fees at universities and university colleges* (SFS 2010:543), students from countries outside the EU/EEA are to pay fees to study at Lund University from 2011. The obligation to pay tuition fees applies to programmes and courses in the first and second cycles. If a student has paid the tuition fees but is no longer liable to pay them, the higher education institution shall refund the part of the programme or course for which the student is not required to pay fees. The higher education institution may also refund all or part of the tuition fees in other cases if there are special grounds which prevent the student from undertaking his or her studies.

Lund University's rules on refunds are based on the *Ordinance on application and tuition fees at universities and university colleges* (SFS 2010:543), but also takes its point of departure in international practice. An international comparison shows that most higher education institutions refund the tuition fees in full if a student chooses to withdraw from his or her studies before, or at the start of the semester. The same higher education institutions usually offer the possibility of a partial refund of the tuition fees if a student withdraws in the first four to six weeks of the studies.

Decision

The University decides that the following rules shall apply for refunding of tuition fees at Lund University.

Tuition fees paid to Lund University may be refunded in the following cases:

1. If there are special grounds which prevent the student from undertaking his or her studies. Special grounds are:
 - The student does not receive a Swedish residence permit. The admissions procedure is broken off and the student has the right to receive a full refund of the amount paid, excluding bank/card charges.
 - The student has been given conditional admission to a programme or course because he or she had not yet received a first-cycle degree certificate at the time of application. If the student does not meet the

requirement to hold a degree by the start of the semester and is therefore not permitted to begin the programme, the student has the right to a full refund of the amount paid, excluding bank/card charges.

- If the programme syllabus and courses syllabi contain admission requirements for continuation to the next semester and the student does not meet the admission requirements, the tuition fees, excluding bank/card charges, may be refunded for the semester that the student is not permitted to begin.
- If Lund University retracts its offer of a study place or is unable to offer the programme concerned, the student has the right to a full refund.
- If an admitted student is granted permission to defer the start of his or her studies, he or she has the right to a full refund of the amount paid, excluding bank/card charges.
- A student who requests leave of absence from studies at least 14 days before the deadline for payment is not required to pay any further tuition fees until he or she resumes study.

A request for a refund shall be made in writing to the Admissions Board, to arrive at the latest on the day the programme commences.

2. If the applicant is no longer liable to pay tuition fees in accordance with Section 2 of the *Ordinance on application and tuition fees at universities and university colleges* (SFS 2010:543).
 - It is the student's responsibility to inform the University in writing of the change of status and to provide evidence of the change as soon as possible. A decision that a student is no longer required to pay tuition fees shall be documented in Ladok.
 - In the event of a change of fee status, courses begun under fee-paying status are completed under the same status.

In other situations where a student considers that a refund is warranted, an application shall be made in writing to the Admissions Board. Decisions on refunds are made by the Board.

A decision in this matter has been made by the undersigned Vice-Chancellor in the presence of Head of Administration Marianne Granfelt following a presentation by Teresia Rindeljäll, programme officer. Head of Division Tarmo Haavisto has also participated in processing the matter.

Per Eriksson

Teresia Rindeljäll
(External Relations)

CC
All faculties
Specialised centres
Student Affairs
Richard Stenelo, External Relations