

# Regulatory framework for application fees and tuition fees at KMH

## 1. Liability to pay application fees and tuition fees

1.1 Courses and study programmes at the Royal College of Music (Kungl. Musikhögskolan, KMH) in Stockholm in the first (Bachelor), second (Masters) and third (Doctoral) cycle shall be free of charge for individual students who are citizens of an EU/EEA State<sup>1</sup> or Switzerland.

Students who are not citizens of an EU/EEA State or Switzerland (third country nationals) are liable to pay application fees and tuition fees (hereinafter called "Fees") for first and second cycle courses and study programmes. Fees must be paid in accordance with these rules and regulations, unless otherwise prescribed by paragraph 1.2 below.

At the moment, KMH does not offer any third cycle courses and study programmes.

1.2 However, the liability 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 right of permanent residence in Sweden under 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 under Chapter 4, Section 16 of the Aliens Ordinance (2006:97),
- (iii) have a permanent residence permit in Sweden,
- (iv) have a temporary residence permit in Sweden for reasons other than studies during the study period,
- (v) have long-term resident status in Sweden under Chapter 5 a of the Aliens Act,
- (vi) have long-term resident status in another State within the European Union and have a residence permit in Sweden under Chapter 4, Section 9 of the Aliens Ordinance,
- (vii) are students at a foreign higher education institution, but where a limited part of their studies is conducted at KMH within the framework of an exchange agreement that means that the host institution does not make a charge for tuition fees, or
- (viii) are studying within the framework of such an exchange programme for which no charge is made for tuition fees in accordance with a decision made by the Swedish Government.

1.3 The issue of whether a student is liable to pay Fees is primarily determined in conjunction with an application for and admission to first and second cycle courses and study programmes. A decision that has been made that a student is not liable to pay tuition fees in conjunction with admission will not be overturned at a later stage of the course/programme in question. During the time that the Swedish Migration Agency is processing cases of permit extension, the previous decision on liability stands.

<sup>1</sup> Please see [www.universityadmissions.se](http://www.universityadmissions.se) for a complete list of EU/EES member states.

1.4 The Vice-Chancellor of KMH is ultimately responsible for decisions concerning the liability to pay Fees. The Vice-Chancellor assigns to the Student Affairs Office to decide on and otherwise deal with issues relating to the liability to pay Fees.

For central admissions, the Principal assigns *the Swedish Council for Higher Education (Swedish: Universitets- och högskolerådet)* to administer admissions. This mandate may include investigating and making decisions concerning issues relating to the liability to pay Fees on behalf of the party that issued the mandate.

1.5 Applicants are personally responsible for presenting and submitting documents that show/prove that there is no liability to pay Fees.

Citizens of EU/EEA States or Switzerland can use one of the following documents to prove their citizenship:

*Valid passport*

*Valid national ID card*

*Valid identity card showing citizenship*

Third country nationals who refer to an exemption from the liability to pay Fees must personally submit, in conjunction with the application, documentation proving that an exemption applies.

1.6 A document relied on as proof of fee exemption must be submitted no later than the deadline for receipt of supporting documentation in an admission round. Information about the latest date to prove fee exemption can be found on [www.universityadmissions.se](http://www.universityadmissions.se). After the deadline for supporting documents, a decision concerning the liability to pay Fees will be made on the basis of the information provided and documents submitted.

1.7 The Student Affairs Office is responsible for informing students who are liable to pay Fees about decisions in this respect.

1.8 Appeals may not be made against decisions concerning the liability to pay Fees. Section 6 below includes provisions regarding the review of decisions relating to the liability to pay Fees.

1.9 The liability to pay Fees entails an obligation to pay an application fee in accordance with Section 2 below and tuition fees in accordance with Section 3 below.

1.10 The Student Affairs Office is responsible for registering the liability to pay application fees and tuition fees in the Student Registry. Chapter 2, Section 3 of the Ordinance concerning the Reporting of Higher Education Studies, etc. (1993:1153) is applicable.

## **2. Application fees**

2.1 Persons liable to pay Fees must pay an application fee, unless otherwise prescribed by Section 2.2 below. Payment of the application fee constitutes a precondition for considering an application for first

or second cycle courses and study programmes. See Section 4 below for the amount of the application fee.

2.2 Persons liable to pay Fees who are registered for courses or study programmes at a Swedish university or a Swedish higher education institution at the time of application do not have to pay an application fee.

2.3 If the application fee is paid later than the day stated by the Swedish Council for Higher Education (information about the latest payday can be found on [www.universityadmissions.se](http://www.universityadmissions.se)), the application will only be considered if time allows.

2.4 The Student Affairs Office is responsible for documenting payments of application fees in the Student Registry. Chapter 2, Section 3 of the Ordinance concerning the Reporting of Higher Education Studies, etc. (1993:1153) is applicable.

### **3. Tuition fees**

3.1 Persons liable to pay Fees must pay tuition fees. See Section 4 below for the amount of the tuition fees.

3.2 If the course or study programme comprises 30 credits or less, the entire tuition fee must be paid on one occasion.

3.3 If the course or study programme/degree programme comprises more than 30 credits, the tuition fees may be divided up per semester, in which connection the tuition fee for the entire degree programme shall be divided up by the number of semesters corresponding to the normal rate of study (30 credits per term). However, students are entitled to pay for an entire academic year or for an entire study programme on one and the same occasion.

If a student is studying at a quicker rate than the normal and has studied and passed more than 60 credits within the framework of one degree programme during one academic year (Autumn Semester and Spring Semester), the number of credits that exceed 60 credits constitute 'Excess Credits'. KMH is then also entitled to payment for the 'Excess Credits' in the next semester, in addition to the ordinary tuition fee for that semester. The payments made for 'Excess Credits' shall be settled in conjunction with the final semester invoice.

3.4 Decisions on admissions of students liable to pay the Fee shall be conditional on payment of the tuition fee or, when applicable, the tuition fee for first semester's studies. If payment has not been made at the latest by the time specifically laid down in the conditional admission decision, the student shall be deemed to have declined his or her place in which connection the conditional admission lapses. If the conditional admission has lapsed, it cannot form the basis of admission.

The consequence of a default in payment shall be clearly specified in the conditional admission decision.

3.5 If tuition fees are paid per semester in accordance with Section 3.3 above, the following deadlines, from and including Semester 2, shall apply to payment of the remaining part of the tuition fee:

- Tuition fees relating to the Spring Semester shall be paid no later than 15 December of the year prior to the start of the Spring Semester in question.

- Tuition fees relating to the Autumn Semester shall be paid no later than 15 June of the same year in which the Autumn Semester in question starts.

3.6 If the remaining parts of tuition fees are not paid by the deadlines referred to in Section 3.5 above, the student shall receive a written reminder that the relevant part of the tuition fee has fallen due. In particular, the student shall be informed in the reminder that any fees 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 made no later than on the day when the next semester starts.

3.7 Suspension until further notice owing to unpaid tuition fees means that the student is prohibited from participating in teaching, examinations or other activities within the framework of the course or study programme. This means, for example, that the student will not have access to KMH's data network, library or passes.

Suspension until further notice owing to unpaid tuition fees also mean that degree certificates or course certificates may not be released until all of the fees due have been paid.

The Finance Department is responsible for checking payment of fees due and also for informing the Student Affairs Office about this check.

3.8 Suspension until further notice owing to unpaid tuition fees shall apply immediately and can only cease by paying the tuition fees due. If a student who has been suspended owing to unpaid tuition fees pays the fees due in full, the suspension shall cease immediately.

On their return students must complete their studies as far as possible according to the normal study path. Students do not have any extended guaranteed admission for course(s) that students were unable to attend as a result of their suspension.

3.9 The Student Affairs Office is responsible for sending students specific information about suspension until further notice owing to unpaid tuition. This information must remind students about the consequences of suspension and also the opportunity for students to have the suspension lifted by paying the fees due.

The Finance Department is responsible for checking payment of fees due and also for informing the Student Affairs Office of the cessation of suspensions owing to unpaid tuition fees.

3.10 If KMH decides to give a student credits for previous courses, the tuition fee shall be reduced to such extent as corresponds to the credit transfer. The adjustment will be made in conjunction with the last invoice.

3.11 Prior to an application for deferral of commencement of studies, the tuition fee has to be paid. No application fee should be taken for the renewed application.

3.12 The Student Affairs Office is responsible for registering payments of tuition fees in the Student Registry. Chapter 2, Section 3 of the Ordinance concerning the Reporting of Higher Education Studies, etc. (1993:1153) is applicable.

#### **4. Amount of the fees**

4.1 The amount of the application fee shall be set by the Swedish Council for Higher Education.<sup>2</sup>

4.2 A tuition fee shall be set for every degree programme and course. The amount of the tuition fee is laid down by the Vice-Chancellor.

Tuition fees shall be expressed and paid in Swedish kronor (SEK).

The tuition fees shall be calculated so that the entire operation that is financed by tuition fees at KMH bears its own costs over a period of years.

4.3 The tuition fees should be clearly stated in all information issued concerning degree programmes and courses.

4.4 Tuition fees shall be the same for all students liable to pay tuition fees that start the same course and study programme at the same time.

## **5. Review and repayment of tuition fees in particular cases**

5.1 A student can obtain a decision for the review of the liability to pay Fees. An application for this shall be submitted to and considered by the Student Affairs Office. All of the information and documents relied on in support of the review shall be attached to the application. The same requirements apply to the review as provided by Section 1.

5.2 The review matter shall be dealt with expeditiously and a decision shall normally be made within two (2) weeks from an application having been submitted.

5.3 KMH is entitled to initiate a review matter on its own initiative. A review matter means that KMH again reviews if a student is liable for payment or not. If such a matter results in an amendment, the amendment shall apply immediately from the time of the review decision.

5.4 If a decision following review means that a previous liability to pay Fees has been amended, the fee exemption shall apply from the time of the review decision.

If a student has paid tuition fees but is no longer liable to pay Fees, a repayment shall be made for the amount of the tuition fee paid that refers to the part of the course or study programme for which the student is no longer liable to pay Fees.

Already paid tuition fees are not repaid when:

- a student cancels a study place after the semester start
- a student is suspended due to disciplinary actions.

If the Swedish Migration Agency denies the student a study permit or if other certain circumstances apply, already paid tuition fees will be repaid.

No interest is compensated on repayments.

5.5 If a student, who is liable to pay tuition fees, has applied for and been granted approved leave from studies in accordance with the rules on approved leave from studies, KMH may decide to repay the proportion of the tuition fees corresponding to the time to which the approved leave refers.

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<sup>2</sup> According to Section 2 of the 'Ordinance concerning application fees and tuition fees at higher education institutions (2010:543)', the application fee amounts to SEK 900.

When the student restarts his or her studies after an approved leave from studies, the student shall first pay such part of the tuition fees that were repaid in accordance with the previous paragraph, and second pay the remaining tuition fees in accordance with these rules and regulations.

## **6. Payment**

### 6.1 Application fees

6.1.1 Application fees for central admissions shall be paid to the Swedish Council for Higher Education in accordance with the procedures laid down.

### 6.2 Tuition fees

6.2.1 The Student Affairs Office shall notify the Finance Department about those admissions that are conditional on payment of tuition fees.

6.2.2 The Finance Department shall issue an invoice for tuition fees, which will be sent to the student who is subject to a conditional admission.

6.2.3 The Finance Department shall monitor the payment of invoices under Section 6.2.2 and report on the outcome to the Student Affairs Office.

6.2.4 The Student Affairs Office is responsible for notifying the Swedish Migration Agency in accordance with Section 9.1 (i).

6.2.5 For payment of tuition fees under Section 3.5 (payment per semester from and including Semester 2), the Finance Department shall issue invoices for tuition fees no later than 30 days before the dates specified as the payment deadline referred to in Section 3.5. The Finance Department shall monitor payments and be responsible for sending reminders under Section 3.6.

6.2.6 The Finance Department shall monitor invoices under Section 6.2.5 and report on the outcome to the Student Affairs Office.

## **7. Appeals**

7.1 It follows from Section 1.8 that appeals may not be made regarding decisions concerning the liability to pay Fees.

7.2 It follows from Sections 3.6 and 3.8 that decisions regarding suspension until further notice owing to unpaid tuition fees shall enter into force automatically and also that appeals may not be made against such decisions.

## **8. Information about tuition fees**

8.1 Information about and references to these rules and regulations concerning tuition fees shall be provided with all of the information relating to first and second cycle courses or study programmes. In particular, the information shall emphasise the preconditions for the liability to pay Fees together with the consequences of a default in payment.

8.2 In conjunction with an application and on admission, the applicant shall confirm in an appropriate way that he or she has read, understood and accepted this Regulatory Framework.

## **9. Notifications**

9.1 KMH shall immediately provide the Swedish Migration Agency with information about

- (i) the admission of a student liable to pay tuition fees to a course or study programme, and
- (ii) a student, as referred to in (i) above, not having been registered for a course or study programme.

9.2 KMH shall notify the Swedish Migration Agency if there is reason to assume on the basis of the information registered about the student that a student, who is liable to pay tuition fees, has discontinued his or her studies.

## **10. Implementation**

10.1 These rules shall first apply to courses and study programmes that are intended to be pursued after 31 July 2011.

10.2 A student liable to pay Fees may complete a course or a degree programme without paying tuition fees if the course or degree programme started before 1 July 2011. However, if the studies have not been completed by 31 December 2018, tuition fees shall be paid for the period thereafter.