[Unofficial Translation of “Beslut” 2015-06-24 – please note that this document is an unofficial translation, in the event of any discrepancy between the Swedish and English versions, the Swedish original will take precedence]

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<td>Christina Murray, Internationell Strategist</td>
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Guidelines regarding application and tuition fees for degree programmes and courses at KTH Royal Institute of Technology

The subject matter

The Swedish Parliament decided to introduce application and tuition fees for studies at undergraduate and advanced level for students that are citizens of countries outside of the European Union (EU), European Economic Area (EEA) and Switzerland in 2011.

Provisions have been issued in the Ordinance on application fees and tuition fees at higher education institutions (No. 2010:718). As a result Swedish universities will have students that are either exempted from or required to pay tuition fees who will attend degree programmes and single courses. In order to manage administration of tuition fees at KTH Royal Institute of Technology the following guidelines have been established.

1. The tuition fee status

1.1 Citizens of countries outside of the EU/EEA

In accordance to the Ordinance on application fees and tuition fees at higher education institutions (No. 2010:718), citizens of countries outside of the EU/EEA and Switzerland are obligated to pay tuition fees for studies at KTH which they have applied for, have been admitted to and intend to pursue after 2011-07-31.

In cases when KTH commissions the Swedish Council for Higher Education (UHR) to administer the admission process the Swedish Council for Higher Education shall assess if the student is required to pay tuition fees. The decision taken by the Swedish Council for Higher Education will stand as KTH’s
decision. When local admissions are made the assessment of the student’s tuition fee status is made by KTH. The decision is taken by the Manager of Academic Registry in accordance to KTH’s Delegation of Authority.

1.1.1 Exemptions
Exemptions from the tuition fee requirement appear in the Ordinance on application fees and tuition fees at higher education institutions (No. 2010:718)

1.1.2 Tuition fee status
In accordance to SUHF’s recommendation REK 2012:1 ("Rekommendationer om hantering av vissa avgiftsskyldiga studenter och av viss avgiftsskyldig utbildning" in Swedish) a student that has been deemed to be exempt from paying tuition fees at the time of admission to a degree programme is exempted from paying tuition fee during the whole programme period.

A student that has been deemed required to pay tuition fees at the time of admission to a degree programme and subsequently and that provides proof of fee exemption during the programme period shall be exempted from paying tuition fee for the next semester.

2. The legal rights of a student required to pay tuition fees

2.1 The student’s legal relationship with KTH
The public law regulations that govern KTH’s operations will fully apply in respect to tuition fee paying students. The rights and obligations of both KTH and the student are governed by the principles of administrative law.

KTH’s internal rules and regulations, http://intra.kth.se/regelverk, apply equally to fee paying students and non-fee paying students at KTH.

2.1.1 Access to KTH’s resources
When the tuition fee payment has been made the student is entitled to the education and examination stipulated in the outline of the degree programme or single course the student has been admitted to. For more information see http://www.kth.se/studies.

2.1.2 Rights of completion of the education
The student is entitled to complete the education for which tuition fee has been paid. This will no longer apply if a student has been suspended from further studies, see paragraph 4.1.5.

A change of a single course or a degree programme, and courses within degree programmes takes place according to standard procedures.

3. Tuition fees at KTH

3.1.2 Determining the tuition fee
The President determines the tuition fee for studies on the undergraduate and advanced level for the next academic year. KTH shall calculate the tuition fees so that full coverage of costs is provided for the activities funded by fees in their entirety. The tuition fee shall be published on the university’s website www.kth.se.
3.1.2 Tuition fees in a degree programme

The tuition fee covers the number of credits included in the degree programme that the student is admitted to and are defined in the student's acceptance letter.

4. Payment of the tuition fee

4.1 Degree programme

4.1.1 Payment procedures

The tuition fee for a degree programme is charged in advance on one occasion before each semester.

The invoicing of the first instalment corresponds to the first 30 ECTS of the degree programme and is made soon after the Second Notification of Selection results. When a student has been admitted from the waiting list or as a late applicant the invoicing will take place soon after their admission.

An active degree programme student shall pay tuition fees in advance for autumn and spring semesters after KTH has sent an invoice. The student shall be informed with an invoice regarding the deadline of payment and the consequences of not paying. The invoice is sent to the student via e-mail. A student that completes a programme sooner than stated in the programme curriculum is not entitled to a reduced or reimbursed tuition fee.

For an applicant or a student that has been granted a scholarship that waives the whole or a portion of the tuition fee, the tuition fee shall be reduced accordingly.

Payment of the tuition fee is made, after invoicing, via internet with MasterCard/Visa or to KTH’s bank account/plusgiro according to the information on the invoice.

4.1.2 Approved leave from studies

A student intending to apply for approved leave from studies must submit an application for “Approved leave from studies” to the study advisor or equivalent administrative function by the latest by the deadline stated on the invoice in order to avoid being penalised if tuition fees are not paid (see paragraph 4.1.5). This also applies to students intending to withdraw from their studies. The Study Advisor or equivalent administrative function is required to notify KTH’s International Study Advisor of the approved leave from studies.

The tuition fee instalment will be transferred to the time of which the student will resume his/her studies in accordance to the decision regarding the Approved leave of study. The instalment shall then correspond to the fee rate that applied when the student was admitted to the degree program or to the new fee rate if the tuition fees have decreased at the time studies resume.

4.1.3 Tuition fees for students attending courses at another university within the degree programme

Students attending a degree programme at KTH who will take a course or courses at another university in Sweden shall pay tuition fees as if he/she was attending KTH provided that the course/courses are stated in the programme’s curriculum. KTH shall form an agreement with the other university regarding the financial compensation and how it should be administered. The financial compensation shall not exceed the governmental grant (HST/HPR in Swedish) governmental grant (HST/HPR in Swedish) for the course/courses. Cf. SUHF’s recommendation (SUHF REK 2012:1).
A student attending a degree programme that has been accepted to exchange studies within the degree programme shall pay the tuition fee as if he/she was attending KTH.

4.1.4 Tuition fee at deferment of studies

If a student is required to pay tuition fees and applies for and is granted a deferment of studies before the deadline of the first instalment of the tuition fee, but has not yet paid the first instalment of the tuition fee, he/she shall receive a new invoice in advance of the decided start of the degree programme. The instalment shall then correspond to the fee rate that applied when the student was admitted to the degree program or to the new fee rate if the tuition fees have decreased at the time studies resume.

If the tuition fee has been paid before the student has been granted a deferment of studies the instalment will be transferred to the semester when the student will begin his/her studies. Cf. (Jfr) SUHF’s recommendation (SUHF REK 2012:1).

4.1.5 If tuition fees are not paid

If the tuition fee payment has not been made within the deadline stated on the invoice a reminder with a deadline of an additional two weeks will be sent. The reminder shall always include information regarding the consequences of not paying the tuition fee within the deadline. If the tuition fee instalment has not been made within the deadline of the reminder the student will be considered to have not fulfilled the requirement of paying tuition fees.

A student admitted to a degree programme that has not fulfilled the requirement to pay the first instalment of the tuition fees, corresponding to the degree programmes first 30 ECTS, will lose his/her seat in the degree programme.

A student currently attending a degree programme that has not paid the tuition fees within the deadline of the reminder of paying tuition fees will be suspended from further attendance to all education at KTH. A decision regarding suspension is taken by the University Director and will enter into force immediately. The suspension will remain in force until full payment is made to KTH. Suspension due to unpaid tuition fees does not lead to a reduction in fee. Decision regarding suspension due to unpaid tuition fees shall be accompanied by an instruction of the right to appeal and may be appealed to The Higher Education Appeals Board (ÖNH).

Suspension due to unpaid tuition fees is processed according to KTH’s internal regulations 1/2013. The student may not participate in activities that are directly related to the education or other activities within the framework of education at KTH, see; (http://intra.kth.se/regelverk/utbildning-forskning/allmant/avstangning-av-student).

4.2 Single courses

4.2.2 Payment procedures

The tuition fee for single courses shall be paid after admission and invoicing. To be admitted to a single course the student must pay the tuition fee for the applied course, that is, tuition fees equivalent to the applied number of ECTS credits according to the determined tuition fees by the deadline stated by KTH.

Payment of the tuition fee is made, after invoicing, via internet with MasterCard/Visa or to KTH’s bank account/plusgiro according to the information on the invoice.
4.2.3 If tuition fees are not paid
If the payment of the tuition fee has not been made within the deadline stated on the invoice a reminder with a deadline of two weeks will be sent. The reminder shall always include information regarding the consequences of not paying the tuition fee within the deadline. If the tuition fee instalment has not been made within the deadline of the reminder the student will be considered not to have fulfilled the requirement of paying tuition fees.

A student admitted to a single course at KTH and that has not fulfilled the requirement of paying the tuition fees will lose his/her seat in the single course.

5. Reimbursement of tuition fees

5.1 Extenuating circumstances
The tuition fee can be fully reimbursed if a cancellation of studies is caused by extenuating circumstances beyond the student’s control. For example extenuating circumstances can be that the student’s cancellation of studies is due to their residence permit having not been granted. It can also be serious illness or death of the student, the student’s partner or member of the immediate family that prevents the student from attending the education. Under these circumstances the upcoming or ongoing semester’s tuition fees can be reimbursed.

A written request for reimbursement, including supporting documentation certifying the extenuating circumstances for reimbursement, shall be sent to feesandscholarships@kth.se for assessment. Reimbursement can be made up to the amount corresponding to the remaining ECTS credits for the current semester. For the upcoming semester the whole amount of the tuition fee, excluding transaction fees shall be reimbursed. The decision regarding reimbursement is made by the University Director.

5.2 Change of fee status
Reimbursement of the tuition fee for the upcoming semester can be made up until the start of the semester. When a change in fee status is made during an ongoing semester, reimbursement of the tuition fee is not possible.

A written request for reimbursement, including supporting documentation certifying the change in fee status, shall be sent to feesandscholarships@kth.se for assessment. The decision regarding reimbursement is made by the University Director.

5.3 Cancelled degree programme or single course
Students admitted to a degree programme or single course that is cancelled by KTH before the start of programme/course are entitled to reimbursement.

5.4 Suspension according to The Higher Education Ordinance chapter 10
Disciplinary measures may be implemented for students according The Higher Education Ordinance chapter 10. A decision regarding suspension by the KTH Disciplinary Committee in accordance to the Higher Education Ordinance chapter 10 does not entitle reimbursement.
5.5 Expulsion of student

Expulsion due to mental disorder, alcohol or drug use or serious crime are handled and decided by the Higher Education Expulsion Board (HAN) after notification by the university. Expulsion does not entitle reimbursement.

Minutes prepared by

Kajsa Beckman