

5. Fees and costs

5.1 Fee-free education

Higher Education Act (chapter 4, section 4) stipulates that education is to be provided without charge to students who are citizens of

1. a state that is included in the Agreement on the European Economic Area, or
2. Switzerland.

Ordinance (2010:543) regarding application fees and tuition fees at universities and university colleges stipulates the following for education intended to take place after July 31, 2011:

- For education in first and second cycle, the university shall charge a registration fee and a tuition fee from citizens not from a EEA state or from Switzerland (“third country citizens”). There are certain exceptions regarding registration and tuition fees.
- The university shall set tuition fees based on the principle of full cost coverage for the fee-funded activities.

SLU follows the guidelines laid down by the Swedish Agency for Higher Education Services (VHS) and the recommendations of the Association of Swedish Higher Education (SUHF) regarding registration and tuition fees, see Overall guidelines for the administration of education at SLU.

In Policy, processing regulations and commitments/delegation for fee-based operations at SLU it is stated that the fee should never be larger than the actual cost.

Costs for course literature, study materials, equipment and resources for personal use are normally paid for by the student, which also applies to fee-free students. SLU shall strive, as far as possible, to minimise students’ costs for education. It is important to provide early and clear information to students regarding who pays for what.

It is important that students have access to relevant insurance information.

5.2 Literature, materials, equipment

- Course literature (including compendiums and stencil materials of a larger scope) is to be paid for by the student.
- Certain study materials, for example, consumables (textile materials, clay, paints, etc.), shall be paid for by the student if he or she is to have disposition of the result.
- Copying costs, printouts and memory cards (equivalent) are paid for by the student.
Guideline: Essays/independent projects/degree projects are considered as study materials and are paid for by the student, in other words, printout costs for individually produced materials. Those students that participate in seminars should pay for their copies, for example, copying costs for other students’ materials. In the event that there needs to be a mandatory number of essays/independent projects/degree projects for archiving, the course-responsible department is responsible for copying of those. Students with functional impairment can have the right to free copying, for example, if there is a need for enlarged copies.
- Consumables in laboratory premises are paid for by SLU.

- Clothes and other personal equipment are paid for by the student. Protective equipment, which is necessary in the education to protect against illness and accidents shall be provided by the course-responsible department or programme-responsible faculty at no cost or through a deposit fee. If the faculty assesses that personal protective equipment is preferable, the faculty shall provide financial contributions for this.

Examples of protective equipment include protective eyewear, hearing protectors, breathing protectors, protective gloves and protective shoes. Protective coats can also be seen as protective equipment in work with chemicals and microorganisms. Regulations for protective wear for employees apply in the assessment of necessary protective equipment for students. SLU's protection engineers can be engaged for an assessment.

- Deposit fees for keys and/or cards for access to libraries, computer halls and similar may be charged. The first card is currently cost-free for the student.

If the course-responsible department charges a fee to provide literature/material/equipment, the student shall always be free to obtain the equivalent from elsewhere. It is allowed to charge a standard amount for certain study materials, but it is important that the connection between the cost and what the student obtains is clear.

The course-responsible department may charge a fee (cost price) to make a copy of a public document. The first nine (9) A4 pages are however free of charge to the student. This applies for example to questions and the student's answers to a written test. See also section 4.5 Archiving, submissions and returns.

5.3 Study trips

It generally applies that travel within the study district and its neighborhood is paid for by the student. Neighborhood here refers to an area that can be reached with local traffic within a reasonable amount of time.

The following applies for study trips that are included in the course, which in accordance with the programme syllabus are compulsory for the qualification (degree). For study trips outside the study district, the course-responsible department shall contribute with at least 50 percent of the student's costs for travel and lodging. Other living expenses are normally paid for by the student. If the department cannot pay at least 50 percent of the student's costs for travel and lodging then they shall provide a cost-free alternative to the study trip. The fact that the course involves costs for study trips shall be stated in the course information, which shall be available via the course website not later than four (4) weeks prior to course start.

The following applies for study trips that are included in the course, which are not compulsory for the qualification (degree). In the event the course is expected to involve more substantial costs to the student (for example, international study trips), this shall be stated in the course syllabus. In the event that a course is expected to involve smaller costs for the student (for example, national study trips), this shall be stated in the course information, which shall be made available via the course website not later than four (4) weeks prior to the start of the course.

It is allowed to charge a standard amount for a study trip, but it is important that the connection between the cost and what the student obtains is clear.

Students may be reimbursed for expenses incurred in connection with a study trip (or equivalent), including costs for driving their own car. The course-responsible department (or equivalent) decides about such reimbursements, which should be made clear before the study trip.

5.4 Practical work

For education that consists of, or includes, practical work (work-integrated education), the student is normally responsible for all additional costs. SLU may provide contributions for increase living expenses. Clear information shall be given at an early stage to students in study programmes with practical requirements. Such information shall be in the presentation of the study programme in question prior to application to the programme.

5.5 Debt relationship

Possible debt relationships between a fee-free student and the course-responsible department does not affect the student's right to education, assessment, reporting of study results or the right to get course or degree certificate.

A student who is liable to pay a tuition fee and who fails to pay this by the due date and who has received a reminder from the university shall be excluded from the programme of study until the fee has been paid. A decision to exclude the student from studies means that the student may not participate in tuition, examination or any other activity pertaining to study at the university. In special cases the university may also decide that degree or course certificates will not be issued until the fees have been paid (Ordinance (2010:543) regarding application fees and tuition fees at universities and university colleges (section 10)). At SLU a student who has not paid the full tuition fees for the programme or the course he/she is registered for must pay the outstanding amount before a degree certificate is issued.

5.6 Scholarships

SLU may, to the extent that funds are available, award scholarships in accordance with Ordinance (2010:718) regarding scholarships for students liable for tuition. The Vice-Chancellor has established guidelines for the award of such scholarships at SLU, see General guidelines for education administration at SLU and Rules and delegation for the distribution of scholarships at SLU. Special regulations apply to scholarships awarded by foundations or donation funds administered by SLU.

5.7 Remuneration

Course evaluation remuneration

Students who participate in the compilation of course evaluations (Evald) shall be remunerated, currently at the rate of 400 SEK per course. Course evaluation is a part of the study programme and is the joint responsibility of teachers and students. It constitutes an important part of SLU's quality development effort. Students put forward their opinions and experiences as a part of the study programme, without remuneration. However, a student who represents the student group and participates in the compilation of course evaluation feedback, carries out a part of the university's designated duty to compile course evaluations. Student representatives are therefore remunerated. The amount is the same regardless of the scope of the course in terms of credits or student numbers. The remuneration is paid only once to one student per course. The remuneration constitutes a part of the department's costs for education.

Remuneration for meeting

Special regulations apply to remuneration for meetings for students, see the SLU website ([https://internt.slu.se/sv/personalfragor/lon-och-ersattningar/uppdraagsersattning/ and https://internt.slu.se/sv/personalfragor/lon-och-ersattningar/timarvoden/](https://internt.slu.se/sv/personalfragor/lon-och-ersattningar/uppdraagsersattning/and_https://internt.slu.se/sv/personalfragor/lon-och-ersattningar/timarvoden/)).

5.8 Complaints

Students shall primarily contact the Division of Student Affairs and Learning Development (SUS) regarding complaints about tuition fees and shall contact course leaders regarding complaints about costs. Also see section 11, Student influence, and 12, Disciplinary measures.

5.9 Additional SLU documents

- Policy, handling regulations and commitments/delegation for fee-based operations at SLU (Policy, handläggningsordning samt ansvarsförbindelse/delegation för avgiftsbelagd verksamhet vid SLU, in Swedish)
<https://internt.slu.se/sv/stod-och-service/ekonomi/finansiering-av-verksamhet/avgifter/>
- Rules and delegation for the distribution of scholarships at SLU (Regler och delegationsordning för utdelning av stipendier vid SLU, in Swedish)
<https://internt.slu.se/sv/personalfragor/stipendier-och-utbyten/regler-for-stipendier-vid-slu/>
- Overall guidelines for the administration of education at SLU (Övergripande riktlinjer för administration av utbildning vid SLU, in Swedish)
<https://internt.slu.se/Documents/internwebben/ledningskansliet/gur/riktlinjer-overgrip-utbildningsadministration.pdf>