

Refunds

Södertörn University will only provide refunds after an application for a refund has been received. Decisions about refunds are made by the director of Student Support Services. Money is always reimbursed to the account from which the tuition fees were paid to Södertörn University.

Tuition fees are only refunded in the following circumstances:

- **Denial of residence permit** If you have paid your tuition fees, but are denied a residence permit in Sweden and thus cannot complete the admissions procedure.
- **Change in migration status** According to section five of the Swedish Ordinance on application fees and tuition fees for higher education, if your migration status changes you must submit documents that support your request to be exempted from payment. Information is available at www.universityadmissions.se.
- **Exceptional circumstances** Only in specific and well-documented cases can refunds be granted for reasons other than a rejected application for a residence permit.
- **Credit transfers** If you are on a programme and have been allowed to transfer credits from courses at another higher education institution to your programme at Södertörn University, you must apply for the tuition fee refund before the end of the semester.

How to apply for a tuition fee refund

Reasons for refunds are rejected applications for residence permits and other barriers to studying that are outside your control. Refunds can only be granted for reasons other than a rejected application for a residence permit in specific and well-documented cases. The refund will only be transferred to the account used to pay the tuition fee.

You must request the refund yourself and provide proof of your reasons. A refund will not be provided for the part of the course or programme that has already been studied. Here, 'studied' means the time that has elapsed between the first day of the course and the day when your complete application for a refund was submitted. This means you must submit a refund application before the semester starts in order to receive a full refund, because decisions about refunds are NOT made based on your awarded credits or course registration status.

An application for a refund must be submitted to Södertörn University during the same semester that the course(s) or programme is offered. However, 31 December is the application deadline for the autumn semester.

Postal applications should be sent to:

Södertörn University, Central Records Office,
141 89 Huddinge.

Or by email to: registrator@sh.se.

Applications must include:

Your name and details about admission or registration on a course/programme and documentation that proves the tuition fees have been paid

The reason why the course/programme cannot be completed and documentation that proves this (e.g. rejection letter from the Swedish Migration Agency)

The form called "[Refund of tuition fee to Swedish bank account](#)", with information about the account number and account holder, provided that the payment was made from a Swedish bank account. If the payment was made from a foreign bank account, no form is necessary.

An incomplete application must be completed within three weeks of this being requested by Södertörn University. If not, the application will be rejected as incomplete.