

APPROVED:
by Order No. SRD-19/20-007
of 30 August 2019
of the Rector of Vytautas Magnus University

VYTAUTAS MAGNUS UNIVERSITY
DESCRIPTION OF THE PROCEDURE FOR GRANTING FEE REDUCTIONS AND
REIMBURSEMENT

I. GENERAL PROVISIONS

1. The Description of the Procedure for Granting Fee Reductions and Reimbursement at Vytautas Magnus University (hereinafter referred to as the Description) establishes the procedure for the granting of fee reductions and reimbursement of expenses incurred for students of Vytautas Magnus University (hereinafter referred to as the University).
2. For each financial year, the University allocates in its annual budget plan a share of targeted funds, as well as other funds held by the University or received from other financial sources, which implement the procedure described in this Description for granting fee reductions and reimbursement for students of the University.
3. The granting of fee reductions (hereinafter referred to as “Reductions”) and reimbursement of expenses incurred by students are administered by the University’s Student Affairs Department (hereinafter referred to as “SAD”).
4. The Reductions shall be granted:
 - 4.1. By announcing a competitive selection process, with the aim of implementing the mission of a socially responsible University to reduce social exclusion, in order to create for students the adequate financial conditions for living in the University dormitories and/or to study well, having assessed the students’ individual social (material) situation, with such competition to be organised by the SAD at the beginning of each semester for the current semester;
 - 4.2. By a non-competitive selection process, with the aim of encouraging active students to represent the University, and to create attractive financial conditions for employees and other persons to live in the University dormitories and to raise their qualifications while studying at the University, in accordance with the University’s internal regulations, agreements and/or other obligations.
5. The Reductions shall be granted in an amount up to 100 percent, expressed as a percentage and specifying the period of such reduction and other conditions. When granting several different Reductions at the same time, each succeeding Reduction is calculated from the existing fee with the previously-applied Reduction.
6. The decision on the granting of Reductions and their amount shall be taken by the Rector or a person authorised by the Rector, who shall be identified by the SAD by an order of the Rector.

II. PROCEDURE FOR GRANTING FEE REDUCTIONS BY MEANS OF A
COMPETITIVE SELECTION PROCESS

7. Reductions shall be granted by means of a competitive selection process for the current semester in accordance with the following procedure:

- 7.1. a reduction of the tuition fee may be granted to students enrolled in full-time studies in first and second cycles and integrated studies who are in a difficult social (material) condition and whose academic average in the subjects of the last session (for students in the first course, their score in the application process), after taking credits into account, is at least 8 (eight) points;
- 7.2. a reduction of the dormitory fee may be granted to students enrolled in full-time studies in first, second and third cycles and integrated studies, taking into account the student's social (material) situation, dormitory and the type of room in which the student lives (for students living in a single-occupancy dormitory room, no reduction of the dormitory fee shall be granted).
- 7.3. Fee reductions shall be granted in the following order of priority:
- 7.3.1. to students for whom custody (guardianship) was legally established before reaching the age of majority or whose parents (or the only parent in the case of a single parent) have/has died;
 - 7.3.2. to students with disabilities;
 - 7.3.3. to students from families who are raising 4 or more children, if such children are minors; are enrolled in a general education programme or, being older than the age of 18, are enrolled in formal vocational education or higher education;
 - 7.3.4. to students, taking into account the family's income per person.
- 7.4. Only students who meet the requirements of clauses 7.3.1. – 7.3.3. of this Description may apply for reductions of both the tuition fee and the dormitory fee; others may apply for only one reduction: the tuition fee or the dormitory fee.
- 7.5. Citizens of the Republic of Lithuania applying for fee reductions shall submit an application to the SAD together with accompanying documents about the student's social (material) situation (Annex 1).
- 7.6. Citizens of other countries may apply for reductions of the tuition fee and the dormitory fee by submitting an application specified by the SAD to a competitive selection process, if such citizens of other countries fit the situation specified in clauses 7.3.1. – 7.3.3. of this Description, basing their eligibility on appropriate accompanying documents, which shall be in Lithuanian, English or Russian, or translated and certified accordingly.
- 7.7. The SAD conducts the competitive selection process for the fee reductions and, in coordination with the University's Student Representative Council (hereinafter referred to as SC), provides the Rector of the University with a list of students for whom, in view of the results of the competitive selection process, it is proposed to grant fee reductions.

III. PROCEDURE FOR GRANTING FEE REDUCTIONS BY MEANS OF A NON-COMPETITIVE SELECTION PROCESS

8. The granting of fee reductions by means of a non-competitive selection process shall be carried out in accordance with the following procedure:
- 8.1. Reduction of tuition fees (or other study-related fees) may be granted:
- 8.1.1. to students for their achievements in scientific, artistic, creative, sporting activities and/or active participation in the activities of the University, in accordance with a request made by the head of the University academic or non-academic unit or by the President of the SC, mediated by a Vice-Rector;
 - 8.1.2. to students whose principal place of employment is the University, taking into account a reasoned request coordinated with the head of the University academic or non-academic unit where the student works, mediated by a Vice-Rector;

- 8.1.3. to students or unclassified students, at their reasoned request, coordinated with the head of the University academic or non-academic unit, or at the request of the head of such a unit, mediated by a Vice-Rector.
- 8.2. Reductions in the dormitory fee may be granted at the request of the head of the University academic or non-academic unit or of the SC president:
- 8.2.1. to the University guests, mediated by a Vice-Rector;
- 8.2.2. to students, mediated by the SAD director.
9. Fee reductions shall be granted to foreign citizens who come to study at the University in accordance with a request from the head of the University's International Cooperation Department, as part of international programmes, projects and bilateral interinstitutional agreements aimed at promoting study mobility.

IV. PROCEDURE FOR GRANTING REIMBURSEMENT OF EXPENSES INCURRED

10. Students travelling to scientific conferences, seminars or other events for scientific, public, university representation, cooperation or other purposes related to the University (hereinafter referred to as authorised event) may be reimbursed for all or part of the expenses incurred.
11. All or part of expenses incurred by a student may be reimbursed where:
- 11.1. the student, prior to leaving for the authorised event, submits a reasoned request to the SAD in coordination with the head of an academic or non-academic unit, indicating the source and amount of the funds to be used for reimbursement;
- 11.2. the head of the University academic or non-academic unit, prior to the student's departure for the authorised event, submits to the SAD an official report coordinated with the SAD director, indicating the source and amount of the funds to be used for reimbursement.
12. The reimbursement granted for all or part of the expenses incurred shall be paid to students upon submission to the SAD of the following documents substantiating such financial expenses:
- 12.1. a service delivery document (invoice) showing the amount of funds spent;
- 12.2. a service payment document (receipt or bank statement) showing payment for the service.
13. The decision to reimburse all or part of the expenses incurred shall be taken by the Rector of the University or a person authorised by the Rector by means of an order, the draft of which shall be prepared by the SAD.

V. FINAL PROVISIONS

14. The University may at the same time grant several Reductions to students or reimburse the expenses incurred by students, to the extent such grants or reimbursements are not contrary to the provisions of this Description.
15. The Reductions shall be granted taking into account all University support for the student, paid scholarships (stipends), fee reductions and/or the amount of fees paid to the University, or from state budget funds (via the Department for the Affairs of the Disabled under the Ministry of Social Security and Labour of the Republic of Lithuania, the State Studies Foundation, etc.), in accordance with the procedure established by the institutions of the Republic of Lithuania, whether support and/or scholarships (stipends) are provided from private legal or natural persons to the student.
16. This Description and any amendments and/or additions thereto shall be approved by order of the Rector of the University.
17. The Rector of the University may apply exceptions to this Description.

18. The Description shall be valid to the extent that the Description is not contrary to the Statute of the University, legislation of the Republic of Lithuania and University regulations.

DOCUMENTS TO BE SUBMITTED TO THE COMPETITIVE SELECTION PROCESS FOR REDUCTION OF TUITION FEE AND DORMITORY FEE

Students who participate in a competitive selection process for reductions of the tuition fee and/or dormitory fee shall submit the following documents:

1. students for whom custody (guardianship) was legally established before reaching the age of majority or both of whose parents have died shall submit copies of the death certificates or a copy of the court decision regarding designated custody;
2. students from families which are raising four or more children shall submit a family composition certificate, certificates from schools or universities about the enrolment status of brothers/sisters and copies of birth certificates of brothers/sisters who are minors;
3. students with disabilities shall provide a certificate of the working capacity level;
4. students whose family is in a difficult social and/or financial situation shall provide relevant documents related to the family's situation:
 - 4.1. a certificate of family composition;
 - 4.2. certificates from schools or universities about the enrolment status of brothers/sisters and copies of birth certificates of brothers/sisters who are minors;
 - 4.3. a copy of a divorce certificate;
 - 4.4. family members' financial documents for the last three months, excluding the current month:
 - 4.4.1. if the person is employed, a certificate issued by SODRA (the State Social Insurance Fund Board) about the person's state social insurance status;
 - 4.4.2. if the person is a statutory official, a certificate from the workplace;
 - 4.4.3. if the person works abroad, a certificate from the workplace in Lithuanian or English;
 - 4.4.4. if the person is the owner of an individual enterprise (IĮ, in Lithuanian), works on the basis of a business certificate, etc., a certificate of income received by a resident of Lithuania and income tax paid on such income in Lithuania, issued by the State Tax Inspectorate (form FR0594);
 - 4.4.5. if the person is a farmer, a certificate from the Farmers' Register about the ownership of land and/or copies of land ownership documents;
 - 4.4.6. if the person is retired, a certificate from SODRA about the old-age pension;
 - 4.4.7. if the person is retired and employed, a certificate issued by SODRA about the person's state social insurance status and a certificate from SODRA about the old-age pension;
 - 4.4.8. if the person is disabled, a certificate issued by SODRA about the amount of the reduced-working-capacity pension;
 - 4.4.9. if the person is disabled and working, a certificate issued by SODRA about the person's state social insurance status and a certificate issued by SODRA about the amount of the reduced-working-capacity pension;
 - 4.4.10. if the person is unemployed, a certificate issued by the Lithuanian Employment Service about receipt of unemployment insurance payments for a specified period;
 - 4.4.11. if both or one of the parents has died, a certificate issued by SODRA about the amount of the survivor's or orphan's pension;
 - 4.4.12. if the person is socially supported, a certificate issued by the municipal Social Assistance Department about the period of social assistance.
5. Other documents reflecting the social situation of the family and its members, related to the grant of a fee reduction.