

APPROVED
by Decision No 4-6
of Vytautas Magnus University
Senate
dated May 3, 2017
Amendments approved
by Decision No SEN-070 of the
Senate dated October 28, 2020

**DESCRIPTION OF THE PROCEDURES
FOR PAYMENT AND REFUND OF TUITION FEES AT VYTAUTAS MAGNUS
UNIVERSITY**

I. GENERAL PROVISIONS

1. The Description (hereinafter – the Description) of the Procedures for Payment and Refund of Tuition Fees at Vytautas Magnus University (hereinafter – the University) has been prepared in accordance with the Law on Higher Education and Research of the Republic of Lithuania (hereinafter – the Law on Higher Education and Research), the University Statute, the Study Regulations and other legal acts regulating studies.

2. The Description shall regulate the procedure for payment and refund of tuition fees at the University for students of first-cycle, second-cycle, integrated and professional study programmes and unclassified students.

3. For the purposes of the Description, the following terms shall be used:

A student shall mean a person enrolled in a study programme at the University.

An unclassified student shall mean a person enrolled in separate study courses or in a non-formal study programme.

A study credit shall mean a unit of a study course volume used to estimate a student's average workload needed to achieve learning outcomes. The volume of one year of studies, depending on its duration, shall be 60 credits in the usual full-time studies (FT) and a maximum of 45 credits in the part-time studies (PT).

Other concepts correspond to the concepts used in the Law on Higher Education and Research, the University Statute, the Study Regulations and other legal acts regulating studies.

4. Annual tuition fees shall be approved by the Senate of the University.

5. The cost of one credit shall be calculated by dividing the annual tuition fee by the volume of the study year in credits, taking into account the duration of the program.

6. The basis for the payment of a tuition fee is a student's or an unclassified student's agreement with the University.

II. PAYMENT OF TUITION FEES FOR A STUDY PROGRAMME

7. Tuition fees for a study programme shall be paid by:

7.1. students of first-cycle, second-cycle, integrated and professional studies who have entered the state non-funded study programmes through a competition;

7.2. students of first cycle and of full-time studies who have entered the state-funded study programs through a competition but after a rotation, i.e. at the end of the assessment period (study year), their study achievements do not correspond to the criteria for good learning;

7.3. students who are simultaneously enrolled in two or more study programmes of the same cycle or type at least one of which is state-funded;

7.4. students who are enrolled in a professional study programme for the second time or enrolled in a study programme of the same or a lower cycle if they have acquired more than a half of the credits of that study program with the state funding;

7.5. foreign nationals except persons specified in Paragraph 7 and Paragraph 8 of Article 82 of the Law on Higher Education and Research as well as citizens of the states of the European Union and the European Economic Area and their family members and citizens of other foreign countries and persons without citizenship who have a residence permit of indefinite duration to live in the Republic of Lithuania, if it is not stipulated otherwise in the international agreements of the Republic of Lithuania or other legal acts.

8. Procedure for payment of the tuition fees:

8.1. students of state non-funded studies shall pay 50% of the tuition fee for the autumn semester by September 30, the remaining 50% shall be paid until the last day of lectures in the autumn semester;

8.2. students of state non-funded studies shall pay 50% of the tuition fee for the spring semester by February 28, the remaining 50% shall be paid until the last day of lectures in the spring semester.

8.3. a student who has submitted an application to the State Study Fund for a loan to pay the tuition fee may pay the tuition fee for the semester in one installment, but not later than by the last day of the semester lectures.

9. A person admitted to studies only for a repeated preparation and defense of the final thesis shall pay a fee calculated on the basis of the cost of a credit of the study program studied in that year and the volume of work in credits within the terms specified in Clause 8.

10. Students of state non-funded studies who go to study under exchange programmes and do not receive an exchange scholarship shall not pay the tuition fee to the University for the period of their studies abroad.

11. A student who has not registered for any study course and has taken an academic leave shall not be charged the used-up tuition fee.
12. If a student has not registered for any study course and is thus removed from the student lists, the used-up tuition fee shall not be charged.
13. A student of state non-funded studies who has been transferred to a free state-funded place during the first month of the semester shall not be charged the used-up tuition fee.
14. Students admitted to state non-funded studies from other universities or returning to continue their studies after having been expelled from the University shall pay the tuition fee in accordance with the terms provided for in Clause 8. Students admitted to senior years of studies shall pay the annual tuition fee for that year approved by the University Senate.
15. For a student or an unclassified student removed from the student lists at his/her own request or on the recommendation of the Dean before the beginning of the examination session, the used-up tuition fee for the time studied shall be calculated until the date of the request or the recommendation of the Dean. The used-up fee shall be calculated in the following way: the fee shall be divided by the duration of the semester (20 weeks) and multiplied by the weeks studied. If a student or an unclassified student submits a request to terminate the contract at the beginning of the examination session, tuition fees shall not be recalculated.
16. Students who have not paid the tuition fee before the beginning of the examination session shall be removed from the student lists.

III. PAYMENT OF TUITION FEES FOR STUDY COURSES

17. The tuition fee for a study course shall be paid by:
 - 17.1. students who, in the period of the academic leave, are retaking study courses that have been given negative final evaluation;
 - 17.2. students who have outstanding academic debts and are willing to retake only those parts of the study course that have negative evaluation; the tuition fee shall be paid only for those parts. Positive evaluation of the examination, in case of the overall negative evaluation of the study course, shall not be credited;
 - 17.3. study courses of minor study programs shall be provided for students free of charge; unclassified students shall pay for the full program, except for the second cycle students who continue their minor studies free of charge taking courses as unclassified students;
 - 17.4. students of the second cycle who are taking courses of a supplementary study program and unclassified students of a supplementary study program taking the study courses of first cycle shall pay 50 percent of the volume of the studied course in credits;

17.5. students shall pay for additional study courses not included in the study program and exceeding the credits of the obligatory study program;

17.6. students of the first and second cycles of full-time studies shall pay for foreign language courses according to the Rector's Order on Payment for Studying Foreign Languages;

17.7. unclassified students shall pay the full amount for studying the selected study courses within 20 working days from the date of signing the Unclassified Student Agreement. Unclassified students who have not paid the tuition fee before the last day of the semester shall be removed from the study courses as having not paid for the study courses, counting the used-up tuition fee for 15 weeks (the tuition fee for unclassified students shall be divided by the duration of the semester (20 weeks) and multiplied by 15).

18. The tuition fee for the study courses shall be calculated on the basis of the scope of the study course in credits and the cost of the credit, which is determined by the field or study program in which the subject is studied and by the agreement signed between the student and the University.

19. Students who are repeating the study course but have not signed the application for permission to repeat the study course and/or have not paid for the repeated study course shall be removed from the repeated study course under the Dean's order on the last day of the semester. Students who are removed from the repeated study course shall be entitled to cover the used-up tuition fee.

20. Payment of tuition fees for foreign language courses:

20.1. Students studying foreign languages shall pay for their study course until the last day of the semester.

20.2. Students who enroll in paid foreign language courses (except students who enroll in a paid foreign language course in order to eliminate their academic debt) and who submit applications in the Student Self-Service Portal during the first two weeks of the semester and receive approvals to study a foreign language course free of charge shall not pay for the selected foreign language courses.

20.3. Students who have not applied for and/or have not received approval to study a foreign language course free of charge shall be removed from a foreign language course by order of the Director of the Institute of Foreign Languages of the University on the last day of the semester. Students who are removed from a foreign language course shall be entitled to cover the used-up tuition fee.

IV. REFUND OF TUITION FEES

21. The tuition fees shall be refunded to:

21.1. the first year students who submit a request to cancel their studies during the first week of the semester, i.e. full amount of the tuition fee that has been paid shall be refunded;

- 21.2. students who have paid for semester studies and have been admitted to state non-funded studies by competition and who, under the Rector's order, have to pay a reduced tuition fee or are exempt from the tuition fee;
- 21.3. students who are transferred to a state-funded study position shall be refunded the cost of their studies paid from the change in funding;
- 21.4. students who have terminated studies of their own free will or who have been removed from the student lists in accordance with the provisions of the Study Regulations; only that part of the paid tuition fee shall be refunded which remains after the deduction of the amount used before the submission date of the student's request by calculating the semester weeks (duration of a semester is 20 weeks).
22. A student or unclassified student to whom a part of the paid tuition fee has to be refunded has to submit a request to the Dean of the Faculty, indicating the number of his/her personal bank account and personal number. The designated faculty member shall write the tuition fee or the part of the tuition fee payable to the student on the latter's request, sign the request and submit it to the Studies Department.
23. The designated employee of the Studies Department shall process the data in the subsystem of student tuition fees of the study information system and transfer the student's request to the Finance Department.

V. FINAL PROVISIONS

24. If the fees paid to the University by students of all study cycles and forms in the final semester do not correspond to the factual fee sum \pm EUR 3.00, it shall not be regarded as a debt or an overpayment.
25. Students can be exempt from the payment of the tuition fee or the tuition fee can be reduced by the Rector or his authorized person.
26. Outstanding tuition fees shall be recovered in accordance with the procedure established by the University or by courts of the Republic of Lithuania.