

APPROVED  
By Mykolas Romeris University  
Council  
Resolution No. 1UT-20  
of 24 December 2022

## THE ADMINISTRATION PROCEDURE OF TUITION FEES AND PAYMENTS AT MYKOLAS ROMERIS UNIVERSITY

### I. GENERAL PROVISIONS

1. The administration procedure of tuition fees and payments (hereinafter referred to as the Procedure) of Mykolas Romeris University (hereinafter referred to as the University) determines organization and control of procedures of payments, refunds and reduction of payments directly associated and directly unassociated with the implementation of the study programme for students, externs and unclassified students.
2. The Procedure is prepared in accordance with the as provided in the Republic of Lithuania Law on Science and Studies, other Legal Acts of the Republic of Lithuania, the Statute of the University, and the resolutions of the Senate and the Council of the University.
3. The key terms and definitions:
  - 3.1. **Academic unit** means a faculty or an institute, a school or an academy not included in a faculty;
  - 3.2. **Head of academic unit** means the Head of a faculty or of an institute, a school or an academy not included in a faculty;
  - 3.3. **Extern** means a person who has been approved by the Doctoral Committee of the relevant field of science to allow defending a doctoral dissertation in extern;
  - 3.4. **Unclassified student** means a person who studies according to informal education programmes or separate study subjects (their sets);
  - 3.5. **Standard study cost** means a measure indicating the maximum sum that could be allotted from the state budgetary funds for an academic year at the given year of enrollment to cover the tuition cost as determined by the higher education institution for a state-financed study place;
  - 3.6. **Student** means a person who studies in the University according to a study programme or in doctoral studies;
  - 3.7. **Student and staff support commission** - a commission acting by order of the Rector and in accordance with the work regulations approved by the Rector, providing recommendations to the Rector regarding the exemption from the study fee or the reduction of the study fee provided for in the Regulations.
  - 3.8. **Tuition cost** means the cost of tuition for 1 academic year or a semester as established and approved by the University Senate for a respective study programme or research field;
  - 3.9. **Payment** means a tuition fee, study credit fee and (or) other payments directly unassociated with the implementation of the study programmes;
  - 3.10. **Study credit cost** means the cost of tuition for one credit established by the University Senate;
  - 3.11. **Lithuanian living abroad** means a citizen, in accord with the as provided in the Republic of Lithuania Law on Science and Studies, who has lived abroad at least three years or a foreigner of Lithuanian descent, their children, grandchildren and great-grandchildren. A foreigner of Lithuanian descent is a foreigner whose parents or grandparents, or at least one of their parents or grandparents is or was Lithuanian and who considers oneself Lithuanian and declares so in writing to the decision-making authority;
  - 3.12. **State-funded place** means a study place the tuition fee of which is fully covered by the state budgetary funds;

- 3.13. **Non-state-funded place** means a study place the tuition fee of which is not covered by state budgetary funds;
- 3.14. Other terms in the Procedure are used as they are defined in the University Statute and other legal acts of the University.
4. Payments could be these:
- 4.1. Payments directly associated with the implementation of the study programme:
- 4.1.1. a tuition fee paid by a student enrolled in a non-state-financed place, an unclassified student of additional courses or an extern;
- 4.1.2. study credit fees paid by a student or an unclassified student for elected or repeated study course credits, including additional practicum credits;
- 4.1.3. payment for re-taking of the graduation examination or for the defense (or repeated defense) of a degree thesis, and upon resuming studies.
- 4.2. Payments directly unassociated with the implementation of the study programme:
- 4.2.1. registration fee, a fixed sum of payment to be paid by the person invited to study;
- 4.2.2. enrolment tuition fee: a fee paid at the time of submission of an application for participation in a competition for admission to the University: second- and third- cycle studies (external studies including), professional and additional studies;
- 4.2.3. payment for consideration of an application for participation in the procedure of assessment of learning achievements gained through non-formal education and acknowledgement of competences;
- 4.2.4. payment for the procedure of assessment of learning achievements gained through non-formal education and acknowledgement of competences;
- 4.2.5. payment for the procedure of acknowledgement of subject credits;
- 4.2.6. Other payments:
- 4.2.6.1. payment for a duplicate issue of a document;
- 4.2.6.2. payment for an issue of a copy of an approved study subject/course unit (module) description;
- 4.2.6.3. payment for an issue of a certificate of studies for a person who studied at the University;
- 4.2.6.4. payment for certified copies of documents, extracts of orders;
- 4.2.6.5. payment for the provision of a requested information to a foreign institution;
- 4.2.6.6. payment for dispatch of the documents by registered mail.
5. The amount of payments directly unassociated with the implementation of the study programmes are determined by the Senate of the University or by other legal acts of the University.
6. Regulations for the payment of tuition fees are applicable equally to the citizens of the Republic of Lithuania and to the European Union and the European Economic Area member states` citizens and their family members irrespective of their citizenship; also to the permanent residence holders of the permit to reside in the Republic of Lithuania; citizens of the states who are not members of the European Union or the European Economic Area; citizens and individuals without a citizenship and Lithuanians living abroad.
7. If the state-funded sum for the study programmes *Law and Penitentiary Activities* and *Law and Customs Activities* is below the study cost of a respective study programme approved by the University Council, a tuition fee covering costs directly associated with the implementation of such study programme can be introduced and shall be equal to the difference between the study cost approved by the Senate and the state-funded sum.

## II. PAYMENTS DIRECTLY ASSOCIATED WITH THE IMPLEMENTATION OF THE STUDY PROGRAMMES

### Tuition fees

8. Tuition fees are paid by:
  - 8.1. students, who study in a non-state-funded place;
  - 8.2. students who were enrolled in a state-funded place, but have lost state-funding in respect of the procedures established by the legislation of the Republic of Lithuania;
  - 8.3. as provided in the Republic of Lithuania Law on Science and Studies, students repeatedly studying in the study programme of the same or lower cycle, if they had acquired more than half of the total credits of that study programme with state budgetary funds, with the exception of cases established by the Government of the Republic of Lithuania;
  - 8.4. as provided in the Republic of Lithuania Law on Science and Studies, third cycle students repeatedly studying in the third cycle studies if they have acquired more than half of the total credits of that study programme covered by the state budgetary funds ;
  - 8.5. as provided in the Republic of Lithuania Law on Science and Studies, students who concurrently study in two or more degree programmes or professional study programmes of the same cycle and if their studies in one programme are state-funded (students shall pay for the second and other study programmes themselves);
  - 8.6. students who concurrently study in two or more professional study programmes and if their studies in one programme are state-funded (students shall pay for the second and other study programmes themselves) as provided in the Republic of Lithuania Law on Science and Studies;
  - 8.7. unclassified students who study in an additional study programme.
9. A student who has lost state-funding in respect of the procedures established by the legislation of the Republic of Lithuania, shall pay for the remainder period of studies the tuition fee established the year of the said student`s enrollment in the University.
10. State-funded students of the first and second cycle of studies as well as state-funded students of other higher education institutions are entitled to change the study programme within the same cluster of study fields in the same or other higher education institution without losing the remainder of the state funding for studies not exceeding the standard tuition fee for that study programme in accord with the resolution of the Government of the Republic of Lithuania No. 540 "Description of Cases and Procedures for Changing the Study Programme and Study Form while Maintaining State Funding" of 28 June, 2017.
11. When a natural or legal person agrees to pay the tuition fee, a tripartite sponsorship agreement is usually concluded between the Rector or the authorized person, the sponsor and the student. A model form of the sponsorship agreement shall be approved by the Rector's order. In the absence of a sponsorship agreement, the head of the legal entity shall sign a letter of guarantee to the responsible officer of the academic unit and, in the case of the third cycle, of the Social Innovation Doctoral School of the Center for Science and Innovation (hereinafter - Doctoral School). The letter of guarantee endorsed by the Head of the Academic Department or by the Head of the Research and Innovation Center, as appropriate, shall be submitted to the Finance Office. The Finance Office issues an invoice under a sponsorship agreement or a letter of guarantee. Employees of the Finance Office record in the information accounting system the received tuition fee invoices.
12. Students and unclassified students of the first and second cycles of study, pay tuition fees equal to one-semester-tuition cost. Students of the third cycle of studies pay tuition fee equal to yearly tuition cost.
13. Non-state-funded students of the first and the second study cycle, students of professional studies and unclassified students pay a tuition fee for one year during the course of the first year of the studies by transferring it to the bank account of the University based on a payment invoice within 15 (fifteen) days following the day of the start of the academic year. Students of the third cycle of studies pay a tuition fee within 15 (fifteen) days following the start of their academic studies.

- Externs pay extern tuition fee by transferring it to the bank account of the University based on a payment invoice within 15 (fifteen) days following the day of the signing of the agreement.
14. A reduced tuition fee in accord with the points 36, 37 and 45 in Part IV of this Procedure, shall be paid within 15 (fifteen) calendar days following the day of issuing the information to the student or unclassified student about the decision based on Rector's order on tuition fee reduction.
  15. If the electronic study register does not show that a student, an unclassified student or an extern has completed tuition fee procedure, the student, unclassified student or extern on their own initiative or as requested by an email by an officer of an academic unit or Doctoral School within 7 (seven) calendar days following the day of sending the request by email submit a confirmation document of the completion of the payment of tuition fee (a payment receipt or a bank transfer copy). The designated staff member of the academic unit or Doctoral School, in conjunction with the Finance Office, verifies the tuition fee information provided and makes adjustments to the appropriate information systems.
  16. Each month, the designated staff of the academic units and the Finance Office reconcile the lists of non-paid full-time and part-time students or unclassified students.
  17. University shall send by electronic mail to the address assigned by the University a request to the student, unclassified student or extern who did not pay their tuition fees indicating the deadline for payment of tuition fee, which shall not exceed 15 (fifteen) calendar days following the date of dispatch of the information notice.
  18. A student, an unclassified student or an extern upon receiving such information notice and failing to comply with the deadline indicated in this information notice to pay tuition fee without good reason shall be expelled from the University as failing to pay tuition fee on time. In such event information about the debtors and their debts may be passed on to the debt collection company.
  19. A third-cycle student who has submitted an application for academic leave to the Doctoral School must pay for the study period before the date of signing of the Rector's Order of granting the academic leave. Tuition fee payable in proportion to the period of study is calculated by the designated employee of the Doctoral School.

#### **Payment of a study subject credit fees**

20. A study subject credit fees are paid by:
  - 20.1. an unclassified student who has selected separate study subjects;
  - 20.2. a first- or second-cycle student, a student of professional studies or an unclassified student of additional studies, who selected more subject credits than is included in the study programme and/or who selected more subject credits which are not provided to be state-funded – for study credits exceeding the number of the study programme credits;
  - 20.3. a first- or second-cycle student, a student of professional studies or an unclassified student who did not take or did not pass an examination or another academic assessment for the second time, (when repeating the academic subject) or repeating the course – for the study credits of the repeated study subject(s);
21. A study subject credit fee equals a study subject credit cost multiplied by the number of the study subject's credit number.
22. A first- or second-cycle student, a student of professional studies or an unclassified student can repeat a study subject or a study course only after the confirmation of payment of the study subject credit fee appears in the information system STUDIJS of the University.
23. Study subject credit fee payment to the University bank account according to the payment receipt shall be done by:
  - 23.1. an unclassified student who selected separate study subjects within 15 (fifteen) calendar days following the day of signing the agreement of unclassified studies;
  - 23.2. a first- or a second-cycle student, a student of professional studies or additional studies in cases defined in point 20.2 of this Procedure within 15 (fifteen) calendar days following

the day of dispatch of information about the decision based on the order of the Head of an academic unit;

- 23.3. a first- or a second-cycle student, a student of professional studies or an unclassified student who repeats the course within 15 (fifteen) calendar days since the start of the semester. A first- or a second-cycle student, a student of professional studies or an unclassified student who repeats the study subject submits confirmation of the study subject credit fee payment (payment receipt or bank transfer copy) to the designated employee of the academic unit together with the letter of request to repeat a study subject.

### **III. PAYMENTS DIRECTLY UNASSOCIATED WITH THE IMPLEMENTATION OF THE STUDY PROGRAMMES**

#### **Payment for the crediting procedure of study subject credits**

24. A student who wishes to have the results of his previous studies at the University or another institution of higher education credited in accordance with the higher education study programmes must pay the prescribed fee for the study subject crediting procedure. This fee is not required from:
- 24.1. the students whose study results are credited while studying under academic mobility programmes;
- 24.2. the students who change the study programme and/or form of study at the University from full-time to part-time or vice versa;
- 24.3. the students whose study results are credited at the University. This does not apply in the event when a student was expelled from the University due to a breach of academic ethics and readmitted to the University under the general procedure, requests crediting study results obtained during previous studies.
25. A person pays for the crediting procedure of study subject credits to the indicated University bank account in accord with the payment invoice within 7 (seven) calendar days following the day of dispatch of information about the crediting procedure of study subject credits. The decision to credit the study subject is confirmed by the Head of an academic unit after the designated employee of the academic unit receives by email a confirmation of study subject credit fee payment (payment receipt or bank transfer copy).

#### **Payment for the revision of the request to undergo a procedure of validation of non-formal learning achievements and recognition of competences**

26. A person requesting to undergo a procedure of validation of non-formal learning achievements and recognition of competences shall pay for the revision of the request to the indicated University bank account in accord with the payment invoice and confirm the payment by an email providing appropriate confirmation (payment receipt or bank transfer copy) to the designated employee of the Career Centre.
27. Payment for the revision of the request to undergo a procedure of validation of non-formal learning achievements and recognition of competences is not refundable.

#### **Payment for validation of non-formal learning achievements and recognition of competences**

28. A person shall pay for validation of non-formal learning achievements and recognition of competences after the crediting procedure (for the credit number). A person shall commit the payment for the credit(s) acknowledged in validation of non-formal learning achievements and recognition of competences procedure to the indicated University bank account in accord with the payment invoice and confirm the payment by email providing appropriate confirmation (payment receipt or bank transfer copy) to the designated employee of the Career Centre.
29. Payment for validation of non-formal learning achievements and recognition of competences is not refundable.

### **Other payments**

30. Other payments defined in point 4.2.6 of this Procedure shall be paid by a person to the indicated University bank account in accord with the payment invoice and the payment shall be confirmed by email providing appropriate information (payment receipt or bank transfer copy) to the designated employee of an academic unit or of Doctoral School.
31. An authorized document to the person who studied at the University or information to a foreign institution is issued in the Lithuanian and in the English languages.

## **IV. STUDY FEE POSTPONEMENT, PERMISSION TO PAY IN INSTALLMENTS, FEE EXEMPTION AND WAIVING**

### **Postponement of tuition fees and permission to pay in installments**

32. A first- and second-cycle student, a professional study student or an unclassified student of additional studies shall submit a request to the Head of an academic unit to be permitted to pay a tuition fee in installments or to postpone a tuition fee within 15 (fifteen) calendar days from the start of the semester. A third-cycle student and an extern shall submit a request to Vice-Rector to be permitted to pay a tuition fee in installments or to postpone a tuition fee within 15 (fifteen) calendar days from the enrollment into the doctoral studies and an extern within 15 (fifteen) calendar days following the day of the approval of the external procedure at the meeting of the Doctoral Studies Committee in the respective field of research. Prior to submitting a third-cycle student's or an extern's request, the request must be signed by the Head of the Doctoral School.
33. A first- and second-cycle student, a professional study student or an unclassified student of additional studies can be allowed to pay tuition fee equal in total to one study semester cost in no more than three installments. The first installment shall generally be no less than 60 percent of the total payable sum and shall be paid within 15 (fifteen) calendar days from the start of the semester. Having received a permission to pay in installments or a postponement of payment, a student or an unclassified student of additional studies shall cover their indebtedness to the University before the start of the session; students or unclassified students of additional courses whose studies are not organized in sessions shall cover indebtedness in autumn semester by the 1st of December and in spring semester by the 1st of May.
34. A decision about permission to pay in installments or to postpone tuition fee payment for the first- and second-cycle students is taken by the Head of an academic unit, for the third-cycle students by the Vice-Rector for Academic Affairs.
35. A student who requests to apply for a State promoted loan to cover the study cost shall submit to the Head of an academic unit, a third-cycle student to the Vice-Rector for Academic Affairs, a request about postponement of tuition fee payment until the study loan will be granted. A designated employee of an academic unit or of Doctoral School introduces the tentative date of the granting of the State loan and the date of tuition fee payment into the system STUDIJS. Tuition fee payment is done after the State loan is granted.

### **Exemption or reduction of tuition fees**

36. Tuition fee can be reduced by 50 percent:
  - 36.1. If a student takes an active part in the scientific activities of the University and has no academic indebtedness. A student is considered to take an active part in the scientific activities of the University if in representing University the student was awarded a prize, became a laureate or was among five best candidates in national scientific contests;
  - 36.2. If a student takes an active part in the cultural life of the University and has no academic indebtedness. A student is considered to take an active part in the cultural life of the

- University if the student is a member of at least one University's art activity group and in representing University the student was awarded a prize, became a laureate or was among five best competitors at the international or national music, dance and theatre competitions and festivals;
37. A first- and second-cycle student, a student of a professional non-state funded studies or an unclassified student of additional studies, who have recognized credits in the subject (s) previously studied at the University or other higher education institution within the framework of higher education study programmes shall have tuition fee reduced proportionately for the recognized subject(s) credit(s) number. Tuition fee is calculated for the remainder study credits in accord with one credit cost.
  38. Fully exempt from tuition fee can be a student:
    - 38.1. who takes an active part in the scientific activities of the University and has no academic indebtedness; who is representing University and became a winner or a prize holder of international scientific competitions, or was among five best candidates in the international scientific contests;
    - 38.2. An employee whose University contract covers at least half-time; who studies in the first or second cycle of studies, in professional studies, or has signed a listener's contract with the University, whose studies are related to their professional duties at the University and the qualifications growth is beneficial for the University;
    - 38.3. A doctoral student or an extern who works or has worked at the University for the last 2 years.
  39. Payments directly related to the implementation of the study programme and payments provided for in Clauses 4.2.1 to 4.2.5 of the Regulations may also be reduced or waived for admission applicants or for the University students in the first, second or third cycles of studies who are not State financed and who do not have any academic debts, on the following grounds:
    - 39.1. by Rector's order, if the cooperation agreements signed by the University so provide;
    - 39.2. by Rector's order, in accordance with procedures approved by the Rector:
      - 39.2.1. if an applicant or a student, who has no academic debts, has been granted asylum (refugee status or subsidiary protection) or temporary protection in the Republic of Lithuania;
      - 39.2.2. to increase the accessibility of quality university studies for citizens of developing countries and the internationalisation of studies at the University, to encourage enrolments in joint or double degree programmes, to increase the attractiveness of new programmes offered by the University and/or the attraction of talented students to the University.
  40. A first- and second-cycle student, a professional study student or an unclassified student of additional studies shall submit a request to the Head of an academic unit to reduce a tuition fee or to be fully exempt from a tuition fee within 15 (fifteen) calendar days from the start of the semester. A third-cycle student shall submit a request to Vice-Rector within 15 (fifteen) calendar days from the enrollment into the doctoral studies programme or from the start of a new academic year, and an extern within 15 (fifteen) calendar days following the day of the approval of the external procedure at the meeting of the Doctoral Studies Committee in a respective field of research. Prior to submitting a third-cycle student's or an extern's request, the request must be signed by the Head of the Doctoral School/an academic unit.
  41. A student who submits a request to reduce a tuition fee or to be fully exempt from a tuition fee on the grounds specified in points 36 and 38 shall also submit:
    - 41.1. documents proving their compliance with the criteria;
    - 41.2. The recommendation of the Head of the Study Programme Committee or the Supervisor of the Doctoral thesis, if reference is made to Clauses 36.1.1. or 38.1. of the Regulations; the recommendation of the Head of the Communication and Marketing Center, if reference is made to Clause 36.1.2. of the Regulations, the confirmation of the Personnel Service of the work experience - if reference is made to Clauses 36.1.3., 36.2., 38.3. or 38.4.; the recommendation of the Head of the structural unit where the employee works if reference is made to Clause 38.2 of the Regulations. The Head of the structural unit in the recommendation explains the links between the study programme chosen by the employee and the duties performed by the employee at the University.
  42. The request of a first- and second-cycle study student or a student of professional studies is registered in the academic department and, at the request of the Head of the academic department,

is forwarded to the Student and Staff Support Commission for consideration no later than within 20 calendar days from the beginning of the semester. The request of a third-cycle student or an extern is registered at the Doctoral School and, on the recommendation of the Vice-Rector for Academic Affairs, is forwarded to the Student and Staff Support Commission for consideration no later than within 5 working days from the date of registration of the request.

43. The Student and Staff Support Commission submits a proposal to the Rector to reduce or waive the tuition fee, if the student, trainee or extern meets the criteria for the reduction or waiver of the tuition fee. If a student, a trainee or an extern does not meet the criteria for reducing or waiving the tuition fee, the Student and Staff Support Commission notes this in the student's, trainee's or extern's application and returns it to the responsible academic staff member of the department or Doctoral School.
44. A student or listener exempted from the payment for studies on the grounds of Clause 38.2 of the Regulations, according to a separate agreement between the University and the employee, during the period until continuing the studies paid for by the University and during the period specified in the agreement, no longer than 3 years after the completion of the studies or until the end of the fixed-term contract, shall be obliged not to terminate the employment contract with the University on the grounds provided for in Article 55 of the Labour Code of the Republic of Lithuania (the termination of the employment contract at the initiative of the employee without significant reasons). An employee who terminates the employment contract with the University on the above-mentioned basis shall be obliged to reimburse the costs incurred by the University in proportion to the time worked, counting from the date of graduation. A student or listener shall be exempted from the payment for studies or the payment for studies shall be reduced on the grounds provided for in Clauses 36.1.3, 36.3 or 38.2 of the Regulations only after at least 3 months have passed since the beginning of work at the University.

**Tuition fee waivers or payment reductions  
for athletes studying at the University who have signed sports agreement with the University  
or participate in a sports club that has a cooperation agreement with the University**

45. An athlete studying at the University who has entered into a sports activity agreement with the University or who participates in a sports club which has entered into a cooperation agreement with the University (hereinafter referred to as "an athlete studying at the University"), if provided for in the agreement, may have his/her tuition fee waived or a payment reduced.
46. An athlete studying at the University undertakes the obligation to strengthen the sports at the University, to promote the name of the University and to pursue academic excellence.
47. An athlete studying at the University shall have tuition fee waived or payment reduced on the recommendation of the Head of the Wellness and Sport Department of the University Community Welfare Centre, after obtaining a recommendation from the Centre for Communication and Marketing (except for the first semester of the studies), which shall justify the way in which the student-athlete studying at the University is fulfilling the obligation for the promotion of the University's name.
48. An athlete studying at the University shall submit an application for tuition fee waiver or payment reduction to the Head of the Wellness and Sport Department of the University Community Welfare Centre by 15 September in autumn semester and by 15 February in spring semester. If a sports activity or sports club cooperation agreement with the University is concluded after the application deadline, the athlete studying at the University must submit his/her application no later than within 15 calendar days after the conclusion of the agreement.
49. The Head of the Wellness and Sport Department of the University Community Welfare Centre shall, no later than 15 calendar days from the date of the receiving the application, on the recommendation of the Centre for Communication and Marketing referred to in point 48 of the Regulations, after assessing the student's academic progress, and on the basis of the sports activity agreement, draws up a proposal for a fee waiver or a reduction of the payment.
50. An athlete studying at the University shall have his/her tuition fee waived or reduced by the University Rector's order on the basis of a recommendation from the Head of the Wellness and Sport Department of the Community Welfare Centre.

**V. TUITION FEE REPAYMENT**



51. If a first- or second-cycle student, a professional studies student or an unclassified student terminates the study contract, the tuition fee paid shall be refunded in accordance with the procedure and terms specified in points 47-48 of the Procedure.
52. The full tuition fee shall be refunded if a student or an unclassified student submits an application for termination of the study contract by September 30 in the autumn semester and by February 28 in the spring semester. If a student or an unclassified student has completed the study subject (s) and obtained credits by the due dates, the tuition fee is deducted, less the cost of credit multiplied by the number of credits for the study subject (s).
53. 60 percent of the tuition fee for a semester shall be refunded if a student or an unclassified student submits an application for termination of the study contract in the autumn semester from October 1 to October 31, and in the spring semester from March 1 to March 31.
54. A student or an unclassified student who has been granted an academic leave or is allowed to suspend studies in the autumn semester from September 1 to October 31, and in the spring semester from 1 February until March 31, shall have the part of tuition fee reimbursed from the day of signing the order of suspension of studies leave by the Head of an academic until the end of that semester. A third-cycle state non-funded student who has been removed from the student list at their request, and students who have not returned from academic leave shall be refunded part of the tuition fee for the period from the date of signing the Rector's order until the end of the student's study year.
55. A third-cycle non-state-funded student who by way of competition is transferred to the vacant state-funded study place shall pay part of tuition fee for the studied period. If a third-cycle student, who has won the competition for a vacant state-funded study place, has paid the full tuition fee, they will be reimbursed a portion of the tuition fee for the unstudied period.
56. Tuition fee shall not be refundable if:
  - 56.1. a student or an unclassified student applies for termination of the study contract in the autumn semester after November 1 or in the spring semester after April 1;
  - 56.2. a student or an unclassified student has been granted academic leave or has been allowed to suspend studies in the fall semester after November 1 or in the spring semester after April 1;
  - 56.3. a student or an unclassified student is expelled from the University for failure to perform, or for gross violation of the Statute, or of legal acts regulating studies and internal order.
57. A person shall submit requests to the University for recalculation of part of the paid (overpaid) tuition fee or other issues related to the part of the paid (overpaid) tuition fee no later than within 1 month after the Rector's order to remove a student or an unclassified student from the students` list. Such requests shall be made to the Head of an academic unit in which the person concerned was studying or, in the case of third-cycle students, to the Vice-Rector for Academic Affairs.
58. A person who has overpaid the tuition fee or a part of it for the period of studies after their removal from the list of students or unclassified students shall submit a request to the University to refund the overpayment. Request for reimbursement of overpayment, duly documented by the Head of an academic unit in which the individual was studying, and in the case of third-cycle students by the Vice-Rector for Academic Affairs, shall be forwarded to the Financial Services, which shall verify the validity of this request.
59. The tuition fee or part of it shall be refunded from the date of a student or an unclassified student removal from the list of students or unclassified students lists subject to the Rector`s order on of a student or an unclassified student removal from the list of students or unclassified students lists with regard to the provision of the Head of an academic unit in which the student or an unclassified student is studying, and for third-cycle students with regard to the provision of the Vice-Rector for Academic Affairs. This provision shall state the exact period for which the tuition fee or part of it is due to be refunded, as calculated by the designated employee of a relevant academic unit or Doctoral School. The specified period shall not be earlier than 1 calendar year from the signing date of the Rector's order of the removal of a student or an unclassified student from the list of students.
60. The repayable part of the tuition fee shall be calculated and paid by an employee of the Finance

Office on the basis of the University Rector's order to exclude a student or an unclassified student from the list of students or unclassified students or on the basis of request to repay the tuition fee when the part of the tuition fee is repaid after the student or unclassified student were excluded from the students`, unclassified students` lists.

61. The tuition fee or part of it shall be refunded within 7 working days from the signing of the Rector's order regarding the removal of a student or an unclassified student from the list of students or unclassified students.
62. In the case of repayment of all or part of a tuition fee, the cost of payment shall be deducted from the amount reimbursed. The tuition fee or part of it shall be refunded to the payer's bank account.
63. After returning the paid (overpaid) part of the tuition fee, the designated employee of the Finance Office shall adjust the personal income tax return declaration if the contribution was paid in the year prior to the semester in which the studies were terminated.
64. In the event of the death of a student, unclassified student or extern, the corresponding part of the contribution shall be refunded to the next of kin who has submitted an application for reimbursement of the tuition fee to the Rector.
65. When a student of the first, second stage of studies or professional studies of non-state-financed studies is transferred to a place of state-financed studies that has become vacant (when a state-financed student is expelled from the University or terminates his studies), the part of the tuition fee paid by him shall be returned by order of the Rector, after deducting the proportional part of the tuition fee for the period studied until the day of the order on transfer to a state-financed place. The Rector's order shall specify the period for which the tuition fee is returned. The refundable study fee shall be calculated by the responsible employee of the Financial Service

## **VI. REIMBURSEMENT OF THE COVERED STUDY COSTS**

66. The reimbursement of the tuition fee shall be organized in the order defined by the resolution No. 149 of the Government of the Republic of Lithuania "On the implementation of the Republic of Lithuania Law on Science and Studies" passed on 1 March, 2017. The University shall provide the relevant institutions with the information specified in the legal acts of the Republic of Lithuania required for the reimbursement of the tuition fee.
67. Persons specified in the Republic of Lithuania Law on Science and Studies shall not be entitled to the reimbursement of the tuition fee.

## **VII. PAYMENT AND ADMINISTRATION OF STUDY AND OTHER CONTRIBUTIONS OF FOREIGN NATIONALS**

68. The provisions of this Procedure shall apply to a foreign national studying at the University who is not included in the list of persons listed in Paragraph 6 of the Procedure, unless the provisions of Part VII provide otherwise.
69. A foreign national who is not included in the list of persons listed in Paragraph 6 of the Procedure and who applies for non-state funded studies shall transfer the tuition fee for one academic year to the relevant University bank account within 15 (fifteen) days from the notification of study offer unless otherwise provided by the University's international agreement. The applicant must submit a copy of the tuition fee receipt or payment order to the designated officer of the Admission and Marketing Office of the Communication and Marketing Centre who, after verifying that the tuition fee has been received, formalizes admission of the foreign national by Rector's order and informs International Office. The designated officer of the International Office shall submit to the relevant consular office of the Republic of Lithuania the documents required for obtaining a National multiple-entry visa (D) and for country entry to study.
70. In order to secure the student's contractual obligations to the University, a foreign national who is not on the list of persons listed in Article 6 of the Procedure and who has entered the University may be required to pay a one-time deposit up to EUR 500.
71. A foreign national who is not included in the list of persons listed in point 6 of the Procedure, who has paid the tuition fee for one year but has not registered for studies and /or has not arrived for attending classes of the first semester, shall be refunded the full tuition fee, excluding the costs

of the payment order, if the student has not received a visa to enter the Republic of Lithuania and notified in a form of written request the International Office within 30 calendar days from the day of being informed by the Consular Office of the Republic of Lithuania of refusal to issue a visa. In other cases, only the tuition fee for one semester is refunded, excluding the costs of the payment order. In other cases, only the tuition fee for one semester is refunded, excluding the costs of the payment order.

#### **VIII. INFORMATION, ISSUE OF CERTIFICATES OF CONTRIBUTED PAYMENTS**

72. Information to a student or an unclassified student regarding payment of fees, reduction of tuition fees, exemption from tuition fees or reimbursement shall be submitted to the e-mail address provided by the University.
73. A student or an unclassified student shall apply to the Finance Office for a certificate regarding tuition fees or tuition credit. Certificates shall be issued within 14 calendar days of receipt of the application.

#### **IX. FINAL PROVISIONS**

74. In the event of a conflict between this Procedure and the legislation of the Republic of Lithuania, the legislation of the Republic of Lithuania shall prevail.
-