



COUNCIL OF MYKOLAS ROMERIS UNIVERSITY

RESOLUTION REGARDING APPROVAL OF THE PROCEDURE FOR ADMINISTRATION OF PAYMENT OF TUITION FEES AND OTHER TUITION DEPOSITS AT MYKOLAS ROMERIS UNIVERSITY

Pursuant to Item 19.18 of the Statute of Mykolas Romeris University and taking into account the submission made by assoc. prof. dr. Algirdas Monkevičius, the Rector, on 4 February 2016, the Council of Mykolas Romeris University does hereby r e s o l v e:

1. To approve the Procedure for Administration of Payment of Tuition Fees and Other Tuition Deposits at Mykolas Romeris University (attached).

2. To establish that the provisions of Items 9, 10, 14, 15, 16, and 18 of Procedure for Administration of Payment of Tuition Fees and Other Tuition Deposits at Mykolas Romeris University approved by present Resolution shall not be applicable to persons admitted to Mykolas Romeris University before the effective date of the Law on Science and Studies of the Republic of Lithuania.

3. To invalidate:

3.1. Item 1 Resolution No. 1UT-16 “Regarding Approval of the Procedure for Administration of Payment of Tuition Fees, Other Tuition Deposits and Tuition Fees in Accordance with Study Fields, Cycles and Forms for Academic Year 2013/2014 at Mykolas Romeris University” of 12 June 2013 of the Council of Mykolas Romeris University.

3.2. Resolution No. 1UT-4 “Regarding Amendment of the Procedure for Administration of Payment of Tuition Fees, Other Tuition Deposits at Mykolas Romeris University Approved by Resolution No. 1UT-16 of 12 June of the University Council” of 30 October 2013 of the Council of Mykolas Romeris University.

3.3. Item 1 and 2 of Resolution No. 1UT-7 “Regarding Amendment of Items 53, 54, Supplement of Item 58 of the Procedure for Administration of Payment of Tuition Fees, Other Tuition Deposits at Mykolas Romeris University Approved by Resolution No. 1UT-16 of 12 June of the University Council, and Approval of Tuition Fees in Accordance with Study Fields, Cycles and Forms for Persons Admitted to Mykolas Romeris University since 2014” of 19 December 2013 of the Council of Mykolas Romeris University.

3.4. Resolution No. 1UT-14 “Regarding Amendment of the Procedure for Administration of Payment of Tuition Fees, Other Tuition Deposits at Mykolas Romeris University Approved by Resolution No. 1UT-16 of 12 June of the University Council” of 26 March 2014 of the Council of Mykolas Romeris University.

3.5. Resolution No. 1UT-3 “Regarding Supplement of the Procedure for Administration of Payment of Tuition Fees, Other Tuition Deposits at Mykolas Romeris University Approved by Resolution No. 1UT-16 of 12 June of the University Council” of 27 November 2014 of the Council of Mykolas Romeris University.

Council Chairman

Roma Žakaitienė

Distribution:

- 1 – Original copy
- 1 – to Vice-Rector for Studies
- 1 – to Vice-Rector for Research and International Relations
- 1 – to Vice-Rector for Infrastructure
- 1 – to Chancellor
- 1 – to Legal Office of the Chancellery
- 1 – to Human Resources Office of the Chancellery
- 1 – to Accounting Department
- 1 – to Academic Research Centre
- 1 – to Communication and Marketing Centre
- 1 – to the Faculty of Economics and Financial Management
- 1 – to the Faculty of Politics and Management
- 1 – to the Faculty of Social Welfare
- 1 – to the Faculty of Law
- 1 – to the Faculty of Public Security
- 1 – to Business and Media School (BMS)
- 1 – for publishing

APPROVED
By Resolution No. 1UT- 15 of 29
February 2016 of the Council of
Mykolas Romeris University

PROCEDURE FOR ADMINISTRATION OF PAYMENT OF TUITION FEES AND OTHER TUITION DEPOSITS AT MYKOLAS ROMERIS UNIVERSITY

I. GENERAL PROVISIONS

1. Procedure for Administration of Payment of Tuition Fees and Other Tuition Deposits (hereinafter referred to as the Procedure) of Mykolas Romeris University (hereinafter referred to as the University) establishes the conditions for payment, refund, reduction and other conditions in relation to tuition fees paid by students, deposits paid by students in direct association with implementation of the study programme, deposits for repeatedly provided study services as well as deposits directly not associated with implementation of the study programme, deposits for boarding and other services, the general principles and procedures, organization and control of payment.

2. The Procedure has been prepared in accordance with the Law on Science and Studies of the Republic of Lithuania, resolutions of the Government of the Republic of Lithuania, legislations of the Ministry of Education and Science of the Republic of Lithuania governing funding of higher education establishments, resolutions of the Senate and the Council of the University, other normative acts of the University.

3. The main concepts shall be as follows:

3.1. Student shall mean a person who studies at the University under a study programme or who is involved PhD studies;

3.2. Unclassified student shall mean a person who studies under non-formal education programmes or individual study subjects (groups thereof);

3.3. Tuition fee shall mean the tuition for one academic year established and approved by the University for a respective study programme or research field (for the credits of study subjects);

3.4. Fee for a credit of studies shall mean the tuition for one credit established by the Council of the University;

3.5. Tuition deposit shall mean payment of the tuition fee and (or) other fees associated with the studies (for the subject (module), repeatedly provided or additional services);

3.6. State-funded place shall mean a study place the tuition fee of which, in full or in part, is covered by state budgetary funds;

3.7. Non-state-funded place shall mean a study place the tuition fee of which is not covered by state budgetary funds.

II. TUITION DEPOSITS

4. Tuition deposits may be as follows:

4.1. tuition deposit, corresponding to a yearly tuition fee: deposit equal to a yearly tuition fee paid for the credits of the study subject by a student or an unclassified student studying in a non-state-funded place;

4.2. deposit for the credits of the study subject: a tuition fee proportional to the volume of the subject (number of credits), paid by a student or an unclassified student for the selected study subjects (additional practice) or by a person studying under a non-formal education programme;

4.3. partial tuition deposit: a part of the tuition fee paid by a student or an unclassified student, not covered the by state budgetary funds (applicable to students who have been admitted to the

University before the effective date of the Law on Science and Studies of the Republic of Lithuania and later resumed their studies);

4.4. deposit for the repetition of subjects in the study programme;

4.5. deposit for additional services, which are not directly associated with implementation of the study programme: charges for the issue of document duplicates and other fees;

4.6. enrolment tuition deposit: a fee paid at the time of submission of an application for participation in a competition for admission to the University;

4.7. deposit for consideration of an application for participation in the procedure of assessment of learning achievements gained through non-formal education and acknowledgement of competences;

4.8. deposit for one credit transferred during the procedure of assessment of learning achievements gained through non-formal education and acknowledgement of competences.

4.9. deposit for transferring of study subjects.

5. A deposit for a study subject and (or) repetition of the subject, a deposit for taking a final examination repeatedly, repeating the defence of a final thesis as well as other deposits shall be established and calculated in accordance with a resolution of the Council and other legislations of the University.

6. The tuition fee or other fees associated with the studies may be changed by a resolution of the University Council.

7. If the amount of funding reserved from the state budget for study programmes *Law and Police Activity* as well as *Law and State Border Protection* is less than the tuition fee for a respective study programme established by the University Council, a deposit for covering costs related to implementation of the study programme may be established, the size of which would be equal to the difference between the tuition fee established by the Council and the amount of funding reserved by the state.

III. PAYMENT OF TUITION DEPOSITS

8. A student studying in a state-funded place shall lose the state funding for studies under the procedure established by legislations of the Republic of Lithuania.

9. When calculating the average of learning outcomes of a course, it shall be deemed that in case of a subject, where a student has an academic debt, the final assessment shall be a zero mark. The average of learning outcomes of a state-funded student calculated in this way shall be included when calculating the overall course average.

10. If the period of a student's studies does not coincide with the period of implementation of a study programme (due to partial transfer of study outcomes, academic leave or another cause), the following aspects shall be compared when calculating the tuition deposit applicable to the student having enrolled the University:

10.1 from 12 May 2009 to 19 January 2012, the weighted average of two years' actual studying period and the recent two-year course of learning outcomes of that programme;

10.2. as of 19 January 2012, a weighted average of the learning outcomes for a one-year period of actual studying in a state-funded place and the recent one-year course of that programme.

11. In accordance with the procedure established by legislations of the Republic of Lithuania, students, who have lost state funding for their studies, shall pay a tuition fee, which had been approved in the year of their entry to the University, for the remainder of their studies.

12. A full tuition fee shall be paid by:

12.1. students studying in a study place not funded by the state;

12.2. students repeatedly studying under 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 exception of cases established by the Government of the Republic of Lithuania;

12.3. students simultaneously studying in accordance with two or more study programmes upon completion of which a degree of the same cycle is granted or in accordance with non-degree granting study programmes, if their studies under one of these study programmes are funded with the state budgetary funds (students shall pay for the second and other study programmes themselves);

12.4. foreign nationals, with the exception of persons specified in Item 13 of this Procedure, as well as citizens of the European Union Member States and other states of the European Economic Area, unless specified otherwise by international agreements or other legislations of the Republic of Lithuania.

13. Studies of children, grandchildren, and great-grandchildren of Lithuanians living in emigration and foreigners of Lithuanian descent may be additionally funded in accordance with the procedure established by the Ministry of Education and Science of the Republic of Lithuania. Citizens of the Republic of Lithuania, who had lived abroad for at least 3 years, or citizens of foreign states, who have lost the citizenship of the Republic of Lithuania, shall be regarded as Lithuanians living in emigration. A foreigner shall be considered to be a foreigner of Lithuanian descent, if at least one of his parents or grandparents is or was Lithuanian and who considers himself/ herself as Lithuanian.

14. Refund of the fee paid for the studies shall be organized in accordance with the procedure established by Resolution No. 1504 “Description of the Procedure for Refunding the Paid Tuition Fees” approved of the Government of the Republic of Lithuania on 20 October 2010. The University provides relevant institutions with the information specified in legislations of the Republic of Lithuania and required for refunding the fee paid for the studies.

15. Persons not entitled to a state-funded study place or to a refund of the tuition fee are specified in Items 12.2 – 12.4 of the Procedure.

16. Based on the procedure established in “Description of the Procedure for Changing a Study Programme for a Person Studying in a State-Funded Place” approved by Resolution No. 1266 of the Government of the Republic of Lithuania on 7 October 2009, University students, including students of other higher education establishments, whose studies are funded by the state, are entitled to change a study programme in the same area of studies without losing the remaining part of the state-funding allocated for the programme, which shall not exceed a regulatory tuition fee set for that study programme.

17. The tuition fee established for foreign students (who are not citizens of the EU Member States), who have been admitted to joint study programmes implemented by the University and not funded by the state, and students, whose studies are funded by the European Union Structural Funds, shall be equal to the cost of studies set for students, who are citizens of the Republic of Lithuania.

IV. FIRST AND SECOND CYCLE STUDIES

18. A student studying in a state-funded study place shall not pay any deposits directly associated with implementation of the study programme, except for cases specified in Part 2 of Article 72 of the Law on Science and Studies of the Republic of Lithuania. These provisions of this Item shall be applicable only to students of the first study cycle.

19. Students studying in non-state-funded places as well as unclassified students must pay a yearly tuition fee for a semester (for credits of the study subjects) to a respective bank account of the University in accordance with a payment receipt by 15 September for the autumn semester and by 15 February for the spring semester.

20. In cases when a company, an institution, or an organization agrees to pay the deposit for the studies of a student or unclassified student, a letter of guarantee signed by the head of the company, institution, or organisation shall be submitted to the person in charge at the faculty. A guarantee letter approved by the Dean shall be provided to the accounting department for issue of an invoice. The information specified in this Item shall be uploaded by persons in charge at the faculty to the Information System STUDIJS (hereinafter referred to as the Information System).

21. Students or unclassified students must provide information proving payment of the deposit for their studies (date of the deposit payment, amount, payer’s name, code, etc.) in cases when

student's electronic study record-book does not indicate that the payment has been credited in within the period of 5 (five) business days following the tuition deposit payment deadline. The information about the deposit payment can be provided to the person in charge at the faculty via phone, fax, or email within 10 (ten) business days following the day on which this information was transferred to a student or unclassified student (by means of a study record-book and (or) e-mail). Staff in charge at the faculty, together with the accounting department staff, shall check the provided information regarding payment of deposits and shall make relevant adjustments in the Information Systems.

22. Employees in charge at the faculties and staff of the accounting department must compile a list of full-time, part-time, or unclassified students, who have not paid for their studies upon expiry of a month and by the 5th day of the following month. Lists of students and unclassified students, who failed to pay for full-time and part-time studies on time, are presented to the Faculty Deans.

23. A student or unclassified student, who wants to receive a certificate regarding deposits for the studies to be paid, shall submit an application addressed to the chief accountant of accounting department. Certificates shall be issued within 14 (fourteen) calendar days following the application receipt date.

24. Issues regarding payment in instalments or extension of the payment deadline shall be dealt with by the Deans in compliance with the procedure approved by the Rector. Employees in charge at the faculties shall notify the accounting department about the students or unclassified students entitled to pay tuition deposits in instalments, when and which part of the tuition deposit must be paid and the period for which the payment of the tuition deposit has been extended, by means of the Information System.

25. Students or unclassified students, who have expressed a wish to receive loans, must submit an application to postpone the payment of the deposit until the loan is granted addressed to the Faculty Dean and, upon consent of the Dean, they shall pay a tuition deposit as soon as they receive the loan. Under such circumstances the employees in charge at the faculties shall immediately upload information indicating the approximate deadline for receiving a loan and paying a tuition deposit to the Information System.

26. Notifications shall be sent to the University-based e-mail to students or unclassified students, who have failed to pay for the studies, indicating the final deadline for payment for the studies, which shall not exceed 30 (thirty) calendar days from the date of sending the notification.

27. Students or unclassified students, who have received notifications but failed to pay for the studies by the deadline specified in the notification without any reasonable cause, may be expelled from the University on the grounds of failing to pay for the studies in a timely manner. In a case specified in this Item, information on debtors and their debts shall be forwarded to a debt collection company.

V. THIRD CYCLE STUDIES

28. During their first year of their studies PhD students not funded by the state must transfer a deposit to a respective bank account of the University in accordance with the payment receipt within 15 (fifteen) calendar days following the effective date of the agreement between the University and the PhD student. PhD students not funded by the state shall pay deposits for the upcoming study year within 15 (fifteen) calendar days following the date of the meeting of the PhD Studies Committee in the respective field of research, which has certified a PhD student not funded by the state.

29. In cases when a company, an institution, or an organisation agrees to pay a deposit for a PhD student not funded by the state, a guarantee letter signed by the head of the company, institution, or organisation shall be submitted to an employee of Social Innovations Doctoral School of Research and Innovations Support Centre. A guarantee letter approved by the Vice-Rector for Research and International Relations shall be submitted to the accounting department for issue of an invoice. The staff of the accounting department shall indicate the deposits for studies they received based on the invoices in the accounting information system.

30. A person presenting his/ her thesis for defence as a part of an independent study programme shall pay a fee for an expert assessment set by the Council within 2 (two) business days following the day of the meeting of the PhD Studies Committee in a respective field of research, where experts have been appointed.

31. PhD students must provide information proving payment of the deposit for their studies (date of the payment, amount, payer's name, code, etc.) in cases when within the period of 5 (five) business days following the tuition deposit payment deadline their electronic study record-book does not indicate that their payment has been credited in. The information about the deposit payment can be provided to an employee in charge at Social Innovations Doctoral School of Research and Innovations Support Centre via phone, fax, or e-mail within 10 (ten) business days following the day on which this information was transferred to a PhD student (by means of an electronic study record-book and (or) e-mail). An employee of Social Innovations Doctoral School of Research and Innovations Support Centre, together with accounting staff, shall check the provided information proving payment of a deposit and make adjustments in the Information Systems.

32. A PhD student, to whom an academic leave was granted following a consent given by the Vice-Rector for Research and International Relations authorized by the Rector, must pay for the period of studies until the date on which the Rector's order on granting an academic leave has been signed. A part of the tuition deposit to be paid shall be calculated by an employee of Social Innovations Doctoral School of Research and Innovations Support Centre in proportion to the period studied, by rounding it up on the basis of a 15-(fifteen)-day period.

33. Issues regarding payment in instalments or extension of the deadline for payment shall be dealt with by the Vice-Rector for Research and International Relations:

33.1. A PhD student must submit an application for payment of the tuition deposit in instalments or extension of the tuition deposit payment period to the Vice-Rector for Research and International Relations within 7 (seven) calendar days from the date of their admission to PhD studies or after the annual certification;

33.2. Before a PhD student's application for payment of the tuition deposit in instalments or extension of the tuition deposit payment period is submitted to the Vice-Rector for Research and International Relations, it must be approved by the head of Social Innovations Doctoral School.

33.3. Notifications shall be sent to the University-based e-mail to PhD students, who have failed to pay for the studies, indicating the final deadline for payment for the studies, which shall not exceed 30 (thirty) calendar days from the date of sending the notification.

33.4. PhD students, who have received notifications but failed to pay for the studies by the deadline specified in the notification without any reasonable cause, may be expelled from the University on the grounds of failing to pay for the studies in a timely manner. In a case specified in this Item, information on debtors and their debts shall be forwarded to a debt collection company.

35. An employee of Social Innovations Doctoral School of Research and Innovations Support Centre shall upload the information on payment of the tuition deposit in instalments (payable parts of the tuition deposit and payment period) or extension of the tuition deposit payment period (extension period) to the Information System.

36. A tuition deposit paid for the current study year by a PhD student not funded by the state, who has been excluded from the lists of students at his/ her own request, in cases of failure to return from an academic leave, to start studies on time, or in a case of death, shall be refunded in proportion to the time of the current study year. Upon the PhD student's request, a part of the tuition deposit shall be refunded based in the Rector's order following the day of his/ her removal from the list of students. The Rector's order shall indicate the period for which the tuition deposit is refunded. A refundable tuition deposit shall be calculated by an employee in charge at the accounting department in accordance with the Rector's order.

37. If there is a vacant state-funded study place and if later, having taken such place after winning the competition, a PhD student not funded by the state, who won a vacant state-funded place, must pay the remaining part of the tuition deposit for the already studied period by rounding it up on

the basis of a 15-(fifteen)-day period before the date on which the Rector signed an order regarding his/ her transfer to a state-funded study place:

37.1. If a PhD student, who won a competition for a state-funded place, has paid the full amount of the tuition fee, he/ she shall be refunded a part of the paid deposit for the period that he/ she has not studied. A refundable part of the deposit is calculated by an employee in charge at the accounting department in accordance with the Rector's order regarding a student's transfer to a state-funded study place.

38. A tuition deposit shall not be refunded to the PhD student not funded by the state in cases when a PhD student is expelled from the University due to under-achievement (negative certification, failure to defend the dissertation at the end of the PhD studies), expert assessment of the dissertation submitted as a part of an independent study programme, or for violations specified in the University Statute, Code of Academic Ethics and acts governing the internal rules of procedure of the University.

39. A PhD student wishing to receive a certificate confirming payment of the tuition deposits shall submit an application to the accounting department addressed to the chief accountant:

39.1. Certificates shall be issued within 14 (fourteen) calendar days following the application receipt date;

39.2. Certificates confirming payment of tuition deposits based on invoices shall not be issued to PhD students.

VI. PAYMENT OF TUITION DEPOSITS FOR THE ASSESSMENT OF LEARNING OUTCOMES ACQUIRED IN NON-FORMAL SETTINGS

40. Persons must transfer a deposit for the application to take part in the procedure of assessment of learning outcomes acquired in non-formal settings to a respective bank account of the University after submitting their application and shall deliver receipts or documents confirming a bank transfer to the Centre of Academic Affairs.

41. Persons must transfer a deposit for assessment of the learning outcomes acquired in non-formal settings and acknowledgement of competences after the credits transfer (for the number of credits transferred) into a respective bank account of the University and shall submit receipts or documents confirming a bank transfer to the Centre of Academic Affairs.

42. Deposits paid for the application to take part in the procedure of assessment of learning outcomes acquired in non-formal settings and acknowledgement of competences and/ or assessment of learning outcomes acquired in non-formal settings and acknowledgement of competences shall not be refunded.

VII. PAYMENT OF TUITION FEES AND OTHER DEPOSITS BY FOREIGN NATIONALS

43. The procedure of payment for studies applied to the citizens of the European Union Member States shall be the same as the procedure applied to the citizens of the Republic of Lithuania.

44. Citizens of foreign countries, except for the ones specified in Item 43, applying for non-state-funded studies, must 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 receipt within 15 (fifteen) days following the day of notice of a call to study. The payment receipt for the studies or payment transfer copy slip must be submitted to the International Exchange and Student Department of the Internationalization Service. After employees of the Department verify that the payment is received, they shall finalize admission of the foreigner by an order of the Rector and send original documents to the student, as required in order to acquire a National Multiple-Entry Visa (D).

45. In order to make sure that a student's contractual obligations to the University are met, citizens of foreign countries, who come to study at the University, except for the ones specified in Item 43, shall pay an additional lump sum security fee of EUR 500.

46. Within the course of the second, third, and later years of the studies, citizens of foreign countries, except for the ones specified in Item 43, shall pay tuition fees in accordance with Item 19 of the Procedure.

VIII. OTHER PROVISIONS

47. After the Dean's order is passed, students of full-time and part-time studies or unclassified students must transfer tuition deposits for repetition of study programmes and other fees to a respective bank account of the University based on the payment receipt. Information about the Faculty Dean's order concerning payment of deposits for repetition of the study programme shall be sent to the University students or unclassified students via the e-mail assigned to them. Students may register for repetition of the programme subjects only after a confirmation of payment of the deposit shows up in the Information System.

48. The cost of studies shall be calculated for those students or unclassified students not funded by the state, whose previously studied subjects shall be transferred or who have been admitted to the University from another higher education establishment, i.e. who continue their studies at the University, for the credits of the remaining study subjects and shall be paid after transfers have been made. The cost of studies shall not be reduced after transfer of study results for those students or unclassified students, who study under study programmes implemented jointly with foreign higher education establishments, unless inter-institutional agreements provide otherwise. The credits for study subjects shall be transferred in accordance with orders issued by the Faculty Dean based on a students' applications. The application shall be accompanied by a copy of a diploma issued by a higher education establishment or a certificate of study results. A tuition fee for the credits of the remaining study subjects shall be calculated by the end of the first month of the current term and shall be paid within 10 (ten) business days from the date of signing of the Rector's order. Information on orders signed by the Faculty Dean, the Rector and payment of the tuition fee shall be sent to the e-mail address and the electronic study record book provided by the University. If necessary, a new agreement shall be signed with a student or an unclassified student and the terms and conditions of such agreement shall not deteriorate the student's situation when compared to the situation established by the laws and legislations of the Republic of Lithuania.

49. Students or unclassified students not funded by the state, having returned after suspension of studies or an academic leave, shall study under the established study procedure and shall pay for the credits of the programme subjects remaining in that academic year. A tuition deposit for the credits of the remaining study subjects must be paid within 10 (ten) business days from the date on which the Faculty Dean's order is passed. Information on orders signed by the Faculty Dean and payment of the tuition deposit shall be sent to the University students and unclassified students via the e-mail assigned to them.

50. Students or unclassified students, who have selected more subject credits than the scope allowed by the study programme and/or more subject credits, which are not covered by the state budget, must pay for the subject credits exceeding the number of the subject credits established for their study programme.

51. Having failed an examination or another test for the second time, a student or an unclassified student must repeat the course of that subject after paying for that subject's credits. After a student or an unclassified student submits an application, he/ she shall be allowed to attend classes and seminars of the failed subjects repeatedly based on the Dean's order upon payment of a fee for relevant credits established by the Council of the University.

52. A student or unclassified student not funded by the state (the first and the second cycle studies), who pays a full tuition fee, who is or has been excluded from the list of students or

unclassified students at his/ her own request due to family, official, or other circumstances, as having failed to return back to studies from an academic leave or to register after suspension of studies for studies in the new academic year (semester) on time, as well as in the event of death or a student or unclassified student of the study programme of law and police activity, police activity and law and state border protection or who was dismissed from a job in statutory services, a paid (overpaid) tuition deposit for the current semester of studies he/ she would no longer attend shall be refunded in proportion to the study time of the current semester in accordance with the following procedure:

52.1. A part of the tuition fee shall be refunded following the Rector's order regarding exclusion of the student or the unclassified student from the list of students or unclassified students, taking into account submission made by the Dean of the Faculty where a student or unclassified student studies. The submission should specify the exact period for which a part of the paid tuition fee shall be refunded as calculated by an employee in charge at the faculty. The aforementioned period should not start earlier than 3 (three) calendar years prior to the date when the Rector signs an order regarding exclusion of the student or the unclassified student from the list of students or unclassified students:

52.1.1. If the student or the unclassified student suspended the studies during the autumn semester from 1 September to 31 October and in the spring semester from 1 February to 31 March, a part of the tuition fee to be refunded shall be for the period from the date when the Faculty Dean signs an order regarding suspension of the studies until the end of that semester.

52.1.2. If the student or the unclassified student suspended the studies from 1 November or 1 April, the tuition fees shall not be refunded.

52.2. A part of the tuition fee for the current semester shall be refunded within 7 (seven) business days from passing the Rector's order regarding exclusion of the student or the unclassified student from the list of students or unclassified students:

52.2.1. If the student or the unclassified student is excluded from the list in the autumn semester by 30 September and in the spring semester by 28 February, full tuition fee for the semester shall be refunded.

52.2.2. If the student or the unclassified student is excluded from the list in the autumn semester from 1 October to 31 October and in the spring semester from 1 March to 31 March, 60 percent of the tuition fee for the semester shall be refunded.

52.2.3. If the student or the unclassified student is excluded from the list of students from 1 November or 1 April, the tuition fees shall not be refunded.

52.3. A part of the tuition fee shall be refunded in accordance with the established procedure by transfer to a current bank account of the payer of that tuition fee.

52.4. In cases when a person has overpaid the tuition fee or a part of it for the study period following exclusion of the student or the unclassified student from the list of students or unclassified students, an application for refund of this overpayment shall be submitted to the University. The application for a refund of the overpaid tuition fee shall state the following: payer of the tuition fee, his/ her personal number or company code (if the payer is a legal entity), address and the payer's bank account details. The application for a refund of the overpaid tuition fee should be approved by the Dean of the Faculty where the person has studied and resolution of the Vice-Rector for Infrastructure, then it shall be passed to the accounting department where validity of the application shall be checked.

52.5. In case of citizens of non-European Union Member States, who paid (overpaid) the established study price or part thereof, but who failed to register for the studies and/or failed to arrive to study during the first year of the studies, the fee shall be refunded, excluding the payment transfer costs.

52.6. A part of tuition fee to be refunded shall be calculated and paid by an employee in charge at the accounting department based on the University Rector's order regarding exclusion of a student or an unclassified student from the list of students or unclassified students or based on an application for refund of the tuition fee (where a part of the tuition fee shall be refunded for the period following exclusion of a student or unclassified student from the list of students or unclassified students). After a paid (overpaid) tuition fee had been refunded, in cases when the fee was paid in a year prior to the

year than the semester when the studies were ceased, an employee in charge at the accounting department shall check it against the declaration on the costs reducing taxable income.

52.7. Applications for recalculation of a refundable part of a paid (overpaid) tuition fee or any other issues related to a refundable part of the paid (overpaid) tuition fee may be filed by the person to the University no later than within 1 (one) month from signing the Rector's order regarding exclusion of a student or an unclassified student from the list of students or unclassified students. Such applications shall be submitted to the Dean of the Faculty where the person studied.

53. A person wishing that the results of his/ her studies in other higher education establishments would be transferred must pay a deposit established for transfer of study subjects.

54. A tuition fee shall not be reimbursed to a student, unclassified student, or a foreign student not funded by the state, who pays a full tuition fee, when a student, unclassified student, or a foreign student is expelled from the University due to under-achievement, gross violations of the Statute, Code of Academic Ethics of the University and violations of other normative acts governing the studies and the internal procedure.

55. Students may submit applications for reduction or exemption from the tuition deposit:

55.1. In case of students of the first and the second cycle studies, applications shall be filed to the Faculty Dean, Director of Health and Sports Centre by 15 September (for the autumn semester) and by 15 February (for the spring semester). Students' applications shall be registered at the Deanery, Health and Sports Centre and they shall be forwarded for consideration by the Committee of Social Affairs by the Dean or the Director no later than by 20 September (for the autumn semester) and by 20 February (for the spring semester).

55.2. In case of PhD students, applications shall be filed to the Vice-Rector for Research and International Relations by 25 October. Applications filed by PhD students shall be countersigned by a research director, research advisor (if any), department head, or director of the institute. Applications shall be registered at Social Innovations Doctoral School of Research and Innovations Support Centre and they shall be forwarded for consideration at the Committee of Social Affairs by the Vice-Rector for Research and International Relations no later than by 30 October.

56. The Committee of Social Affairs shall submit a proposition to the Rector for reduction or exemption from the tuition deposit, if the student meets at least one criterion applicable to reduction or exemption from the tuition deposit. In case when the student does not meet at least one criterion applicable to reduction or exemption from the tuition deposit, the Committee of Social Affairs shall note this in the student's application and shall return it to the Deanery of the Faculty, Health and Sports Centre, or Social Innovations Doctoral School of Research and Innovations Support Centre.

57. Applications for reduction or exemption from the tuition deposit filed by the first-year students shall be considered only when the results of the autumn semester are available.

58. The following persons shall be entitled to exemption from the tuition deposit:

58.1. Full-time and part-time students with no academic debts, who are orphans under the age of 24.

58.2. Full-time and part-time students, who are athletes having achieved particularly high results in sports worldwide.

58.3. Full-time and part-time students, whose families suffered from misfortune (death, natural disaster, etc.).

59. Employees of the University, who have been admitted to the first and the second cycle degree-granting study programmes or studying in accordance with non-degree-granting study programmes, additional studies or having selected to attend specific study subjects may be exempted from payment of the tuition deposit or deposit for credits of a study subject.

60. A tuition deposit may be reduced for:

60.1. Full-time and part-time students with no academic debts from socially disadvantaged families, whose grade average from the previous semester is no less than 7.0: by 50 percent.

60.2. Full-time and part-time students with no academic debts, whose working capacity is 45 percent and below: by up to 50 percent.

60.3. Full-time and part-time students with no academic debts for high achievements in the area of science, art, or social activities, whose grade average from the previous semester is no less than 7.0: by up to 50 percent.

60.4. PhD students, who work at the University for at least one year: by up to 50 percent. Upon reduction of this tuition deposit, the provision regarding allocation of a lump sum benefit to university teachers and research workers having defended their PhD theses within the set terms or as a part of an independent study programme, as established in the Description of Staff Remuneration Conditions approved by the Council, shall not be applicable.

60.5. For PhD studies as a part of an independent study programme, who work at the University for at least one year: by up to 50 percent. Upon reduction of this tuition deposit, the provision regarding allocation of a lump sum benefit to university teachers and research workers having defended their PhD theses within the set terms or as a part of an independent study programme, as established in the Description of Staff Remuneration Conditions approved by the Council, shall not be applicable.

60.6. Full-time and part-time students with no academic debts, who are athletes taking part in championships of the Republic of Lithuania, individual sports leagues, representing the University at student championships, regional leagues, tournaments, and student sports leagues: by up to 50 percent.

60.7. Full-time and part-time students, who had left to study at foreign universities under academic exchange programmes for a respective period of time: by up to 20 percent.

60.8. University graduates, who enter another study programme at the University: up to 10 percent.

60.9. Children and spouses of the employees of the University: by up to 10 percent. The student must supplement the application regarding reduction of the tuition deposit with documents (copies thereof) proving their entitlement to reduction of the tuition deposit in accordance with this Item.

61. Applications filed by the first-year full-time and part-time students shall be considered only when the results of the first semester are available (grade average shall be no less than 7.0) from the spring semester.

62. Full-time and part-time students may be exempted from payment of the deposits specified in Items 4.7 and 4.8 of this Procedure in accordance with the Dean's order or the aforementioned deposits may be reduced respectively, if this is provided by cooperation contracts signed by the University.

63. Students, who are orphans under the age of 24, may be exempted from payment for accommodation at student homes and dormitories.

64. Fee for accommodation at student homes and dormitories may be reduced for:

64.1. Students with disabilities, whose working capacity is 45 percent or less: by up to 50 percent.

64.2. Students, who had been undergoing treatment for a period exceeding one month and submitted a medical certificate: by up to 50 percent

64.3. Students, who left for educational practical trainings to other towns in the country: by up to 50 percent.

64.4. Elders of student home and dormitory floors: by 7 (seven) Euros.

64.5. Students shall not be exempted from other deposits and they shall not be reduced.

65. University students shall pay the fee for accommodation at student homes and dormitories by using the payment receipt generated on the electronic study record-book by the 15th day each month. A deposit shall be paid before moving into a student home or dormitory.

66. In the event of failure to pay other deposits, students or unclassified students shall be sent notifications to the e-mail provided by the University specifying a deadline for payment of such deposits, which shall not exceed 30 (thirty) calendar days from the date of sending the notification. Information on debtors, who received notifications but failed to pay the deposits without valid reasons

by the deadline specified in the notification, and their debts shall be forwarded to a debt collection company.
