

APPROVED

by the Council of Mykolas Romeris
University
by Resolution No. 1UT-12
of 2 January 2025

MYKOLAS ROMERIS UNIVERSITY FEE PAYMENT PROCEDURE

I. GENERAL PROVISIONS

1. The Description of the Procedure for the Payment of Contributions of Mykolas Romeris University (hereinafter referred to as the University) (hereinafter referred to as the Description) establishes the conditions and procedures for the payment, refund, exemption from payment of contributions, reduction of contributions, and the organisation and control of payments, which are directly related to the implementation of the study programme and those not directly related to the implementation of the study programme.
2. The description has been prepared in accordance with the Law on Science and Studies of the Republic of Lithuania, other legal acts of the Republic of Lithuania, the Statute of the University, the resolutions of the University Senate and the Council.
3. Key concepts:
 - 3.1. **Academic unit** – faculty, school, academy;
 - 3.2. **Head of Academic Department** – Head of Faculty, School, Academy;
 - 3.3. **External** – a person for whom the doctoral committee of the relevant scientific field has taken a decision to allow the acquisition of a doctoral degree externally;
 - 3.4. **Listener** – a person studying under non-formal education programmes or separate study subjects (modules);
 - 3.5. **The standard tuition fee is** the amount that indicates the maximum amount of funds that may be allocated from the state budget for the year of admission to higher education to pay for the tuition fee established by the higher education institution in the state-funded study place;
 - 3.6. **Student** – a person studying at the University under a study programme or in a doctoral programme;
 - 3.7. **The Student and Employee Support Commission** is a commission operating by the order of the Rector and in accordance with the Rules of Procedure approved by the Rector, which provides recommendations to the Rector regarding the exemption from the tuition fee or reduction of the tuition fee provided for in this Description.
 - 3.8. **Tuition fee** – the cost of studies in the relevant study programme or field of study for 1 year or semester established and approved by the University Senate;
 - 3.9. **Contribution** – payment of the tuition fee, the cost of the study credit and/or other fees directly related to and not related to the implementation of the study programme;
 - 3.10. **Tuition credit price** – the price of one credit set by the University Senate;

- 3.11. **Students of the study stream** are the flow of students of the same course studying the same study program of an academic department in the same form of study.
- 3.12. **A Lithuanian abroad** – as provided for in the Law on Science and Studies of the Republic of Lithuania, it is a citizen of the Republic of Lithuania who has lived abroad for at least 3 years, or a foreigner of Lithuanian origin, his children, grandchildren, great-grandchildren. A foreigner of Lithuanian origin is considered to be a foreigner whose parents or grandparents or one of the parents or grandparents are or were Lithuanians, and who considers himself to be Lithuanian and declares this in a written statement to the decision-making authority;
- 3.13. **State-funded place** – a place of study, the cost of studies of which is fully paid for by the state budget;
- 3.14. **Non-state-funded place** – a place of study, the cost of studies of which is not paid for by the state budget;
- 3.15. other terms are used in the Description as they are defined in the Statute of the University and other legal acts of the University.
4. Contributions can be as follows:
- 4.1. Contributions directly related to the implementation of the study programme:
- 4.1.1. tuition fee paid by a student studying in a non-state-funded location, a student of additional studies or an external student;
 - 4.1.2. a contribution to the credits of the study subject (module) paid by the student or listener for the credits of the chosen study subject, including additional practice;
 - 4.1.3. a fee for the repetition of a study subject (module) paid by a student or a listener repeating a study subject (module) in the cases established by the Description of the University's Study Procedure;
 - 4.1.4. a fee for the repetition of the course, which is paid by the student or listener who repeats the course in the cases specified in the Description of the University's Study Procedure;
 - 4.1.5. payment for retaking the final statement, retaking the final exam or re-defending the final thesis.
- 4.2. Contributions not directly related to the implementation of the study programme:
- 4.2.1. registration fee – a fixed amount of payment paid by the person invited to study;
 - 4.2.2. entrance fee – a fee paid when applying for admission to the University: second and third cycle (including external studies), professional or additional studies;
 - 4.2.3. payment for the examination of the application to participate in the procedure for the assessment of competences acquired through non-formal and/or informal education and the recognition of competences;
 - 4.2.4. payment for credits credited in the procedure for the assessment and recognition of competences acquired through non-formal and/or informal education; payment for the crediting procedure for the credits of the study subject;
 - 4.2.5. payment for the crediting procedure of the study subject (module);
 - 4.2.6. Other contributions:
 - 4.2.6.1. payment for the issuance of a duplicate document;
 - 4.2.6.2. payment for the issuance of a certified copy of the description of the study subject (module);

- 4.2.6.3. a fee for issuing a certificate to a person who has studied at the University;
 - 4.2.6.4. payment for certified copies of documents, extracts of orders;
 - 4.2.6.5. payment for providing information to a foreign institution in accordance with the submitted request;
 - 4.2.6.6. fee for sending documents by registered mail.
5. The amounts of fees directly related to the implementation of the study programme, with the exception of the fees for retaking the final report, retaking the final exam or re-defending the final thesis, shall be determined by the resolution of the University Senate. The fees for the retaking of the final settlement, the retaking of the final examination, the repeated defence of the final thesis and the amounts of the fees not directly related to the implementation of the study programme shall be determined by the order of the Rector of the University.
 6. Citizens of the Member States of the European Union and the European Economic Area and their family members, regardless of their nationality, as well as those who have a permanent residence permit in the Republic of Lithuania, citizens of foreign states that are not members of the European Union or the European Economic Area, stateless persons and foreign Lithuanians are paid for their studies are the same as for citizens of the Republic of Lithuania.
 7. If the amount of funding allocated by the state or from project funds for the respective study programmes is less than the price of the respective study programme established by the University Senate, a contribution covering the costs related to the implementation of the study programme may be established, the amount of which is equal to the difference between the cost of studies established by the Senate and the amount of funding allocated.

II. CONTRIBUTIONS DIRECTLY RELATED TO THE IMPLEMENTATION OF THE STUDY PROGRAMME

Tuition fee

8. The tuition fee is paid by:
 - 8.1. a student studying in a non-state-funded place of study;
 - 8.2. a first-cycle study student who has enrolled in a state-funded place, but has lost state funding in accordance with the procedure established by the legal acts of the Republic of Lithuania;
 - 8.3. as provided for in the Law on Science and Studies, a student of the first or second cycle of studies who is re-studying under a study programme of the same or lower cycle, if more than half of the credits of that study programme have been acquired from the funds of the state budget, except in cases established by the Government of the Republic of Lithuania;
 - 8.4. as provided for in the Law on Science and Studies, a third-cycle student who is re-studying for a doctorate, if he or she has studied for more than half of the duration of the doctoral study with the funds of the state budget;
 - 8.5. external;

- 8.6.as provided for in the Law on Science and Studies, a student studying simultaneously in two or more degree-granting or professional study programmes of the same cycle, provided that his/her studies in one of these study programmes are financed by the state budget (they pay for the second and other study programmes);
- 8.7.A student who is studying under an additional study programme.
9. A student who has lost state funding in accordance with the procedure established by the legal acts of the Republic of Lithuania shall pay the tuition fee for the remaining studies, which shall be established in accordance with the rule of study flow established in Item 18 of the Description.
 - 10.A student of the first and second cycle of studies, as well as a student of another higher education institution whose studies are financed by the state, has the right to change the study programme in the same group of study fields in the same group of study fields in the same or another state higher education institution in accordance with the procedure established by the Government of the Republic of Lithuania Resolution No. 540 of 28 June 2017 "Description of the Cases and Procedure for Changing the Study Programme and the Form of Studies while Maintaining State Funding", without losing the remaining part of the state study funding, not higher than the standard tuition price of that study programme.
 - 11.When a natural or legal person agrees to pay the tuition fee, a tripartite patronage agreement is usually concluded between the Rector of the University or a person authorised by him, the patron and the student. The model form of the patron agreement is approved by the order of the Rector of the University. In the absence of a patron agreement, the head of the legal entity signs a letter of guarantee, which is submitted to the responsible employee of the Doctoral School of Social Innovation (hereinafter referred to as the Doctoral School) of the Science and Innovation Centre for Science and Innovation (hereinafter referred to as the Doctoral School). A letter of guarantee endorsed by the Head of the Academic Unit or the Head of the Science and Innovation Centre, respectively, shall be submitted to the Financial Service. The financial service issues an invoice according to a patron's contract or letter of guarantee. Employees of the Financial Service note the payments received for studies in the information accounting system according to invoices.
 - 12.A student or student of first and second cycles of studies, professional studies or a student pays a tuition fee equal to the cost of one semester of study. A third-cycle student pays a tuition fee equal to the annual tuition fee.
 - 13.A student or student of non-state-funded first and second cycle of studies, professional studies, transfers the tuition fee to the relevant University bank account within 15 calendar days from the beginning of the semester, and the student of the third cycle of studies – within 15 calendar days from the beginning of his/her year of study. The extern must transfer the tuition fee to the relevant bank account of the University within 15 calendar days from the date of signing the external contract.
 - 14.Academic leave may be granted to a student of the first or second cycle of studies, professional studies or a student applying for academic leave in the autumn semester after 15 September and in the spring semester after 15 February, if the student or student has paid a tuition fee or part thereof calculated in accordance with the following rules:
 - 14.1. if it is requested to grant academic leave in the autumn semester from 16 September to 30 September, and in the spring semester – from 16 February to 28

- February – the part of the tuition fee paid must be 20 per cent of the tuition fee for the semester;
- 14.2. if it is requested to grant academic leave in the autumn semester from 1 October to 31 October, and in the spring semester from 1 March to 31 March, the part of the tuition fee paid must be 40 per cent of the tuition fee for the semester;
 - 14.3. if it is requested to grant academic leave in the autumn semester from 1 November to 30 November, and in the spring semester from 1 April to 30 April, the part of the tuition fee paid must be 60 per cent of the tuition fee for the semester;
 - 14.4. If academic leave is requested in the autumn semester after 1 December and in the spring semester after 1 May, the full tuition fee for the semester must be paid.
15. A student who has submitted an application for academic leave and has not paid the tuition fee or part thereof in accordance with the procedure established in Item 14 of the Description, shall be expelled from the University as having failed to pay for his studies on time.
 16. A student or student of first or second cycle, professional studies or a student returns after academic leave to the beginning of the semester during which academic leave was granted. In such a case, the student or student must pay a tuition fee for the entire semester in accordance with the terms set out in Item 13 of the Description, except in cases where the academic vacation lasted no longer than 1 year. If the academic leave lasted no longer than 1 year, the remaining part of the tuition fee shall be paid, *calculated mutatis mutandis* by applying the rules set out in Item 14 of the Description. The amount of the tuition fee upon the student's or student's return from academic leave shall be calculated by applying the study flow rule set out in Item 18 of the Description.
 17. A student of first or second cycle, professional studies or a listener who has resumed his studies after graduation as a payment for studies is returned to study at the beginning of the semester during which the studies were discontinued. In this case, the student or listener must pay a tuition fee for the semester in accordance with the provisions of this Description. The amount of the tuition fee shall be calculated by applying the rule of study flow established in Item 18 of the Description.
 18. A student or student of first and second cycle, vocational studies who continues his studies after academic leave (except in cases where academic leave was granted due to illness, pregnancy and childcare or permanent compulsory initial military service) or who resumed his studies after leaving his studies as a payment for studies and/or was transferred to a higher course after the crediting of the results of studies, or a first-cycle student who has lost state funding is subject to the same conditions of study financing as all other students of the relevant study stream (study flow rule) in non-state-funded places.
 19. The tuition fee reduced on the basis of the grounds specified in Items 45, 46 or 54 of the Description shall be paid within 15 calendar days from the date of notification to the student or listener of the decision on the reduction of the tuition fee adopted by the order of the Rector of the University.
 20. If it is not visible in the information system "Studies" that the student, listener or extern has paid the fee for studies, the student, listener or extern shall, on his/her own initiative or upon the request of the responsible employee of the academic department or the Doctoral School by e-mail, provide information confirming the payment of the tuition fee (payment statement or copy of bank transfer) within 7 calendar days from the e-mail

request. The responsible employee of the Academic Unit or the Doctoral School, together with the employee of the Financial Service, checks the information provided for the payment of the tuition fee and makes adjustments to the relevant information systems.

21. A third-cycle study student who has submitted an application for academic leave to the Doctoral School must pay for the period of study before the date of signing of the Rector's Order on the Granting of Academic Leave. The part of the tuition fee payable, proportional to the period studied, is calculated by the responsible employee of the Doctoral School.

Payment for credits of the study subject

22. The fee for credits of the study subject (module) is paid by:
- 22.1. a listener who has chosen to study separate study subjects;
 - 22.2. a student of first or second cycle, professional studies or a listener of additional studies, who has chosen more credits in subjects than provided for in the study programme and/or has chosen more credits in subjects that are not financed by the state budget – for credits exceeding the number of credits of the subjects of the study programme;
23. The payment for the credits of the subject of study is equal to the cost of the study credit multiplied by the number of credits of the subject of study.
24. The payment for the credits of the study subject is transferred to the relevant bank account of the University by:
- 24.1. a listener who has chosen to study individual study subjects – within 15 calendar days from the date of conclusion of the listener's contract;
 - 24.2. a student of the first or second cycle of studies, a student of professional studies or a listener of additional studies, a contribution for credits of study subjects provided for in Sub-paragraph 22.2 of the Description – within 15 calendar days from the date of notification of the decision adopted by the order of the head of the academic unit.

Fee for repetition of the study subject (module)

25. The fee for the repetition of the study subject (module) is paid by a student or listener of the first or second cycle of studies, state-funded or non-state-funded studies of professional studies who repeats the study subject (module) in the cases specified in the Description of the University's Study Procedure.
26. The fee for the repetition of the study subject (module) is equal to the cost of the study credit multiplied by the number of credits of the study subject. When calculating the price of the credit, *the rule of study flow established in Item 18 of the Description is followed mutatis mutandis*.
27. The fee for the repetition of the study subject (module) is paid to the relevant bank account of the University until the submission of the application for repetition of the study subject (module). The student or listener shall submit information confirming payment of the fee for the repetition of the study subject (module) (payment statement or copy of bank transfer) to the responsible employee of the academic department together with the request for repetition of the study subject.

Fee for repeating the course

28. The fee for the repetition of the course shall be paid by a student or listener of the first or second cycle of studies, state-funded or non-state-funded professional studies, who repeats the course in the cases specified in the Description of the University's Study Procedure.
29. The fee for repeating the course is equal to the cost of the study credit multiplied by the number of credits of the study subjects studied by the student or listener repeating the course. When calculating the price of the credit, *the rule of study flow established in Item 18 of the Description* is followed mutatis mutandis.
30. The fee for the repetition of the course is paid to the relevant bank account of the University prior to the submission of the application for the repetition of the course. The student or listener shall provide information confirming the payment of the fee for the repetition of the course (a statement of payment or a copy of a bank transfer) to the responsible employee of the academic unit with a request for the repetition of the course.

Payment for retaking the final statement, retaking the final exam or re-defending the final thesis

31. The fee for the repayment of the final settlement shall be paid by the student or listener who seeks to resettle the final settlement in the cases specified in the Description of the University's Study Procedure. The fee for retaking the final exam is paid by a first-cycle student who has not passed or failed to pass the final session of the final exam. The fee for the repeated defence of the final thesis shall be paid by the student of the first or second cycle of studies, the student of professional studies who has not defended or defended the final thesis during the final session and who has returned to continue his studies after the suspension of studies or has resumed his studies in accordance with the procedure provided for in the Description of the Study Procedure of the University.
32. The contributions specified in Item 31 of the Description shall be paid not later than 14 calendar days before the date of the repassed final settlement or final examination or the day of defending the repeated defence of the final thesis. The student or listener shall provide the information confirming the payment of the contributions specified in this clause (payment statement or copy of bank transfer) to the responsible employee of the academic unit together with a request to retake the final settlement or final examination, or to allow the re-defence of the final thesis.

III. CONTRIBUTIONS NOT DIRECTLY RELATED TO THE IMPLEMENTATION OF THE STUDY PROGRAMME

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

33. A student, a student of additional studies, who wishes to have the results of his/her previous studies at the University or other higher education institution under higher education study programmes credited, must pay the established amount of the fee for the crediting procedure of the study subject. This contribution does not apply:

- 33.1. students credited with study results obtained through academic mobility programmes;
 - 33.2. students who change the study programme and/or form of study at the University from full-time to part-time or vice versa;
 - 33.3. students who are credited with the results of studies acquired at the University. This clause does not apply in the case when a student who has been expelled from the University due to a violation of academic ethics and has been admitted to the University in accordance with the general procedure requests to be credited with the results of studies acquired during previous studies.
34. A student, a student of additional studies, shall transfer the fee for the crediting procedure of the study subject to the relevant bank account of the University according to the payment receipt within 7 calendar days from the date of notification of the decision on the crediting of study subjects. The decision on the crediting of the study subject shall be approved by the head of the academic department upon receipt of the information confirming the payment of the fee for the crediting of the study subjects (payment statement or copy of bank transfer) by e-mail.

Fee for the examination of the application to participate in the procedure for the assessment and recognition of competences acquired through non-formal and/or informal education

35. The person applying for the examination of the submitted application to participate in the procedure for the assessment and recognition of competences acquired through non-formal and/or informal education must transfer the fee to the relevant bank account of the University, and send the information confirming the payment (payment statement or copy of bank transfer) by e-mail to the responsible employee of the Centre for Academic Affairs no later than before the date of submission of the application.
36. The fee for the examination of the application to participate in the procedure for the assessment and recognition of competences acquired through non-formal and/or informal education shall not be refunded to the person who submitted the application.

Payment for credits credited in the procedure of assessment and recognition of competences acquired through non-formal and/or informal education

37. The fee for credits credited in the procedure for the assessment and recognition of competences acquired through non-formal and/or informal education is calculated according to the number of credits of the subject (module) of studies credited. The person must transfer the payment for the credits credited in the procedure for the assessment and recognition of competences acquired through non-formal and/or informal education to the relevant bank account of the University, and send the information confirming the payment (payment statement or copy of bank transfer) by e-mail to the responsible employee of the Centre for Academic Affairs not later than within 3 working days from the date of notification of the decision(s) taken by the Expert or the group of experts regarding the subject (module) of the study programme recognition of study results.

38. The payment for credits credited in the procedure for the assessment and recognition of competences acquired through non-formal and/or informal education shall not be refunded to the person who submitted the application.

Other contributions

39. Other contributions provided for in sub-paragraph 4.2.5 of the Description shall be paid by the person to the relevant bank account of the University and shall provide the information confirming the payment (payment statement or copy of bank transfer) to the responsible employee of the academic department or the Doctoral School.

IV. DEFERRAL OF TUITION FEES, ADMISSION OF INSTALMENTS, EXEMPTION AND REDUCTION OF CONTRIBUTIONS

Deferral of tuition fees and permission to pay in instalments

40. An application for payment of the tuition fee in instalments of the first or second cycle of studies, a student of professional studies or a listener of additional studies shall be submitted to the head of the academic unit within 10 calendar days from the beginning of the semester. A third-cycle student and an external student shall submit an application for payment of the tuition fee in instalments or for the postponement of the tuition fee to the Vice-Rector for Science and Innovation within 10 calendar days from the admission to doctoral studies or from the beginning of the new year of studies, and an external student – within 10 calendar days from the positive decision of the doctoral committee of the relevant scientific field regarding the external procedure. Before submitting to the Vice-Rector for Science and Innovation, the application of a third-cycle student or an external student shall be endorsed by the head of the Doctoral School.
41. A student of the first or second cycle of studies, vocational studies or a student of additional studies who has submitted an application for payment of the tuition fee in instalments shall make the payment in the following procedure: 60 per cent of the amount payable must be paid by 30 September in the autumn semester and by 28 February in the spring semester, 40 per cent – by 1 December in the autumn semester and by 1 May in the spring semester.
42. In exceptional cases, an individual schedule of payment of the tuition fee may be established for a student of the first or second cycle of studies, vocational studies or a student of additional studies, without applying the usual procedure for payment of the tuition fee. The student or student of additional studies specified in this paragraph shall submit a reasoned request for payment of the tuition fee according to an individual schedule (hereinafter referred to as the application) together with documents confirming the exceptional circumstances, for which they are unable to pay the tuition fee in the usual manner, shall be submitted to the head of the academic unit within the time period specified in Item 40 of the Description. The application shall indicate the desired schedule of payment of the tuition fee. The decision on permission to pay the tuition fee according to the individual payment schedule is taken by the Vice-Rector for Studies, taking into account the submission of the Head of the Academic Unit. The submission of the head of the academic unit shall indicate the proposed schedule of payment of the

- tuition fee. When assessing the validity of the application, it is usually taken into account whether the deterioration of the material situation of the student (student of additional studies) is related to the illness, loss, natural disaster or other special circumstances. If the tuition fee is allowed to be paid according to an individual schedule, the student or the student of additional studies must pay the University in full by the end of the semester.
43. For a student who has submitted an application for a reduction of the tuition fee, the payment of the tuition fee shall be deferred and the part of the tuition fee shall be paid within 15 calendar days from the date of notification of the decision to reduce the tuition fee. A student or listener whose application for exemption from tuition fees has not been granted shall pay the tuition fee within 15 calendar days from the date of notification of the decision not to exempt from tuition fees.
44. A student who has applied for a loan to pay the tuition fee may have the payment of all or part of the tuition fee deferred. The student submits the application for the postponement of the tuition fee in accordance with the terms and procedure set out in Item 40 of the Description. The responsible employee of the academic unit or the Doctoral School shall indicate in the information system "Studies" the indicative term for the receipt of the state-supported loan and payment of the payment for studies. The payment for studies shall be paid upon receipt of the state-supported loan, but no later than by the autumn semester – by 1 December in the autumn semester and by 1 May in the spring semester.

Exemption from or reduction of tuition fees

45. The tuition fee can be reduced by up to 50 percent:
- 45.1. actively participating in the scientific activities of the University and not having academic debts. An active participant in the scientific activities of the University is considered to be a student who, while representing the University, has won prizes, become a laureate or entered the top five in national scientific competitions;
- 45.2. actively participating in the cultural activities of the University and not having academic debts. An active participant in the cultural activities of the University is considered to be a student, a member of at least one of the University's art collectives, who, representing the University, has won prizes, become a laureate or has been in the top five in international or national music, dance, theatre competitions or festivals.
46. For a student of first or second cycle studies, professional studies not financed by the state or a student of additional studies who is credited with the subject(s) previously studied at the University or other higher education institution under higher education study programmes, the tuition fee shall be reduced in proportion to the number of credits of the subject(s) credited. The tuition fee is calculated for the credits of the remaining study subjects according to the price of one credit. If the extern had concluded a student agreement with the University on the study of the doctoral subject(s) and paid the fee for the credits of the subject(s) before the start of doctoral studies at the University, the fee for external studies shall be reduced in proportion to the fee paid for the credits of the credited subject(s). This provision applies only to external students who have completed their external studies at the University no later than within 5 years from the expiry of the student's contract.

47. The following may be fully exempt from the tuition fee:

- 47.1. a student who actively participates in the scientific activities of the University, who does not have academic debts, who, representing the University, has become a winner or prizewinner of international scientific competitions or has entered the top five in international scientific competitions;
- 47.2. An employee of the University working at least part-time, studying at the first or second cycle of studies, in professional studies, or who has concluded a student agreement with the University, whose chosen studies are related to the duties performed by him at the University and the improvement of qualification is useful to the University;
- 47.3. a third-cycle student or an external student who has been working at the University for at least the last 10 months, or who has at least 10 months of work experience at the University in the last 2 years. The length of service specified in this provision shall also include the length of service of doctoral students or external students who worked at Marijampolė University of Applied Sciences prior to its reorganisation by way of connection to the University;
- 47.4. an extern, who has completed doctoral studies at the University and has fulfilled all the requirements for the defence of the dissertation, but has not defended it in time within the specified time, has submitted an application for permission to defend the dissertation externally not later than within 3 years from the date of exclusion from doctoral studies.

48. The tuition fee and contributions provided for in subparagraphs 4.2.1 – 4.2.5 of the Description may also be reduced or exempted from contributions by applicants or students who are not funded by the first, second or third cycle of studies of the University and who do not have academic debts, on the following grounds:

- 48.1. by the order of the Rector of the University, if it is provided for in the cooperation agreements signed by the University;
- 48.2. By the order of the Rector of the University, according to the procedure approved by the Rector:
 - 48.2.1. if an applicant or student who does not have academic debts has been granted asylum (refugee status or subsidiary protection) or temporary protection in the Republic of Lithuania;
 - 48.2.2. in order to increase the accessibility of high-quality university studies, to citizens of developing countries and the internationality of studies at the University, to encourage applicants to study in joint or double degree programmes, to increase the attractiveness of the programmes offered by the University and/or to attract talented students to the University.
- 48.3. To encourage University alumni to continue their studies at the University and to strengthen their connection with the University, alumni who apply for admission to studies of the same or a higher study cycle within the period established by the Rector following the completion of their studies may be granted a one-time tuition fee discount of up to EUR 500. The specific amount of the discount shall be determined by an order of the Rector.

49. An application for reduction of the tuition fee or exemption from the tuition fee for the first and second cycle of studies, professional studies or a student of additional studies shall be submitted to the head of the academic unit within 10 calendar days from the beginning of the semester, the student of the third cycle of studies shall submit it to the Vice-Rector for Science and Innovation within 10 calendar days from the admission to doctoral studies or from the beginning of the new study year, External – to the Vice-Rector for Science and Innovation within 10 calendar days from the positive decision of the doctoral committee of the relevant scientific field regarding the external procedure. The application of a third-cycle student or an external student is endorsed by the head of the academic department.
50. A student, listener or external student who requests exemption from or reduction of the tuition fee on the basis of one of the grounds listed in Items 45 and 47 of the Description shall, together with the application, submit:
- 50.1. documents demonstrating compliance with the relevant criteria;
 - 50.2. the recommendation of the head of the study programme or the head of the dissertation, if sub-paragraph 45.1 or 47.1 of the Description is invoked, the recommendation of the head of the Community Welfare Centre if sub-paragraph 45.2 of the Description is invoked, the recommendation of the head of the structural unit where the employee works – if sub-paragraph 47.2 of the Description is invoked. In the recommendation, the head of the structural unit justifies the links of the study programme chosen by the employee with the duties performed by the employee at the University.
51. The application of a student or listener of the first and second cycle of studies, vocational studies shall be registered in the academic unit and shall be forwarded to the Student and Staff Support Commission for consideration on the proposal of the head of the academic unit no later than within 20 calendar days from the beginning of the semester. The application of a third-cycle student or an external student shall be registered at the Doctoral School and, upon the submission of the Vice-Rector for Science and Innovation, shall be forwarded to the Student and Staff Support Commission for consideration no later than within 5 working days from the date of receipt of the application. The application of a student or listener who has started working at the University shall be registered in accordance with the procedure established in this Clause and shall be forwarded to the Student and Employee Support Commission for consideration not later than within 5 working days from the date of receipt of the application.
52. The Commission for the Support of Students and Employees submits a proposal to the Rector of the University to reduce the tuition fee or to exempt him from the tuition fee, if the student, student or external student meets the criteria for reducing or exempting the tuition fee. A proposal of the Student and Employee Support Commission to exempt a student or listener who has started working at the University from payment for studies at the University on the basis provided for in Sub-paragraph 47.2 of the Description may be submitted to the Rector of the University only after the expiry of the established probationary period, within the meaning of Article 36 of the Labour Code of the Republic of Lithuania. A student or listener is exempt from the tuition fee for the current semester, taking into account the period worked while studying. When determining the amount of the tuition fee from which the payment is exempt, *the rules of Item 60 of the Description apply mutatis mutandis, assuming that the application for termination of the study*

contract is equated to the commencement of the employment contract. The period of employment at the University also includes the probationary period.

53. A student, listener or external student who is exempted from the tuition fee on the grounds provided for in Sub-paragraphs 47.2 or 47.3 of the Description, shall, in accordance with a separate agreement between the University and the employee, undertake to reimburse the tuition fee covered by the University or part thereof for the period from the termination of the employment contract until the semester of studies, and in the case of third-cycle studies – until the end of the study year, if the employment contract with the University has been terminated in accordance with Article 55 of the Labour Code of the Republic of Lithuania on the basis provided for (termination of the employment contract on the employee's initiative without good cause).

Exemption of athletes studying at the University who have concluded sports activity agreements with the University or who play sports in a sports club that has concluded a cooperation agreement with the University from tuition fees or reduction of tuition fees

54. An athlete studying at the University, who has concluded a sports activity agreement with the University or who sports in a sports club who has concluded a cooperation agreement with the University (hereinafter referred to as the "athlete studying at the University"), if it is provided for in the contract, may be exempted from the tuition fee or the tuition fee may be reduced.
55. An athlete studying at the University undertakes to strengthen the field of University sports, to promote the name of the University and to strive for academic progress.
56. An athlete studying at the University is exempt from the tuition fee or the tuition fee may be reduced by the recommendation of the Head of the Wellness and Sports Department of the University's Community Welfare Centre, upon receipt of a recommendation from the Communication and Marketing Centre (except for the first semester of studies), which justifies how the athlete studying at the University fulfils its obligations to promote the name of the University.
57. An athlete studying at the University submits an application for exemption from the tuition fee or reduction of the fee to the Head of the Wellness Department of the University's Community Welfare Centre in the autumn semester until 15 September, and in the spring semester until 15 February. If the cooperation agreement of the sports activity or sports club with the University is concluded after the deadline for submitting the application, the athlete studying at the University must submit an application no later than within 15 calendar days from the conclusion of the agreement.
58. The Head of the Wellness and Sports Department of the University Community Welfare Centre shall, not later than within 15 calendar days from the date of receipt of the application, upon receipt of the recommendation of the Communication and Marketing Centre referred to in Item 56 of the Description, after assessing the academic excellence and following the agreements specified in Item 54 of the Description, prepare a submission for exemption from the tuition fee or reduction of this fee.
59. An athlete studying at the University is exempted from the tuition fee or the tuition fee is reduced by the order of the Rector of the University upon the recommendation of the Head of the Wellness and Sports Department of the Community Welfare Centre.

V. REIMBURSEMENT OF TUITION FEES

60. If a student of the first or second cycle of studies, vocational studies or a student terminates the study agreement at his or her own request, the paid tuition fee shall be refunded in accordance with the following procedure:
 - 60.1. if an application for termination of the study agreement is submitted before the beginning of the semester – 100 percent of the tuition fee is refunded for the semester in which the student or student did not study;
 - 60.2. if an application for termination of the study contract is submitted in the autumn semester by 30 September, and in the spring semester – by 28 February – 80 per cent of the tuition fee for the semester is refunded;
 - 60.3. If an application for termination of the study contract is submitted in the autumn semester from 1 October to 31 October, and in the spring semester – from 1 March to 31 March – 60 per cent of the tuition fee for the semester is refunded;
 - 60.4. if an application for termination of the study contract is submitted in the autumn semester from 1 November to 30 November, and in the spring semester from 1 April to 30 April - 40 per cent of the tuition fee for the semester is refunded;
 - 60.5. if an application for termination of the study contract is submitted in the autumn semester after 1 December and in the spring semester after 1 May, the tuition fee is not refunded;
 - 60.6. In cases where a student or a student of additional studies pays the tuition fee in installments, the part of the fee to be refunded is calculated from the established semester tuition fee.
61. A third-cycle study student who has not been funded by the state who has been removed from the student lists at his or her own request shall be reimbursed part of the tuition fee for the period from the day of signing of the order of the Rector of the University until the end of the student's year of study.
62. A student, listener or external student who has paid the tuition fee and is subsequently exempted from the tuition fee on the grounds set out in Sub-paragraphs 47.2 or 47.3 of the Description, shall be refunded the tuition fee or part thereof, *calculated mutatis mutandis* by applying the rules of Item 60 of the Description, assuming that the request to terminate the study contract is equated to the beginning of the employment contract. The period of work at the University also includes the probationary period.
63. A first or second cycle of studies, a student of professional studies or a listener who has been granted academic leave shall be reimbursed the tuition fee or part thereof *mutatis mutandis* at his request in accordance with the rules of paragraph 60 of the Description. An application for a refund of a tuition fee or tuition fee is submitted together with an application for academic leave.
64. A student or listener of the first or second cycle of studies, vocational studies who has submitted an application for termination of the study contract during academic holidays, shall be refunded the tuition fee or part *thereof mutatis mutandis*, applying the rules of Item 60 of the Description, if the tuition fee or part thereof has not been refunded in accordance with the procedure established in Item 63 of the Description.
65. A third-cycle student of non-state-funded studies who has taken a vacant place in state-funded studies by means of a competition must pay a part of the tuition fee for the period

- studied. If a third-cycle student who has won the competition for a vacant state-funded study place has paid the full cost of studies, he or she shall be reimbursed part of the tuition fee for the period not studied.
66. An application for the refund of the tuition fee or part thereof shall be submitted to the head of the academic unit where the person has studied, in the case of third-cycle students, to the Vice-Rector for Science and Innovation together with a request to be removed from the lists of students or listeners or together with an application for the granting of academic leave.
 67. A person who has overpaid the tuition fee or part thereof for the period of study after its removal from the lists of students or listeners shall submit a request to the University for the refund of this overpayment. The application for the refund of the overpaid contribution, endorsed by the head of the academic unit where the person studied, in the case of third-cycle students, the Vice-Rector for Science and Innovation, shall be forwarded to the Financial Service, which shall verify the validity of this request.
 68. The tuition fee or part thereof shall be refunded by the order of the Rector of the University upon the proposal of the head of the academic unit in which the student or student is studying, and in the case of third-cycle students, by the Vice-Rector for Science and Innovation. The order of the rector of the university regarding the reimbursement of the tuition fee or part thereof must be adopted not later than within 10 working days from the date of submission of the application to terminate the study contract or the date of acceptance of the order of the head of the academic department to grant academic leave. The submission of the head of the academic unit and the vice-rector for science and innovation must indicate the legal basis for the reimbursement of the tuition fee or part thereof, the date of the student's or listener's request to be removed from the lists of students or listeners or to grant academic leave, and the percentage of the tuition fee to be refunded established in accordance with the rules of Item 60 of the Description.
 69. The part of the tuition fee to be refunded shall be calculated and paid by an employee of the Financial Service on the basis of the order of the Rector of the University.
 70. The tuition fee or part thereof shall be refunded within 7 working days from the date of adoption of the order of the Rector of the University.
 71. In cases of reimbursement of tuition fees or part thereof, the costs of the payment order are deducted from the refunded amount. The tuition fee or part thereof shall be returned to the payer's current bank account.
 72. After returning the paid (overpaid) part of the tuition fee, the responsible employee of the Finance Service shall revise the declaration of expenses reducing the taxable income of the resident, if the contribution was paid in the year prior to the semester during which the studies were terminated.
 73. In the event of the death of a student, listener or extern, the proportion of the tuition fee calculated accordingly shall be returned to the person who accepts the inheritance after the person's death and who has submitted an application for the refund of the tuition fee addressed to the Rector of the University.
 74. If a student of first, second cycle of studies or professional studies is transferred to a vacant place of state-funded studies (when the state-funded student is expelled from the University or terminates his studies), the part of the tuition fee paid by him or her shall be refunded by the order of the rector, after deducting the proportional part of the study

fee for the period of study until the date of the order on transfer to a state-funded place. The order of the Rector of the University specifies the period for which the tuition fee is to be reimbursed. The refundable tuition fee is calculated by the responsible employee of the Financial Service.

VI. RECOVERY OF CONTRIBUTIONS

75. The recovery of contributions or parts thereof shall be carried out in accordance with the provisions of this Description, study agreements, as well as other internal acts of the University and legal acts of the Republic of Lithuania. The procedure for the management and recovery of debts for unpaid contributions, insofar as it is not regulated by this Description, shall be established by the order of the Rector of the University.
76. The amount of tuition fees (instalments) to be recovered shall be determined in accordance with the following procedure:
 - 76.1. if the student (listener) has not paid the tuition fee (part of the fee) and the studies are terminated in the autumn semester from 1 September to 30 September, 20% of the semester tuition fee shall be recovered in the spring semester from 1 February to 28 February (29);
 - 76.2. if the student (listener) has not paid the tuition fee (part of the fee) and the studies are terminated in the autumn semester from 1 October to 31 October, in the spring semester – from 1 March to 31 March – 40 % of the semester tuition fee shall be recovered;
 - 76.3. if the student (listener) has not paid the tuition fee (part of the fee) and the studies are terminated in the autumn semester from 1 November to 30 November, in the spring semester – from 1 April to 30 April – 60% of the semester tuition fee is recovered;
 - 76.4. If the student (listener) has not paid the tuition fee (part of the fee) and the studies are terminated in the autumn semester after 1 December, 100% of the semester tuition fee shall be recovered in the spring semester – after 1 May.
77. If the student or listener had to pay a reduced tuition fee, the debt is calculated on the basis of such reduced tuition fee.
78. A student, listener or external student who has not paid the tuition fee shall be sent an invitation to pay the debt in accordance with the procedure established by the Rector of the University, indicating the deadline for payment of the tuition fee.
79. Upon receipt of an invitation to pay the debt and failing to pay the tuition fee by the deadline specified in the notification, the student, student or extern shall be expelled from the University as failing to pay for the studies on time.
80. Judicial recovery of debts of students and former students at the University is carried out by the Legal Department of the Legal and Public Procurement Service, unless the University management decides to transfer the debt collection to a debt collection company or another person.

VII. REIMBURSEMENT OF THE TUITION FEE PAID FOR STUDIES

81. The reimbursement of the price paid for studies shall be organised in accordance with the procedure established by Resolution No. 149 "On the Implementation of the Republic

of Lithuania Law on Science and Studies" approved by the Government of the Republic of Lithuania on 1 March 2017. The University shall provide the relevant institutions with the information specified in the legal acts of the Republic of Lithuania necessary for the reimbursement of the price paid for studies.

82. Persons specified in the Law on Science and Studies of the Republic of Lithuania do not have the right to reimbursement of the tuition fee.

VIII. PAYMENT AND ADMINISTRATION OF STUDIES AND OTHER CONTRIBUTIONS OF FOREIGN NATIONALS

Chapter VIII

Amended by Resolution No. 1UT-15

of the Council of Mykolas Romeris University

of 30 June 2026

83. The provisions of this Chapter shall apply to foreign nationals studying at the University who are not included in the list of persons referred to in paragraph 6 of these Regulations, unless otherwise provided for in Part VII of these Regulations.
84. A foreign national who is not included in the list of persons referred to in paragraph 6 of these Regulations and who applies for a non-state-funded study place shall, during the first year of study, pay the tuition fee for one academic year into the University's designated bank account within 15 (fifteen) days of being notified of the offer of admission, unless otherwise stipulated by an international agreement concluded by the University. The applicant shall submit proof of payment or a copy of the bank transfer confirmation to the responsible staff member of the Student Admissions Centre. After verifying receipt of the tuition fee, the responsible staff member shall complete the admission procedure by arranging for the Rector's admission order to be issued and shall notify the International Affairs Office thereof. A designated staff member of the International Affairs Office shall submit the documents required for obtaining a Temporary Residence Permit in the Republic of Lithuania (hereinafter referred to as the "TRP") and for the applicant's arrival in the Republic of Lithuania for the purpose of study to the Migration Department under the Ministry of the Interior of the Republic of Lithuania (hereinafter referred to as the "Migration Department").
85. A foreign national who is not included in the list of persons referred to in paragraph 6 of these Regulations and who applies for a non-state-funded study place may be permitted to pay the tuition fee for one academic year in instalments during the first year of study. The procedure and conditions for the payment of tuition fees in instalments shall be established by an order of the Rector.
86. In order to ensure the fulfilment of the student's contractual obligations to the University, a foreign national who is not included in the list of persons referred to in paragraph 6 of these Regulations and who has arrived to study at the University may be required to pay a one-time deposit of up to EUR 500.
87. If a foreign national who is not included in the list of persons referred to in paragraph 6 of these Regulations fails to enrol during the first semester of the first year of study, has been refused a Temporary Residence Permit, and submits a document issued by the Migration Department confirming such refusal, the tuition fee paid shall be refunded in accordance with the following procedure:
- 87.1. The tuition fee paid for the first semester shall be refunded as follows:

87.1.1. If an application in the prescribed form for termination of the study agreement and a refund of the tuition fee is submitted by 30 September, 100% of the tuition fee shall be refunded, less any bank transfer charges.

87.1.2. If an application for termination of the study agreement and a partial refund of the tuition fee is submitted between 1 October and 31 October, 80% of the tuition fee shall be refunded, less any bank transfer charges.

87.1.3. If an application for termination of the study agreement and a partial refund of the tuition fee is submitted between 1 November and 30 November, 60% of the tuition fee shall be refunded, less any bank transfer charges.

87.1.4. If an application for termination of the study agreement and a partial refund of the tuition fee is submitted between 1 December and 31 January, 50% of the tuition fee shall be refunded, less any bank transfer charges.

87.2. One hundred per cent (100%) of the tuition fee paid for the second semester shall be refunded.

87.3. The student shall submit an application in the prescribed form for termination of the study agreement and a refund of the tuition fee to the Student Affairs Office of the relevant academic unit. Upon receiving confirmation from the International Affairs Office that the Migration Department has refused to issue a Temporary Residence Permit, the designated staff member of the Student Affairs Office shall prepare the Rector's order on the student's removal from the student register and the refund of the tuition fee.

IX. INFORMATION, ISSUANCE OF CERTIFICATES ON PAID CONTRIBUTIONS

88. Information for the student or listener regarding the payment of fees, reduction of tuition fees, exemption from tuition fees or refund is provided to the e-mail provided by the University.

89. A student or listener submits an application to the Financial Service in order to obtain a certificate regarding the fees paid for studies or contributions for credits of study subjects. Certificates shall be issued within 14 calendar days from the date of receipt of the application.

X. FINAL PROVISIONS

90. If there are any contradictions between this Description and the legal acts of the Republic of Lithuania, the legal acts of the Republic of Lithuania shall apply.
