

APPROVED

By Academic Council Resolution

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Resolution ATN–7 of 4 June 2025)

DESCRIPTION OF THE PROCEDURE FOR THE SETTING AND PAYMENT OF STUDENT FEES

CHAPTER I GENERAL

1. The Description of the procedures for the setting and payment of student fees (hereinafter referred to as the "Description") defines the procedures and conditions for the payment of fees corresponding to the cost of studies, fees for repeatedly provided study services and fees not directly related to the implementation of a study programme in Vilniaus kolegija (hereinafter referred to as the "VIKO").

2. There are three types of student fees:

2.1. tuition fees;

2.2. a fee for repeated provision of study services;

2.3. a fee for additional services.

3. The amount of tuition fees and fees for repeatedly provided study services shall be determined by the Academic Council on the recommendation of the Director, and shall be announced by an order of VIKO Director. The amount of fees for services not directly related to the implementation of the study programme shall be determined by the Director of VIKO.

4. Students of VIKO studying in state-funded study places who have no academic debts shall not pay any fees directly related to the implementation of the study programme.

5. The terms used in this Description correspond to the terms used in the Republic of Lithuania Law on Higher Education and Research and in other legal acts.

CHAPTER II TUITION FEES

6. The full tuition fee for studies at VIKO shall be paid by:

6.1. persons repeatedly studying under the same or a lower cycle study programme, if more than half of the credits of that study programme have been acquired at the expense of the state budget, except in cases specified by the Government;

6.2. persons simultaneously studying under two or more degree-awarding or non-degree-awarding study programmes of the same cycle, if their studies under at least one of these study programmes are financed by the state budget (they shall pay for the second and other study programmes);

6.3. foreigners, except for children, grandchildren, great-grandchildren of foreigners of diaspora and Lithuanian origin, as well as citizens of EU Member States and other states of the European Economic Area, unless international treaties or other legal acts of the Republic of Lithuania provide otherwise;

6.4. persons admitted to study in non-state-funded study places;

6.5. persons resuming and/or continuing their studies in accordance with the procedure established by VIKO.

7. The tuition fees are specified in the Rules of Admission to VIKO and in the study agreements. Study agreements also specify the conditions for changing the amount of the tuition fee and the procedure for paying the fee. The Director or the Dean may change the tuition fee and the payment procedure:

7.1. The Director of VIKO, upon the recommendation of the Dean of the Faculty, the President of the Students' Representation of Vilniaus kolegija, or the Head of the Centre for Physical Education and Sports, may exempt a student from the payment of the tuition fee, or may reduce the tuition fee, but not earlier than from the second semester of study;

7.2. The Dean of the Faculty, upon receipt of a motivated request of a student submitted not later than 30 days after the beginning of the semester, may change or extend the terms of payment of the tuition fee. However, the tuition fees must be paid by the following deadlines:

7.2.1. the first instalment by 31 October / 31 March: at least 20% of the semester tuition fee;

7.2.2. the second instalment by 30 November / 30 April: at least 30% of the semester tuition fee;

7.2.3. the third instalment by 20 December / 20 May: the remaining part of the semester tuition fee.

7.3. Upon receipt of a request from a student who plans to receive a state-supported loan for the payment of tuition fees, the Dean of the Faculty may postpone the payment of the tuition fees until the loan has been received or not, within the time limits set by the State Studies Foundation;

7.4. When a student changes the course unit, timetable, returns from an academic leave, suspension of studies, when the programme and form of studies remain unchanged, the tuition fee shall remain unchanged and shall be equal to the annual tuition fee set at the time of the student's enrolment;

7.5. When a student changes the form of study, the agreement shall specify the annual tuition fee for the changed form of study, which shall be equal to the annual tuition fee set at the time of the student's enrolment;

7.6. Students admitted to resume their studies shall, for the credits of the course units (modules), pay the tuition fee for the current year.

8. *No longer valid as of June 4, 2025.*

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10. If studies are terminated in accordance with Clauses 43.1, 43.3 of the Vilniaus kolegija Study Procedure (hereinafter referred to as the "Study Procedure") or the student is expelled in accordance with Clauses 44.1, 44.4 of the Study Procedure, the part of the tuition fee for the current semester shall be refunded at the request of the student (which may be at the request of the student's family members in the cases referred to in Clause 43.3 of the Study Procedure) within ten days from the date of the Director's order:

10.1. 80 per cent of the semester tuition fee paid, less 4 per cent of the amount to be refunded for services, if the studies are terminated or the student is expelled before 31 October in the autumn semester or 31 March in the spring semester;

10.2. 50 per cent of the semester tuition fee paid, less 4 per cent of the amount to be refunded for services, in the event of termination or expulsion between 1 and 30 November in the autumn semester or between 1 and 30 April in the spring semester. If the studies are terminated or the student is expelled after the dates set out in this clause, the money paid for the studies shall not be refunded.

11. If the student has not paid the tuition fee for the current semester by the date specified in the Study Agreement and fails to pay the tuition fee after receiving a reminder from the Faculty by e-mail, the student shall be expelled in accordance with Clause 44.2 of the Study Procedure. If the student fails to pay the tuition fee or part of it to the account of Vilniaus kolegija within the specified

period of time, further collection of the debt, which is 20% of the semester tuition fee, shall be transferred to a debt collection company.

11.1. If a student has not paid the tuition fee for the current semester by the date specified in the Study Agreement and is removed from the list of students by 30 September / 28 February, he/she shall pay 20% of the semester tuition fee to the account of Vilniaus kolegija within 10 days from the date of the Director's order.

11.2. If a student whose tuition fee has been deferred in accordance with the procedure set out in sub-paragraph 7.2 of this Description paid the tuition fee for the current semester and his/her studies are terminated in accordance with Clause 43.1 or 43.4 of the Study Procedure:

11.2.1. by 31 October / 31 March shall have paid 20% of the semester tuition fee;

11.2.2. by 30 November / 30 April shall have paid 50% of the semester tuition fee;

11.2.3. by 20 December / 20 May shall have paid the full semester tuition fee.

12. If a student takes an academic leave or suspends his/her studies:

12.1. who has paid the tuition fee for the current semester shall be refunded within 10 days from the date of the Dean's order the part of the paid semester tuition fee for the unfinished period of the semester of studies, calculated in months, with a deduction of 4 per cent of the amount to be refunded for the services;

12.2. who has not paid the tuition fee for the current semester within 10 days from the date of the Dean's order, shall pay the semester tuition fee for the period of the semester studied, calculated in months;

12.3. upon returning after an academic leave or suspension of studies, the student shall pay the semester tuition fee for the semester period of studies not completed prior to the academic leave, calculated in months.

13. *No longer valid as of June 4, 2025.*

14. Students admitted to state-funded study places at VIKO or at another Lithuanian VIKO and changing the study programme in the same field of study at VIKO shall pay a part of the tuition fee for their studies at VIKO if the cost of the preferred study programme is higher than the cost of the study programme being changed. In this case, the state budget shall pay the normative tuition fee for the programme being changed, and the student changing the programme shall pay the difference.

15. Students receiving a study scholarship:

15.1. by 30 September / 28 February shall pay the difference between the tuition fee and the normative tuition fee to VIKO's account if the student's study scholarship is transferred to VIKO's

account. In this case, upon expiry of the period of the student's studies in accordance with Clause 43.1 or 43.4 of the Study Procedure, or upon granting of an academic leave or suspension of studies, the financial obligations related to the payment of the tuition fee shall only apply to the difference between the tuition fee and the normative tuition fee;

15.2. by 30 September / 28 February the student shall pay the semester tuition fee to VIKO's account if the student's study scholarship is transferred to the personal account. In this case, the provisions of this Description shall apply following the expiry of the student's studies in accordance with Clause 43.1 or 43.4 of the Study Procedure, the granting of academic leave or the suspension of studies.

16. Students admitted to non-state-funded study places who have completed one year of study with the best results and who have achieved an excellent or typical level of achievement shall be entitled to reimbursement of all or part of the tuition fee.

17. Persons who are first-time first cycle, second cycle or full-time students, or who have completed their studies, or who have completed their compulsory initial military service or basic military training after 1 September 2011, and who have been studying in non-state-funded places for the whole period of their studies, or for part of it, shall be entitled to a reimbursement of a part of the tuition fee, if they meet the criteria established by the Government and VIKO.

CHAPTER III

COURSE UNIT (MODULE) TUITION FEES

18. The credits of a course unit (module) at VIKO, depending on the scope of the course unit (module), shall be paid by:

18.1. students: for study credits resulting from differences in study programmes (resumption of studies, change of a study programme, course unit, form, or at their own request after taking an academic leave or suspension of studies);

18.2. listeners who have chosen to study one or more course unit (modules) of a VIKO study programme;

18.3. students who wish to study one or more course units (modules) of another VIKO study programme in parallel.

19. The cost of one study credit shall be calculated by dividing the annual tuition fee by the number of credits per year and rounding up to the nearest whole number, and the cost of one study credit for an individual course unit (module) shall be calculated by multiplying the cost of one study credit by the number of credits of the chosen course unit (module) to be studied.

20. Students and listeners shall pay for the corresponding number of credits in the course units (modules) in the cases provided for in paragraph 18.

21. The cost of one study credit per study programme shall be approved annually by the Academic Council of VIKO.

CHAPTER IV

FEES FOR REPEATED PROVISION OF STUDY SERVICES

22. Students shall pay the fees for the following repeatedly provided study services:

22.1. repeated accounting;

22.2. resitting of an examination in a course unit (module) or repeated defence of an independent work (project) in order to improve the learning outcomes of a course unit (module) in accordance with the procedure established by VIKO; the amount of the fee shall be the same as the fee referred to in paragraph 22.1.

CHAPTER V

FEES FOR ADDITIONAL SERVICES

23. Students or graduates shall pay for the following additional services that are not directly related to the implementation of the study programme:

23.1. duplicates of documents:

23.1.1. duplicates of the diploma, diploma annex and diploma supplement;

23.1.2. a duplicate copy of the study certificate;

23.1.3. a duplicate copy of the dormitory permit;

23.2. other additional services:

23.2.1. the crediting of the learning outcomes acquired in the context of a study content that has not been agreed;

23.2.2. a description of the course unit (module) for those seeking credit for learning outcomes at another higher education establishment;

23.2.3. the use of the paraphernalia of the award ceremony;

23.2.4. the preparation of a study certificate in English;

23.2.5. the preparation of a study certificate based on additional archival data, confirming the authenticity of the diploma (for those with a diploma);

23.2.6. the preparation of any other certificate (other than a certificate confirming the student's status and a certificate confirming the receipt of a scholarship);

23.2.7. copying and printing of documents.

CHAPTER VI

PAYMENT OF FEES

24. Fees shall be paid into VIKO's accounts. Payment details can be found on VIKO's website.

25. Additional services not directly related to the implementation of the study programme and repeated study services shall be provided when the student presents a receipt to the faculty staff member administering the service, confirming that the fee has been paid within the prescribed time limit.
