

APPROVED

by Resolution No. AT N – 30 of 10 June 2026
of the Academic Council of Vilniaus kolegija /
Higher Education Institution

THE DESCRIPTION OF THE PROCEDURE FOR PAYMENT OF STUDENT FEES OF VILNIAUS KOLEGIJA / HIGHER EDUCATION INSTITUTION

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for Payment of Student Fees of Vilniaus kolegija / Higher Education Institution (hereinafter – VIKO) (hereinafter – the Description) sets out the conditions and procedures for the payment, refund and recovery of fees directly and indirectly related to the implementation of study programmes.

2. The Description have been drawn up in accordance with the Law on Science and Studies of the Republic of Lithuania (hereinafter – Law on Science and Studies), the VIKO's Statutes, the VIKO's Study Regulations and other legal acts of the VIKO and the Republic of Lithuania.

3. The terms used in the Description correspond to those used in the Law on Science and Studies, the VIKO's Statutes and other legal acts.

CHAPTER II STUDY FEES DIRECTLY RELATED TO THE IMPLEMENTATION OF STUDY PROGRAMMES STUDY FEES

4. The semester tuition fee, corresponding to the cost of one semester's study, which is calculated by dividing the annual cost of study into two parts, shall be paid by:

4.1. students studying in non-state-funded places;

4.2. students who, in accordance with the procedure laid down in the legislation of the Republic of Lithuania, have lost their state funding for studies following an assessment period equivalent to one academic year, in accordance with the VIKO's Procedure for Changes to the Nature of Study Funding. Students who have lost state funding must pay the tuition fee specified in their Study Agreements (hereinafter – Study Agreement) for their further studies;

4.3. students repeating a study programme at the same or a lower level, provided that more than half of the credits for that study programme were obtained using state budget funds, except in cases specified by the Government;

4.4. students who are simultaneously enrolled on two or more degree programmes at the same level or non-degree programmes, provided that their studies under at least one of these programmes are funded from the state budget (they pay for the second and subsequent programmes);

4.5. Students who have been admitted to a state-funded place at the VIKO or at another Lithuanian VIKO and who are changing to a programme within the same group of study fields at the VIKO shall pay a portion of the tuition fees for their studies at the VIKO if the cost of the desired study programme is higher than that of the programme they are switching from. In this case, the standard tuition fee for the programme being changed is covered by the state budget, whilst the difference is paid by the student changing programmes.

4.6. foreign nationals, with the exception of children of expatriates and foreign nationals of Lithuanian origin, grandchildren and great-grandchildren, as well as citizens of EU Member States and other European Economic Area countries, unless otherwise provided for in international treaties or other legal acts of the Republic of Lithuania.

5. The tuition fee, calculated by multiplying the cost of one study credit by the number of credits for the chosen subject (module), is payable for each individual subject (module) by:

5.1. students repeating a subject (module) in the cases provided for in the VIKO's Study Regulations,

5.2. students who have chosen to study more credits than the number of credits specified in their study programme;

5.3. students for credit discrepancies arising from study programmes (when resuming studies, changing the study programme, year or mode of study, or following academic leave or suspension of studies in the cases specified in the VIKO's Study Regulations);

5.4. auditors studying individual subjects (modules).

6. The cost per study credit is calculated by dividing the annual tuition fee by the number of credits per year and rounding up to the nearest whole number. The annual tuition fee is specified in the Study Agreement concluded between the student and the VIKO, whilst the cost per study credit is specified in both the Study Agreement and the agreement between the VIKO and the part-time student.

7. Other tuition fees directly related to the delivery of study programmes:

7.1. for a second resit during the current semester;

7.2. for the maintenance of academic debt;

7.3. for retaking a subject (module) with a view to improving the learning outcomes for that subject (module); the amount of this fee corresponds to the fee for retaking an assessment.

8. Tuition fees and the amounts of charges directly related to the implementation of study programmes are approved by the VIKO's Academic Council upon the recommendation of the VIKO Rector.

CHAPTER III

FEES NOT DIRECTLY RELATED TO THE IMPLEMENTATION OF STUDY PROGRAMMES FEES

9. Students of the VIKO shall pay the following fees not directly related to the implementation of study programmes:

9.1. registration fee – a fee payable by a person admitted to study, in the amount set by the Academic Council;

9.2. admission fee – a fee payable by foreign nationals, as specified in sub-paragraph 4.6 of the Description, when submitting applications to take part in the VIKO's admissions competition;

9.3. a fee for the procedure for the recognition of prior learning;

9.4. a fee for the procedure for the assessment and recognition of competences acquired through non-formal and/or self-directed learning.

10. Other tuition fees not directly related to the delivery of study programmes:

10.1. for duplicate documents:

10.1.1. for duplicates of a degree certificate, degree supplement and degree supplement appendix;

10.1.2. for a duplicate study certificate;

10.1.3. for a duplicate of a hall of residence permit;

10.2. for a course (module) description for those seeking to have their study results recognised at another higher education institution;

10.3. for a certificate of studies based on additional archive data;

10.4. for a certificate of studies in English, where additional research is required;

10.5. for a certificate (excluding a certificate confirming student status and a certificate regarding a scholarship received);

10.6. for photocopying and printing documents;

10.7. for sending documents by registered post;

10.8. for the use of graduation ceremony paraphernalia;

10.9. other fees set by orders of the VIKO Rector.

11. The amounts of fees not directly related to the implementation of study programmes are approved by the Rector of the VIKO.

CHAPTER IV PAYMENT OF TUITION FEES

12. Students admitted to non-state-funded places on first-cycle and short-cycle study programmes in their first year via the information system organised by the Association of Lithuanian Higher Education Institutions for general admissions must pay the semester tuition fee by the end of the first month of the first semester.

13. Students referred to in sub-paragraph 4.6 of the Description, who have been admitted via the VIKO's information system for the admission of foreign students, must pay the annual tuition fee within 10 working days of the invitation to study being sent.

14. Students to whom the requirements of paragraphs 12 and 13 of the Description do not apply must pay the semester tuition fee by the end of the first month of the current semester.

15. Students must pay the tuition fee for repeating a course (module) by the end of the first month of the semester in which the repeated course (module) is taught.

16. Students must pay the tuition fee for any discrepancies in their study programmes by the end of the first month of the semester in which the course (module) giving rise to the discrepancies is taught.

17. Students must pay the tuition fees specified in sub-clauses 4.5 and 5.2 of the Description by the end of the first month of the current academic semester.

18. Students must pay the tuition fee for retaking an examination or for academic debt no later than the scheduled examination date.

19. Auditors must pay their tuition fees in accordance with the deadlines specified in the contract between the VIKO and the auditor.

20. Third parties may also pay the tuition fee or part thereof on behalf of a student by submitting payment orders, specifying in the payment reference the first name, surname and personal identification number of the student for whom the payment is being made.

21. The Dean of the Faculty, upon receipt of a reasoned request from a student submitted no later than the end of the first month of the current semester, may amend or extend the deadlines for payment of the semester tuition fee; however, the semester tuition fee must be paid in accordance with the following deadlines:

21.1. first instalment by 31 October / 31 March – at least 20 per cent of the semester's tuition fee;

21.2. second instalment by 30 November / 30 April – at least 30 per cent of the semester's tuition fee;

21.3. third instalment by 20 December / 20 May – the remaining portion of the semester's tuition fee.

22. Students receiving a study grant:

22.1. must pay the difference between the semester tuition fee and the standard tuition fee (divided into two parts) into the VIKO's account by 30 September for the autumn semester or by 28 February for the spring semester, if the student's study grant is paid into the VIKO's account. In this case, upon the student's completion of studies in accordance with clauses 43.1 or 43.4 of the Study Regulations, or upon the granting of academic leave or the suspension of studies, the financial obligations relating to the payment of tuition fees shall apply only to the difference between the semester tuition fee and the standard tuition fee (divided into two instalments);

22.2. the semester tuition fee must be paid into the VIKO's account by 30 September for the autumn semester or by 28 February for the spring semester, if the student's study grant is paid into their personal account. In this case, upon the student's completion of studies in accordance with clauses 43.1 or 43.4 of the Study Regulations, or upon the granting of academic leave or the suspension of studies, the provisions of this Description shall apply.

23. Upon receipt of an application from a student intending to obtain a state-subsidised loan to cover tuition fees, submitted no later than 30 September in the autumn semester or 28 February in the spring semester, the Dean of the Faculty may defer payment of the semester tuition fee until the loan is received, but no later than 1 December in the autumn semester or 1 May in the spring semester.

24. If a student changes their course or study timetable, or returns from academic leave or a suspension of studies, provided that the study programme and mode of study remain unchanged, the tuition fee remains unchanged and is equal to the annual tuition fee set at the time of the student's enrolment.

25. Where a student changes their mode of study, the agreement on the amendment to the Study Agreement shall specify the annual tuition fee for the new mode of study, which shall be equal to the annual tuition fee set at the time of the student's enrolment.

26. For a student who, in accordance with the VIKO's established procedure, has a previously studied subject (module) at the VIKO, another higher education institution in Lithuania or abroad recognised as equivalent, the semester tuition fee shall be reduced in proportion to the number of credits for the recognised subject (module).

27. The Rector of the VIKO, taking into account the recommendation of the relevant department (the Dean of the Faculty, the Head of the Physical Education and Sports Centre, or the heads of departments or divisions), may reduce the semester tuition fee by between 30 and 100 per cent for high-achieving students, but not before the second semester of study:

27.1. for outstanding academic and artistic achievements: students who have been laureates or prize-winners at Lithuanian or international academic conferences, competitions or artistic projects;

27.2. for outstanding sporting achievements: to students representing the VIKO's sports teams and who have won prizes in official sporting competitions (championships, games);

27.3. for active community involvement and promoting the VIKO's reputation: students who act as long-term ambassadors, represent the VIKO in the public sphere, or carry out other activities not specified herein but which are of value to the VIKO;

27.4. in other exceptional cases not provided for in the Description, at the discretion of the VIKO Rector.

28. The portion of the tuition fees paid by the student may be reimbursed in accordance with the procedure laid down in the legislation of the Republic of Lithuania.

CHAPTER V REFUND OF TUITION FEES

29. If studies are terminated in the circumstances set out in the Study Regulations, the semester tuition fee paid by the student shall be refunded in the following cases and in accordance with the following procedure:

29.1. if studies are terminated before the start of the semester – 100 per cent of the semester tuition fee paid shall be refunded;

29.2. if studies are terminated by 31 October in the autumn semester or by 31 March in the spring semester – 80 per cent of the semester tuition fee paid shall be refunded;

29.3. upon termination of studies between 1 and 30 November in the autumn semester or between 1 and 30 April in the spring semester – 50 per cent of the semester tuition fee paid is refunded;

29.4. if studies are terminated after the dates specified in sub-paragraph 29.3 of the Description, the tuition fee paid by the student for the current semester shall not be refunded.

30. An application for a refund of the tuition fee or part thereof shall be submitted to the Dean of the Faculty. The tuition fee or part thereof shall be refunded to citizens of EU Member States and other European Economic Area countries within 21 calendar days of the date on which the student submits their application for a refund; whilst for citizens of non-EU Member States and other European Economic Area countries, the refund is made within 90 calendar days of the date on which the student submits their application for a refund of the tuition fee.

31. For a student referred to in sub-paragraph 4.6 of the Description, who has been admitted to the first year of study at the VIKO, the annual tuition fee paid shall not be refunded if the student has been granted a temporary residence permit in the Republic of Lithuania but has failed to attend the VIKO in accordance with the procedure established by the VIKO. If the semester tuition fee paid by this student is refunded in accordance with paragraph 29 of the Description, the tuition fee paid for the spring semester shall also be refunded.

32. If a student takes academic leave or suspends their studies:

32.1. they must have paid the semester tuition fee or a portion thereof, calculated in accordance with the provisions of the Description;

32.2. where the tuition fee for the current semester has been paid, the portion of the tuition fee paid for the uncompleted period of the semester shall be refunded in accordance with the provisions of paragraph 29 of the Description.

33. Upon a student's return from academic leave or a suspension of studies, the following conditions shall apply to the payment of the semester tuition fee:

33.1. if academic leave has been granted or studies have been suspended due to pregnancy and childbirth, childcare, illness or military service, the student must pay the outstanding portion of the semester tuition fee due prior to the granting of academic leave or the suspension of studies;

33.2. if academic leave was granted or studies were suspended for other reasons, the student shall pay the full semester tuition fee. The semester tuition fee may be reduced proportionally according to the number of credits for semester courses (modules) completed prior to the academic leave or suspension of studies.

34. In cases where tuition fees paid by students are refunded, the VIKO shall deduct 4 per cent of the refunded amount to cover administrative costs.

CHAPTER VI COLLECTION OF TUITION FEES

35. The collection of tuition fees (or part thereof) at the VIKO is carried out in accordance with the Description, the Study Agreement, and other legal acts of the VIKO and the Republic of Lithuania.

36. If studies are terminated in the circumstances set out in the Study Regulations and the student has not paid the tuition fee for the current semester, the amount of the debt shall be calculated in accordance with the provisions of paragraphs 21 and 29 of the Description.

37. If a student has not paid the tuition fee (or part thereof) by the date specified in the Study Agreement or in the order of the Dean of the Faculty, the relevant faculty member shall, no later than 10 days after the payment deadline, send a reminder to the student via the email address provided by the VIKO and the email address specified in the Study Agreement, instructing the student to pay the tuition fee (or part thereof) within 10 calendar days of the date the reminder was sent.

38. If the student fails to pay the tuition fee (or part thereof) within the period specified in the reminder, they shall be expelled from the VIKO in accordance with the VIKO's Study Procedure for failure to meet financial obligations.

39. The relevant faculty member shall inform the student of the expulsion via the email address provided to the student by the VIKO and the email address specified in the Study Agreement, the exact amount of the debt owed to the VIKO, and that if the tuition fee (or part thereof) is not paid within 30 calendar days of the date on which this notification is sent, details of the debt will be passed on to a debt collection agency.

40. If, six months after the start of debt recovery proceedings, the debt collection agency informs the VIKO that the debt cannot be recovered through pre-litigation procedures, the VIKO shall initiate debt recovery through the courts in accordance with the procedure laid down in the legislation of the Republic of Lithuania.

CHAPTER VII FINAL PROVISIONS

41. In the event of any conflict between the Description and the laws of the Republic of Lithuania, the laws of the Republic of Lithuania shall prevail.
