

APPROVED  
Academic Councils  
meeting of 22 June 2011  
Protocol No 14-7  
(Academic Council  
2021, Minutes of the meeting of 8  
December 2021, Minutes No 14-5)

## DESCRIPTION OF THE PROCEDURE FOR PAYMENT OF TUITION FEES

### CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for Payment for Studies of Vilnius College of Technology and Design (hereinafter - the Description) has been prepared in accordance with the Law on Science and Studies of the Republic of Lithuania, the Resolutions of the Government of the Republic of Lithuania, the orders of the Minister of Education and Science of the Republic of Lithuania regulating the financing of higher education institutions, the Statute of the College, and the Study Regulations of the College.

2. Key terms used in the Schedule:

2.1. **Learner** - a person studying a non-formal adult education programme or individual study subjects (modules) in a higher education institution.

2.2. **Listener's Fee** - the fee for the Listener's studies at the College, as set out in the Study Agreement signed between the Listener and the College.

2.3. **Semester tuition fee** - the part of the tuition fee set out in the agreement between the Student and the College, which the Student shall pay for a semester of study.

2.4. **Student** - a person studying at the College under a study programme.

2.5. **Study price** - the price of study for a given field of study or group of study programmes calculated by the College in accordance with the procedure established by the Government of the Republic of Lithuania, including the annual costs of study.

3. This Regulation establishes the conditions and procedures for the payment of tuition fees and student fees at the College.

### CHAPTER II TUITION FEES

4. Tuition fees are payable by students studying at a non-state-funded place of study, including:

4.1. repeated students enrolled in the same study programme at the same level of study, provided that more than half of the credits of the programme were obtained at the expense of the state budget;

4.2. students enrolled in the first or higher year of study after the end of their studies, or who have come from another institution to study, if they did not take part in a competition for a state-funded place;

4.3. students studying simultaneously in two or more degree-awarding or non-degree-awarding study programmes, if their studies in at least one of these study programmes are financed by the state budget (in this case, students pay for the second and other study programmes).

5. In the event of a change of study programme, a student who transfers to a state-

unfunded study place in a study programme of another field of study shall pay the tuition fees of the study programme to which he/she

switched, the cost of tuition. The change of study programme shall be formalised by an order by 20 October in the autumn semester and by 20 March in the spring semester. The student must submit the request for change of study programme: in the autumn semester by 10 October, in the spring semester by 10 March.

6. In case of a change of study form and/or stream/group:

6.1. if the Student has submitted a request to change the form of study and/or stream (group) by 10 October in the autumn semester or by 10 March in the spring semester, the Tuition Fee shall be set for the current semester of the current stream to which he/she is transferred;

6.2. If a student has applied for a change of form and/or stream (group) after 10 October in the autumn semester or after 10 March in the spring semester, the Tuition Fee for the current semester shall remain with the form and/or stream (group) from which the student is transferring.

7. A student may only be allowed to change his/her study programme and/or form of study, study stream (group), or take a break from studies if he/she has no financial arrears for studies.

8. A student resuming his/her studies at a non-state-funded place of study after an academic leave shall pay the full tuition fee for the semester for the stream (group) in which he/she entered. On return after the academic leave, the student shall also pay the cost of individual courses in proportion to the volume of the course/module (measured in credits) for the academic differences that have occurred.

9. A student resuming studies after interrupting his/her studies or coming from another higher education institution to continue his/her studies at the College in a study place not funded by the State, shall pay the full tuition fee for the semester in which he/she has been admitted to study and the tuition fee for the subjects of the previous semesters of study in which academic differences have arisen, the cost of study being proportionate to the volume of those subjects (measured in credits).

10. The tuition fee paid for the semester in which the student has applied for academic leave:

10.1. full credit shall be given if he/she interrupted his/her studies before 30 September (inclusive) in the autumn semester or before 28 (29) February (inclusive) in the spring semester;

10.2. 60 % credit if he/she interrupted his/her studies from 1 October to 31 October (inclusive) in the autumn semester or from 1 March to 31 March (inclusive) in the spring semester;

10.3. no credit if he/she interrupted his/her studies from 1 November in the autumn semester or from 1 April in the spring semester.

11. A student returning after interrupting his/her studies to prepare and defend his/her thesis shall pay a tuition fee proportional to the cost of preparing the thesis and to the amount of the subjects studied as a result of the differences in the programme of study (measured in credits).

12. If the student terminates the study contract before 30 September in the autumn semester and before 28 February (29) days in the spring semester, the tuition fee paid for the current semester is refunded.

13. Upon a student's submission of a reasoned request, the Director of the College may, by order, postpone the deadline for payment of the semester tuition fee.

### **CHAPTER III LISTENER FEE**

14. The fee is payable by the student who has entered into an agreement with the College to study non-formal education programmes or individual study subjects (groups of subjects).

15. The amount of the listener's fee, the payment procedure and the terms of payment shall be set out in a contract between the listener and the College.

16. The listener's fee may be refunded only by order of the College Principal, upon a reasoned request of the listener, if the services were not provided to the listener due to the College's fault, the listener's illness (upon submission of documents confirming the listener's illness), etc.

**CHAPTER IV  
TUITION FEE PAYMENT AND REIMBURSEMENT**

17. Tuition fee payments are made to the College's bank account, the details of which are provided on the College's website and in the student's study agreement.
18. Students must pay the tuition fee for the autumn semester, regardless of the form of study, by 1 September of the current year, unless otherwise stipulated in the study contract.
19. Students must pay the tuition fee for the spring semester, regardless of the form of study, by 1 February of the current year, unless otherwise stipulated in the study contract.
20. When a student voluntarily withdraws from studies, based on the date of application, or is withdrawn from the College:
- 20.1. from 1 October to 31 October in the autumn semester of the current year, or from 1 March to 31 March in the spring semester of the current year, the student shall be reimbursed 60% of the tuition fee paid for the semester, less a service charge of 2% and the bank's commission on the amount of the reimbursement, on his/her reasoned request.
- 20.2. from 1 November of the current year in the autumn semester or from 1 April of the current year
- d. in the spring semester, the semester tuition fee is non-refundable.
21. The full semester tuition fee paid for the current semester is refundable:
- 21.1. when a student withdraws from studies due to a disability incurred during the course of the studies which prevents the student from studying. The semester tuition fee paid is refunded for the period from the date specified in the document confirming the disability until the end of the current semester, if the student has not studied at the College;
- 21.2. after the death of the student. In this case, the semester tuition fee paid is refunded for the period from the date of death on the death certificate to the person who has provided documentation proving his/her entitlement to the refund.
22. The deans of the faculties of the College are responsible for monitoring the payment of tuition fees.

**CHAPTER V FINAL  
PROVISIONS**

23. The Regulation shall enter into force on the date of its approval by the Academic Council.
24. The Principal of the College, the Study and Career Centre, the faculties and the Students' Representation have the right to initiate amendments to the Regulations. Proposals shall be submitted to the President of the Academic Council.
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