

## PROCEDURE OF PAYMENT, REIMBURSEMENT AND RECOVERY OF TUITION FEES AT VILNIUS UNIVERSITY

### SECTION I GENERAL PROVISIONS

1. The *Procedure of Payment, Reimbursement and Recovery of Tuition Fees at Vilnius University* (hereinafter, the Procedure) shall stipulate conditions, general principles and procedure of calculating, paying, reimbursement and recovery of tuition fees payable by students and unclassified students to Vilnius University (hereinafter, the University).
2. The Procedure has been drawn up in accordance with the Law on Higher Education and Research of the Republic of Lithuania, resolutions of the Government of the Republic of Lithuania (hereinafter, the Government) stipulating the procedure of financing higher education institutions, orders of the Minister of Education and Science of the Republic of Lithuania, the Statute of Vilnius University, decisions of the Senate of the University and other legal acts of the University.
3. The key terms of the Procedure shall be construed as follows:
  - 3.1. **cost of annual tuition** shall be the cost determined and approved by the University for one academic year in a particular study programme in accordance with the standard cost of tuition approved by the Minister of Education and Science. The cost of annual tuition shall include 60 study credits (in case of part-time studies, no more than 45 credits) irrespective of the number of credits of study subjects in the study programme during a particular academic year;
  - 3.2. **cost of a study credit** shall be 1/60 of the cost of annual tuition (in case of part-time studies, no more than 1/45 of the cost of annual tuition);
  - 3.3. **cost of tuition per semester** shall be part of the cost of annual tuition calculated on the basis of the number of credits per study semester. The cost is equal to the cost of a study credit multiplied by the number of credits of subjects chosen in the programme during a particular semester;
  - 3.4. **tuition fee** shall be a fee equivalent to the cost of tuition (cost of annual tuition or part thereof) and/or any other study-related payments (for a subject (module), repeatedly provided or additional services);

- 3.5. **state-financed place** shall be a place for a student where the cost of tuition is covered from the state budget;
- 3.6. **place not financed by the state** shall be a place for a student where the cost of tuition is covered by means other than the state budget, also a place for a student where the cost of tuition is covered from special sources or by providing a scholarship for studies;
- 3.7. other terms shall be construed in accordance with the Regulations of Studies of the University or other legal acts of the University.

## **SECTION II TUITION FEES**

4. Tuition fee equivalent to the cost of annual tuition shall be determined for one academic year in a particular study programme in accordance with the standard cost of tuition approved by the Minister of Education and Science.
5. The amount of cost of annual tuition and other study-related fees shall be provided in the agreement or any other document legally binding on a(n) (unclassified) student. In case the study agreement fails to specify the cost of annual tuition, it shall be determined in the following way: if the studies have been terminated and a new agreement has been concluded, the payable cost of annual tuition shall be the cost of tuition per semester in the chosen study programme where the student resumes his/her studies; in other cases, the cost of annual tuition shall be the cost of annual tuition calculated for the study programme at the moment of the person's admission to the University.
6. Tuition fee payable for one-semester studies shall be the cost of tuition per semester calculated by multiplying the cost of a study credit by the number of credits of subjects chosen during a particular semester.
7. Tuition fee for a subject (module) shall be paid by a(n) (unclassified) student for the chosen study subjects (modules or parts thereof) or by a person enrolled in a programme of non-formal education. The fee shall be the cost of a study credit multiplied by the number of credits of subjects chosen during a particular semester.
8. Tuition fee for a subject (module) studied by an external student shall be paid by such a student in accordance with the procedure of taking examinations of individually studied subjects (modules); their list shall be approved by the councils of core academic units of

the University. The tuition fee for a subject (module) studied individually shall constitute 25 per cent of the tuition fee payable per regular subject (module).

9. Extra tuition fee payable by a student in a state-financed place who has changed his initially chosen study programme shall be part of the cost of annual tuition calculated in accordance with the *Procedure of Changing the Study Programme by a Person in a Place Financed by the State* approved by the Government.
10. Fee for the repetition of a subject (module) shall be paid for a repeated study of a subject (module), repeatedly writing a graduation or annual research paper and their repeated viva voce defence. The fee payable for the repetition of a subject (module) shall be calculated by multiplying the cost of a study credit by the number of credits of a subject (module).
11. Cost of tuition payable by persons enrolled in non-formal study programmes shall be calculated in accordance with the *Methodology of Calculating the Cost of Tuition in Study Programmes of Non-formal Education at Vilnius University*.
12. The provision of services not directly related to the implementation of a study programme and the payment of fees thereof shall be determined by the *Procedure of Issuing Additional Academic Transcripts and of Providing Services*, the *Procedure of Issuing Duplicates of Diplomas, of Diploma Annexes and of Diploma Supplements*, *General Rules of Providing Library Services at Vilnius University* and other legal acts of the University.
13. Considering the changed basic social benefit following the amendments to the legal acts of the Republic of Lithuania, the basic monthly salary or the harmonised index of consumer prices of Lithuania or an equivalent thereof as set by the Department of Statistics of the Republic of Lithuania, the University may unilaterally index the tuition fee or other study-related fees by recalculating them proportionately in accordance with the procedure established by the University and by making the information accessible to the public on the University website no later than 30 days before the day when the changed fees come into force.
14. The amount of the cost of annual tuition and the amount of payments directly unrelated to the implementation of study programmes shall be approved the Council of the University upon a proposal of the Rector of the University and having considered the opinion of the Senate of the University.

### **SECTION III**

#### **PAYMENT OF TUITION FEES**

15. The full cost of tuition shall be paid by:
  - 15.1. students taking places not financed by the state;
  - 15.2. students repeatedly enrolled in a study programme of the same or lower cycle if more than half of study credits in their study programme had been covered from the state budget;
  - 15.3. students repeatedly enrolled in doctoral study programmes if more than half of their doctoral studies had been covered from the state budget;
  - 15.4. students repeatedly enrolled in a professional study programme if more than half of study credits in their study programme had been covered from the state budget;
  - 15.5. students concurrently studying in two or more study programmes of the same cycle or in two or more professional study programmes and in two or more doctoral study programmes if at least in one of them the cost of tuition is covered from the state budget (the students shall pay the tuition fee of a second and subsequent study programmes);
  - 15.6. foreign nationals, except for persons referred to in paragraphs 7 and 8 of Article 82 of the Law on Higher Education and Research, also nationals of the member states of the European Union or of other states of the European Economic Area as well as their family members, other foreign nationals and stateless persons holding permits of permanent residence in the Republic of Lithuania unless international treaties or other legal acts of the Republic of Lithuania stipulate otherwise.
16. Students enrolled in first-cycle or integrated study programmes in state-financed places, as provided in legal acts of the Republic of Lithuania, and admitted to the University prior to 2009, after a period of assessment of one academic year shall be denied state financing unless his/her academic achievements meet the criteria stipulated in the Law on Higher Education and Research.
17. Students enrolled in first-cycle or integrated study programmes in state-financed places, as provided in legal acts of the Republic of Lithuania, and admitted to the University prior to 2009, who have been denied state financing for studies, for each subsequent academic year shall pay the cost of tuition approved in the year of their admission to the University.
18. Students admitted to the first year of studies in first-cycle, second-cycle, integrated and professional (except for residency) study programmes in places not financed by the state through the System of Joint Admission of the Association of Higher Education

Institutions, through the University Online System of Admission to the First Cycle of Studies or the University Online System of Admission to the Second Cycle of Studies shall pay the cost of tuition per semester until the end of the first month of the first semester.

19. Students admitted to the first year of study in first-cycle and second-cycle study programmes in places not financed by the state through the University System of Admission *Dream Apply* shall pay the cost of annual tuition within 15 calendar days after the day when they receive an invitation to study. The administration of payments of annual tuition for the first year of study through the University System *Dream Apply* shall be within the responsibility of the Admission Office of the Division of Student Academic Affairs.
20. Students of the second and subsequent semesters taking places not financed by the state as well as students who have resumed their studies shall pay the cost of tuition per semester until the end of the first month of the current semester.
21. Unclassified students shall pay tuition fees within 15 days after the day of signing their study agreement.
22. Tuition fee payable for the repetition of a subject (module) shall be paid no later than the end of the first month of the semester when the repeated subject (module) is delivered.
23. Tuition fee for a subject (module) studied by an external student shall be paid no later than 3 (three) workdays before the day of the examination (the final test for credits).
24. Students enrolled in the first cycle and integrated study programmes in state-finance places since 2009 and having been denied the state funding to cover their tuition as stipulated in Clause 16 of this Procedure, shall pay the cost of tuition per semester until 31 October of the current academic year, if they have agreed to take places not financed by the state by amending their study agreement.
25. A student who has submitted an application for a loan to cover the cost of tuition, upon a decision of the head of a core academic unit, may be granted a postponement of the payment of the cost of tuition per semester, as stipulated in Section V of this Procedure.
26. The cost of tuition or a part thereof may be covered by employers of a(n) (unclassified) student taking a place not financed by the state, also by other natural and legal persons. For such payment, no special agreement between the University and the paying person, other than the student, is necessary. In case the cost of tuition is covered by other natural or legal persons, they should specify in the payment order the student's name,

surname, personal identification number or the number of a client given to the student and the number of the purpose of payment.

27. Part of the tuition fee paid by the student may be compensated in accordance with the provisions of legal acts of the Republic of Lithuania.
28. Residents admitted to residency places not financed by the state shall pay the cost of annual tuition in the following way:
  - 28.1. 70 per cent of the cost of annual tuition shall be paid in two equal parts during the current academic year. The first part (35 per cent of the cost of annual tuition) shall be paid until 10 September and the second part shall be paid until 10 January;
  - 28.2. 30 per cent of the cost of annual tuition shall be paid after the completion of the current academic year until 10 July.
29. Doctoral students admitted to places not financed by the state shall pay the cost of annual tuition in the following way:
  - 29.1. 70 per cent of the cost of annual tuition shall be paid in two equal parts each academic year. The first part (35 per cent of the cost of annual tuition) shall be paid during the first month after the beginning of the academic year; the remaining part shall be paid until the end of the eighth month of the academic year;
  - 29.2. 30 per cent of the cost of annual tuition shall be paid at the end of each academic year but no later than until the end of the last month of the academic year.
30. Students admitted to the University prior to 2009, during their studies shall follow the regulations of financing, providing loans and other conditions which were in force at the time of their admission.

#### **SECTION IV**

#### **POSTPONEMENT, REDUCTION OF TUITION FEES AND PERMITTING TO PAY IN INSTALMENTS**

31. The postponement, reduction and payment in instalments shall only apply to a tuition fee which is the cost of tuition per semester or a fee per subject (module); in case of residents and doctoral students—to a tuition fee which is the cost of annual tuition.
32. A student who has submitted an application for a loan covering the cost of tuition, upon a decision of the head of a core academic unit, may be granted a postponement of the

payment of the total cost of tuition until the loan is received but no longer than until 1 December (in the autumn semester) or until 1 May (in the spring semester).

33. A student who has been denied the state financing as stipulated in Clause 16 of this Procedure and who is going to submit an application for a loan to cover the cost of tuition, upon the decision of the head of a core academic unit, may be granted a postponement of the payment of tuition fee until the loan is received but no longer than until 1 May of the academic year for which the fee is applicable.
34. A(n) (unclassified) student who is not a resident or a doctoral student may be granted a permission to pay the tuition fee in no more than three instalments. The first instalment shall be in the amount no less than 30 per cent of the payable sum and shall be paid no later than until the last day of the first month of the semester. If a postponement or a permission to pay in instalments is granted, the student (unclassified student) shall have to fully check out with the University until 1 December in the autumn semester and until 1 May in the spring semester.
35. Upon a request by a resident or a doctoral student, the payment of the cost of annual tuition, with an approval by the head of a core academic unit, may be divided into instalments other than those provided in the study agreement or postponed by the order of the Pro-Rector for Studies (applicable to residents) or by the order of the Pro-Rector for Research (applicable to doctoral students).
36. A decision on the payment of the cost of tuition per semester in instalments and (or) the postponement of the payment thereof shall be finalised by the order of the head of a core academic unit, which is kept in the University Study Information System (VUSIS).
37. The following persons shall be eligible to a reduced tuition fee:
  - 37.1. a University employee enrolled in studies, a student whose family member (parents, children, grandparents, grandchildren, spouse) is a University employee, in accordance with the procedure approved by the council of a core academic unit. A student enrolled in first- and second-cycle, integrated and professional (except for residency) study programmes shall be eligible to a reduced tuition fee for the duration of one semester, a resident and a doctoral student shall be eligible for a reduced annual tuition fee. Applications to reduce tuition fees with an enclosed proposal of the head of unit where the applicant is employed shall be submitted to the head of the core academic unit where the applicant is enrolled in studies irrespective of the unit of the University where the applicant is employed. Depending on the work experience of the employee (or of his/her family member) of the University, the tuition fee may be reduced by no less than 30 % and by no

more than 90 %. The council of the core academic unit may determine an additional procedure to reduce the tuition fee but the procedure shall not be in conflict with the provisions of this Procedure;

- 37.2. a student actively engaged in research at the University, in accordance with the procedure approved by the council of a core academic unit, for the duration of one semester. Applications to reduce tuition fees shall be submitted to the head of the core academic unit where the applicant is enrolled in studies. Students who are champions or medal winners of world or European student research contests, co-authors of inventions patented by the European Patent Office (EPO), the United States Patent and Trademark Office (USPTO) or the Japan Patent Office (JPO) may be eligible to the exemption of tuition fees. Students who are champions or medal winners of Lithuanian student research contests may be eligible to partial reduction of tuition fees. The reduction shall be no less than 30 % and no more than 90 %. Students applying for a reduction of tuition fees or exemption therefrom shall submit proof of achievement in research contest or of the patent co-authorship. The council of a core academic unit may determine an additional procedure to reduce the tuition fee but the procedure shall not be in conflict with the provisions of this Procedure;
- 37.3. a student who has been at least two years actively engaged in cultural events of the University in accordance with the procedure approved by the council of a core academic unit, for the duration of one semester. Applications to reduce tuition fees shall be submitted to the head of the core academic unit where the applicant is enrolled in studies. Students who as members of the University performance art groups have represented the University and become winners of awards and prizes in international and national music, theatre, choir, folklore contests or festivals may be eligible to partial reduction of the tuition fee. The reduction shall be no less than 30 % and no more than 90 %. Students applying for a reduction of tuition fees shall submit proof of achievement in international or national contest or festival. The council of a core academic unit may determine an additional procedure to reduce the tuition fee but the procedure shall not be in conflict with the provisions of this Procedure;
- 37.4. a student who has been actively engaged in sports and as a sportsman has been representing the University, in accordance with the procedure approved by the council of a core academic unit, for the duration of one semester. Applications to reduce tuition fees shall be submitted to the head of the core academic unit

where the applicant is enrolled in studies. Students who are members of or candidates to the national Olympic team, world champions and medal winners in adult or youth competitions of their chosen branch of sport, European champions and medal winners, champions and medal winners of world student championships may be eligible to the exemption from the tuition fee. Students who are champions and medal winners of Lithuanian championships, SELL (Baltic Student Games) champions and medal winners, champions of Lithuanian student games, members of Lithuanian national adult and youth teams may be eligible to partial reduction of the tuition fee. The reduction shall be no less than 30 % and no more than 90 %. Students applying for a reduction of tuition fees or for the exemption therefrom shall submit a recommendation of the University Health and Sport Centre. The council of a core academic unit may determine an additional procedure to reduce the tuition fee but the procedure shall not be in conflict with the provisions of this Procedure;

- 37.5. a student who has chosen to study subjects earning him/her fewer study credits than provided in the study plan of the study programme shall be eligible to the reduction of the cost of tuition per semester proportionally by the number of previously studied credits and scored in the current semester; also a student studying according to an individual plan shall be eligible to a reduction of the cost of tuition per semester considering the number of study credits of subjects (modules) in the current semester;
- 37.6. in other cases as provided in the procedure to reduce the tuition fee approved by the council of a core academic unit.
38. A resident who has completed the residency study programme of the current year and who has fulfilled his/her financial obligations as stipulated in the study agreement, upon a proposal of the head of a core academic unit and by the order of the University Rector may be eligible to a reduction of the tuition fee by 30 per cent.
39. A doctoral student who has successfully completed the study plan of the current year and whose yearly report has received positive evaluation, who has fulfilled his/her financial obligations as stipulated in the study agreement, upon the approval of his/her supervisor and the chairperson of the committee of doctoral studies of a core academic unit, upon a proposal of the head of a core academic unit and by the order of the University Rector may be eligible to a reduction of the tuition fee by 30 per cent.

**SECTION V**  
**REIMBURSEMENT OF TUITION FEES**

40. If a(n) (unclassified) student of first- or second-cycle, integrated or professional (except for residency) studies terminates his/her study agreement, the cost of tuition paid per semester (the cost of the study credits of subjects (modules)) shall be reimbursed in the following cases and in accordance with the following procedure:
- 40.1. in case the study agreement is terminated prior to the beginning of the semester, 100 per cent of the cost of tuition per semester (the cost of subjects (modules)) paid for the semester which the (unclassified) student failed to attend shall be reimbursed;
  - 40.2. in case the study agreement is terminated in the period 1–30 September in the autumn semester (or in the period 4–28 February in the spring semester), 80 per cent of the cost of tuition per semester (the cost of subjects (modules)) shall be reimbursed;
  - 40.3. in case the study agreement is terminated in the period 1–31 October in the autumn semester (or in the period 1–31 March in the spring semester), 60 per cent of the cost of tuition per semester shall be reimbursed;
  - 40.4. in case the study agreement is terminated in the period 1–30 November in the autumn semester (or in the period 1–30 April in the spring semester), 40 per cent of the cost of tuition per semester shall be reimbursed;
  - 40.5. in case the study agreement is terminated in the period 1–31 December in the autumn semester (or in the period in the period 1–31 May in the spring semester), 20 per cent of the cost of tuition per semester shall be reimbursed;
  - 40.6. in case the study agreement is terminated after 1 January in the autumn semester (or after 1 June in the spring semester) or later, the cost of tuition per semester shall not be reimbursed;
  - 40.7. in case a(n) (unclassified) student is eligible to a reduced tuition fee, the reimbursed sum shall be calculated in accordance with the amount of reduction;
  - 40.8. in case a(n) (unclassified) student has paid the amount larger than the required tuition fee, the reimbursed sum shall be calculated by deducting the sum to be recovered from the amount already paid, as provided in Clause 48 of this Procedure. In case a(n) (unclassified) student has paid the amount smaller than the required cost of tuition, the reimbursed sum shall be calculated by deducting the

amount already paid from the sum to be recovered, as provided in Clause 48 of this Procedure;

- 40.9. in all cases of reimbursement specified in Clauses 40.1–40.5 and Clause 41, from the reimbursed sum the cost of banking operations (no less than 0.58 EUR) shall be deducted where applicable.
41. A(n) unclassified student who has been granted academic leave or who has suspended his/her studies until 30 September in the autumn semester (or until 28 February in the spring semester) shall be eligible to reimbursement in the amount of 100 per cent of the cost of tuition paid per current semester.
42. A resident or a doctoral student taking a place not financed by the state who has terminated his/her study agreement shall be eligible to reimbursement in the amount equivalent to the part of the cost of annual tuition paid for the remaining period of study (after the termination of the study agreement).
43. An application to reimburse the tuition fee or a part thereof shall be submitted to the core academic unit where the applicant is enrolled in studies. The head of the core academic unit shall approve the application which is further submitted to the Finance Department of the University responsible for reimbursement.
44. Tuition fee for a subject (module) paid by an external student shall not be reimbursed.
45. Tuition fee or a part thereof paid by a(n) (unclassified) student shall not be reimbursed in case the student is expelled from the University for academic failures or for gross violations of the Statute, of the Code of Academic Ethics and of other legal acts of the University regulating studies and internal processes.

## **SECTION VI**

### **RECOVERY OF TUITION FEES**

46. Tuition fees (or parts thereof) shall be recovered in accordance with this Procedure, study agreements as well as other legal acts of the University and of legal acts of the Republic of Lithuania.
47. Tuition fees or parts thereof shall be recovered after the termination of the study agreement in accordance with its provisions and the provisions of the Regulations of Studies, when the student has suspended his/her studies or taken academic leave and if he/she failed to pay tuition fees in accordance with the terms specified in Section III of this Procedure.

48. The amount of the sums to be recovered shall be determined in accordance with the following procedure:

48.1. If a(n) (unclassified) student fails to pay the cost of tuition per semester (or a part thereof) and is expelled from the University (terminates his/her study agreement), the amount of his payment due shall be calculated in accordance with the provisions of Clause 40 of this Procedure, except when the student concludes another study agreement with the University during the next stage of the same enrolment:

48.1.1. in case a(n) (unclassified) student failed to pay the required cost of tuition (or part thereof) and was expelled from the University (terminated the study agreement) in the period 1–30 September in the autumn semester (or in the period 4–28 February in the spring semester), 20 per cent of the cost of tuition per semester (the cost of the subjects (modules)) shall be recovered;

48.1.2. in case a(n) (unclassified) student failed to pay the required cost of tuition (or part thereof) and was expelled from the University (terminated the study agreement) in the period 1–31 October in the autumn semester (or in the period 1–31 March in the spring semester), 40 per cent of the cost of tuition per semester (the cost of the subjects (modules)) shall be recovered;

48.1.3. in case a(n) (unclassified) student failed to pay the required cost of tuition (or part thereof) and was expelled from the University (terminated the study agreement) in the period 1–30 November in the autumn semester (or in the period 1–30 April in the spring semester), 60 per cent of the cost of tuition per semester (the cost of the subjects (modules)) shall be recovered;

48.1.4. in case a(n) (unclassified) student failed to pay the required cost of tuition (or a part thereof) and was expelled from the University (terminated the study agreement) in the period 1–31 December in the autumn semester (or in the period 1–31 May in the spring semester), 80 per cent of the cost of tuition per semester (the cost of the subjects (modules)) shall be recovered;

48.1.5. in case a(n) (unclassified) student failed to pay the required cost of tuition (or a part thereof) and was expelled from the University (terminated the study agreement) 1 January or later in the autumn semester (or 1 May or later in the spring semester), the whole cost of tuition per semester (the cost of the subjects (modules)) shall be recovered;

- 48.1.6. in case an unclassified student during 15 workdays after signing a study agreement fails to pay a fee for taking an examination (a final test for credits) of a subject (module), the whole amount of such a fee shall be recovered;
- 48.1.7. if a(n) (unclassified) student was eligible to pay a reduced cost of tuition, the amount due shall be calculated in accordance with the above reduction.
49. Before the recovery of tuition fees (or part thereof) the following procedures shall apply:
- 49.1. during a specified term, an official representative of a core academic unit shall notify a(n) (unclassified) student who has failed to pay a required amount of tuition fee (or part thereof) about a requirement to cover the amount due by electronic mail (using the University Study Information System VUSIS), shall notify a student expelled from the University (who has terminated his/her study agreement) by sending a registered regular letter to his place of residence and an electronic mail to his/her personal mail box as provided in his/her study agreement. The message shall specify the exact amount of the payment due (the tuition fee or part thereof and a penalty) and the term of payment which shall be no shorter than 30 calendar days from the day of sending the notification;
- 49.2. in accordance with the amount due, a payment delayed after the term shall incur a daily penalty equal to 0.02 per cent of the amount due, unless the payment of penalty is specified in the study agreement;
- 49.3. in case a(n) (unclassified) student during a specified term has failed to pay the tuition fee (or part thereof) and a penalty, a decision may be taken to start debt recovery proceedings in accordance with the provisions of the Procedure of Starting Court Proceedings to Protect Violated Rights and Interests and of the Enforcement of Court Rulings of the University and legal acts of the Republic of Lithuania.
50. The recovery may not be applicable when the head of a core academic unit of the University certifies in writing that the student has not exercised his/her right provided by the study agreement to receive tuition services during the period in question (he/she did not attend lectures, did not take or retake final tests for credits/examinations, etc.) and the failure to exercise the right may be proved without doubt.
51. After suspended studies or academic leave, a(n) (unclassified) student may restart the semester during which his/her studies were suspended or academic leave was granted.

In that case, the cost of tuition per semester shall be considered as already paid, provided that it had been paid in accordance with the provisions of this Procedure.

52. A(n) (unclassified) student who has terminated his/her studies or was expelled from the University, in accordance with Section VII of the Regulations of Studies of the University, may, upon a decision of the core academic unit, restart the semester during which his studies were terminated. In that case, the (unclassified) student shall pay the cost of tuition per semester in accordance with the provisions of this Procedure.

## **SECTION VII**

### **FINAL PROVISIONS**

53. The University, considering a particular student's financial obligations to the University, his/her record of paying tuition and other fees, other facts proving the student's financial capacity and reliability, may impose additional conditions on that student when concluding a new study agreement with him/her (i. e. may request the cost of tuition in advance, a guarantee or surety of a third party, may determine specific conditions for the issuance of a diploma in reference to the performance of his/her financial obligations).
54. The Procedure shall come into force after its approval in accordance with the legal acts of the University.
55. The payment of tuition and other study-related and unrelated fees specified in this Procedure shall be administered by core academic units of the University, the Finance Department of the Central Administration of the University, the University Library and student dormitories.
56. The Procedure shall be accessible to the public on the University website.