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(Revision of Decision No. S-2018-5-5 of 22 May 2018 of Vilnius University Senate)

APPROVED

by Vilnius University Senate

by Decision No. S-2017-6-2 of 23 May 2018

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

SECTION I GENERAL PROVISIONS

1. The Description of the Procedure of Payment, Reimbursement and Recovery of Tuition Fees at Vilnius University (hereinafter referred to as the Description) 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 referred to as the University).

2. The Description 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 referred to as 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 legislations of the University.

3. The key terms of the Description shall be construed as follows:

3.1. **cost of annual tuition** shall mean 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 of the Republic of Lithuania. The cost of annual tuition shall cover 60 credits (in case of part-time studies, no more than 45 credits) irrespective of the number of credits of course units in the study programme during a respective academic year;

3.2. **cost of a study credit** shall mean 1/60 of the cost of annual tuition fee specified in the Study Agreement (in case of part-time studies, no more than 1/45 of the cost of annual tuition fee);

3.3. **cost of tuition per semester** shall mean a part of the cost of annual tuition fee calculated on the basis of the number of credits per study semester. This cost equals to the cost of a study credit multiplied by the number of credits of subjects chosen in the programme during a study semester;

3.4. **tuition fee** shall mean a fee equivalent to the cost of tuition (cost of annual tuition or a part thereof) and/or any other study-related payments (for a subject (module), repeatedly provided or additional services);

3.5. **state-funded place** shall mean a place for a student where the cost of tuition is covered from the state budget;

3.6. **place not funded by the state** shall mean 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 legislations 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 of the Republic of Lithuania.

5. The amount of cost of annual tuition fee and other study-related fees shall be provided in the Study Agreement or any other document legally binding on a student (an unclassified student). In the event that no cost of annual tuition has been specified in the Study Agreement, it shall be determined as follows: 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 a respective study programme where the student resumes his/ her studies determined by the decision of the Council of the University; in other cases, the cost of annual tuition shall be the cost of annual tuition established for the study programme at the moment of the person's admission to the University.

6. Tuition fee payable for one-semester studies shall correspond to 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 study semester.

7. Tuition fee for a subject (module) shall be paid by a student (an unclassified student) for the chosen course units (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 a subject (a module or a part thereof).

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 by an external student shall constitute 25 percent of the tuition fee payable per subject (module).

9. An extra tuition fee payable by a student in a state-funded place having changed his/ her initially chosen study programme shall correspond to a part of the cost of annual tuition calculated in accordance with the Description of the Procedure of Changing the Study Programme by a Person in a State-funded Place approved by the Government.

10. Fee for the repetition of a subject (module) shall be paid for repeated studying of a subject (module), 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 education programmes shall be calculated in accordance with the Description of the Methodology of Calculating the Cost of Tuition in Study Programmes of Non-formal Education at Vilnius University.

12. Provision of services not directly related to implementation of a study programme and payment of fees thereof shall be determined by the Procedure of Issuing Additional Academic Transcripts and Provision of Services, the Procedure of Issuing Duplicates of Diplomas, of Diploma Annexes and of Diploma Supplements, General Rules of Using Library Services at Vilnius University and other legislations of the University.

13. Considering the changed basic social benefit following amendments to the legislations 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 on a pro rata in accordance with the procedure established by the University and by publishing this information on the University's website no later than 30 days prior the expected effective date of the changed fees.

14. The amount of the cost of annual tuition and the amount of payments directly unrelated to 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 study places not funded 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 the 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 of the Republic of Lithuania, also citizens 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. A students enrolled in a first-cycle or integrated study programme in state-funded places under the procedure established by legislations of the Republic of Lithuania and admitted to the University before 2009 shall be denied state financing after a period of assessment equivalent to one academic year, unless his/ her academic achievements meet the criteria of good academic results stipulated in the Law on Higher Education and Research of the Republic of Lithuania.

17. Students enrolled in first-cycle or integrated study programmes in state-funded places under the procedure established by legislations of the Republic of Lithuania and admitted to the University before 2009, who have been denied state financing for studies, shall pay the cost of tuition for each subsequent academic year 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 funded by the state through the Online System of Joint Admission of the Association of Higher Education Institutions, through the University's Online System for Servicing of Applicants for Admission to the First-Cycle of Studies or the University's Online System for Servicing of Applicants for Admission to the Second-Cycle of Studies shall pay the cost of tuition per semester before the end of the first month of the first semester.

19. Students admitted to the first year of study in the first-cycle and the second-cycle study programmes in places not funded by the state through the University's Online System of Admission *Dream Apply* shall pay the cost of annual tuition within 15 calendar days since the submission date of an invitation to study. The administration of payments of annual tuition for the first year of study through the University's Online System of Admission *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 study places not funded by the state as well as students who have resumed their studies shall pay the cost of tuition per semester before the end of the first month of the current semester.

21. Unclassified students shall pay tuition fees within 15 days after the signing date of their Study Agreement.

22. Tuition fee payable for repetition of a subject (module) shall be paid no later than before 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 business days before the examination date (the final test for credits).

24. Students enrolled in the first cycle and integrated study programmes in state-funded places since 2009 and having been denied the state funding to cover their tuition as stipulated in Clause 16 of this Description, shall pay the cost of tuition per semester before the 31st of October of the current academic year, if they have agreed to take places not funded 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 under the procedure established in Section V of this Description.

26. The cost of tuition or a part thereof may be covered by employers of a student (an unclassified student) taking a place not funded by the state, also by other natural and legal entities. Such payment shall not require any special agreements between the University and the paying person (other than the student). In the event that the cost of tuition is covered by other natural or legal entities, they should specify in the payment order the student's name, surname, personal identification number or the number of a client assigned to the student and the number of the purpose of payment.

27. A part of the tuition fee paid by the student may be compensated under the procedure established by the legislations of the Republic of Lithuania.

28. Residents admitted to residency places not funded by the state shall pay the annual tuition fee under the following procedure:

28.1. 70 percent of the annual tuition fee shall be paid in two equal parts during the current academic year. The first part (35 percent of the annual tuition fee) shall be paid before the 10th of September and the second part shall be paid before the 10th of January;

28.2. 30 percent of the annual tuition fee shall be paid upon completion of the programme in the current academic year before the 10th of July.

29. Doctoral students admitted to places of doctoral studies not funded by the state shall pay the annual tuition fee under the following procedure:

29.1. 70 percent of the annual tuition fee shall be paid in two equal parts each current academic year. The first part (35 percent of the annual tuition fee) shall be paid during the first month after the beginning of the current academic year; the second part shall be paid before the end of the eighth month of the current academic year;

29.2. 30 percent of the annual tuition fee shall be paid at the end of each academic year but no later than before the end of the last month of the current academic year.

30. Students admitted to the University before 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 PERMISSION TO PAY IN INSTALMENTS

31. Postponement, reduction, or permission for payment in instalments shall only apply to a tuition fee corresponding to the tuition fee per semester and a fee per subject (module); in case of residents and doctoral students: to a tuition fee corresponding to the annual tuition.

32. In case of a student, who has submitted an application for a loan covering the tuition fee, upon a decision of the head of a core academic unit, the deadline for payment of the tuition fee

may be postponed until the loan is received but for no longer than until the 1st of December (in the autumn semester) or until the 1st of May (in the spring semester).

33. In case of a student, who has been denied state funding for studies in the case established in Clause 16 of the Description and who intends submitting an application for a loan to cover the tuition fee, upon the decision of the head of a core academic unit, the deadline for payment of the tuition fee may be postponed until the loan is received but for no longer than until the 1st of May of the respective academic year.

34. A student (an unclassified student), who is not a resident or a doctoral student, may be permitted to pay the tuition fee in no more than three instalments. The first instalment of the tuition fee shall correspond to no less than 30 percent of the payable sum and shall be paid no later than before the last day of the first month of the current semester. Upon postponement or a permission to pay the tuition fee in instalments is granted, the student (unclassified student) shall make settlements with the University in full before the 1st of December in the autumn semester and before the 1st of May in the spring semester.

35. Upon a request by a resident or a doctoral student, with an approval by the head of a core academic unit, payment of the annual tuition fee may be divided into instalments other than those specified in the Study Agreement or postponed by the order of the Vice-Rector for Studies (applicable to residents) or by the order of the Vice-Rector for Research (applicable to doctoral students).

36. A decision on payment of the cost of tuition per semester in instalments and (or) postponement of the payment thereof shall be finalised by the order of the head of a core academic unit of the University, which is kept in the University Study Information System (VUSIS).

37. The following persons shall be eligible to a reduced tuition fee:

37.1. *Expired since 22-May-2018*

Paragraph annulment:

By Decision No. S-2018-5-5 of 22 May 2018 of Vilnius University Senate.

37.2. a student actively engaged in research at the University, for the duration of one semester, under the procedure approved by the council of a core academic unit. Applications for reduction of tuition fees shall be submitted on behalf the head of the core academic unit where the applicant is enrolled in studies. Students, who are champions or prize 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 full exemption from tuition fees. Students, who are champions or prize winners of Lithuanian research contests, may be eligible to partial reduction of tuition fees. The reduction for them shall be no less than 30 % and no more than 90 %. Students applying for a reduction of tuition fees or exemption from them in full shall submit documents proving achievements in a research contest or co-authorship of a patent. The council of a core academic unit may determine an additional procedure applicable to reduction of the tuition fee but the procedure shall not be in conflict with the provisions of this Description;

37.3. a student, who has been actively engaged in cultural events of the University for at least two years, for the duration of one semester under the procedure approved by the council of a core academic unit. Applications for reduction of tuition fees shall be submitted on behalf the head of the core academic unit where the applicant is enrolled in studies. Students, who, as members of the University's performance art groups, have represented the University and become winners of awards and prizes at international and national music, theatre, choir, folklore contests or festivals, may be eligible to a partial reduction of the tuition fee. The reduction for them shall be no less than 30 % and no more than 90 %. Students applying for a reduction of tuition fees shall submit documents proving achievements in an international or national contest or festival. The council of a core academic unit may determine an additional procedure applicable to reduction of the tuition fee but the procedure shall not be in conflict with the provisions of this Description;

37.4. a student, who has been actively engaged in sports and as a sportsman has been representing the University, for the duration of one semester under the procedure approved by the council of a core academic unit. Applications for reduction of tuition fees shall be submitted on behalf 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 prize winners in adult or youth competitions of their chosen branch of sport, European champions and prize winners, champions and prize winners of world student championships, may be eligible to the exemption from the tuition fee in full. Students, who are champions and prize winners of Lithuanian championships, SELL (Baltic Student Games) champions and prize winners, champions of Lithuanian student games, members of Lithuanian national adult and youth teams, members of the University teams, may be eligible to partial reduction of the tuition fee. The reduction for them shall be no less than 30 % and no more than 90 %. Students applying for a reduction of tuition fees or for the exemption from them shall submit a recommendation of the University Health and Sport Centre. The council of a core academic unit may determine an additional procedure applicable to reduction of the tuition fee but the procedure shall not be in conflict with the provisions of this Description;

37.5. *Expired since 22-May-2018*

Paragraph annulment:

By Decision No. S-2018-5-5 of 22 May 2018 of Vilnius University Senate.

37.6. in other cases established by the procedure for reduction of 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 academic year and who has fulfilled his/ her financial obligations properly 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 percent.

39. A doctoral student, who has successfully completed the study plan of the current academic year and whose yearly report has received a positive evaluation, who has fulfilled his/ her financial obligations properly as stipulated in the Study Agreement for doctoral studies, upon 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 Rector of the University, may be eligible to a reduction of the tuition fee by 30 percent.

39¹. A student's tuition fee may be adjusted in the event of taking less credits as compared to those indicated in the study plan, when studying under an individual study plan, upon failure to get the educational services established by the Agreement, in case of changing the study programme agreed upon transfer to a state-funded place and in other cases established by the council of the core academic unit.

Amendments to the Paragraph:

By Decision No. S-2018-5-5 of 22 May 2018 of Vilnius University Senate.

39². Employees of the University enrolled in the integrated, first-cycle, second-cycle, third-cycle, and professional study programmes of the employee's choice implemented at the University shall be eligible to reduction of the cost of tuition by no more than 70 percent subject to approval of the Senate of the University. The cost of tuition may be reduced for part-time (0.5 staff unit) employees of the University employed by the University for at least 10 continuous months. An employee's application for reduction of the cost of tuition appended with a proposal of his/ her direct supervisor shall be submitted to the head of the core academic unit where the employee submitting the application is enrolled in studies. The cost of tuition shall be reduced based on the decision of the head of the core academic unit where the employee is enrolled in studies, if the studies selected by the employee would be useful for the employee in implementing his/ her duties, would establish conditions for seeking mutually beneficial career at the University, or would be beneficial for the unit of the University where employee works as well as the University in any other manner. The Senate of the University shall establish the rate by which the cost of tuition may be reduced for employees of the University in the current academic year annually. The cost of

tuition shall be reduced for one academic year with a possibility to distribute the payments within semesters. The reduction of the cost of tuition may be applied to the employee's studies once in each study cycle (including integrated and professional studies). No cost reduction shall apply upon termination of studies and enrolling in a different study programme of the same cycle.

Amendments to the Paragraph:

By Decision No. S-2018-5-5 of 22 May 2018 of Vilnius University Senate.

**SECTION V
REIMBURSEMENT OF TUITION FEES**

40. If a student (an unclassified student) of first-cycle or second-cycle, integrated or professional (except for residency) studies terminates his/ her Study Agreement, the tuition fees paid per semester (the cost of the study credits of subjects (modules)) shall be reimbursed in the following cases and under the following procedure:

40.1. in case the Agreement is terminated prior to the beginning of the semester: 100 % of the cost of tuition (the cost of subjects (modules)) paid for the semester which the student (unclassified student) failed to attend shall be reimbursed;

40.2. in case the Agreement is terminated in the period from the 1st to the 30th of September (or respectively in the period from the 4th to the 28th of February in the spring semester): an amount equivalent to 80 % of the cost of tuition per semester (the cost of subjects (modules)) shall be reimbursed;

40.3. in case the Agreement is terminated in the period from the 1st to the 31st of October (or respectively in the period from the 1st to the 31st of March in the spring semester): an amount equivalent to 60 % of the cost of tuition per semester shall be reimbursed;

40.4. in case the Agreement is terminated in the period from the 1st to the 30th of November (or respectively in the period from the 1st to the 30th of April in the spring semester): an amount equivalent to 40 % of the cost of tuition per semester shall be reimbursed;

40.5. in case the Agreement is terminated in the period from the 1st to the 31st of December (or respectively in the period in the period from the 1st to the 31st of May in the spring semester): an amount equivalent to 20 % of the cost of tuition per semester shall be reimbursed;

40.6. in case the Agreement is terminated after the 1st of January (or respectively after the 1st of June in the spring semester) or later, no fee shall be reimbursed;

40.7. in case a student (an unclassified student) was eligible to a reduced tuition fee, the sum to be reimbursed shall be calculated in accordance with the amount of such reduction;

40.8. in case a student (an unclassified student) has paid an amount exceeding the required tuition fee per semester, the sum to be reimbursed shall be calculated by deducting the sum to be recovered from the amount already paid, as provided in Clause 48 of this Description. In case a student (an unclassified student) has paid the amount less than the required tuition fee per semester, the sum to be recovered shall be calculated by deducting the amount already paid from the sum to be recovered, as provided in Clause 48 of this Description;

40.9. in all cases of reimbursement specified in Clauses 40.1–40.5 and Clause 41, the cost of banking operations (no less than 0.58 Euro Cents) shall be deducted from the sum to be reimbursed, where applicable.

41. A student (an unclassified student), who has been granted academic leave or who has suspended his/ her studies before the 30th of September (or respectively before the 28th of February in the spring semester), shall be eligible to reimbursement amounting to 100 % of the cost of tuition paid per current semester.

42. A resident or a doctoral student taking a place not funded 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 studies (after termination of the Agreement).

43. An application for reimbursement the tuition fee or a part thereof shall be submitted to the core academic unit implementing the study programme studied by the applicant. The head of the core academic unit shall approve the application which is then submitted to the Finance Department of the University implementing reimbursement of the fees.

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 student (an 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, the Code of Academic Ethics and other regulations of the University governing studies and the internal processes.

45¹. If the head of the core academic unit of the University certifies in writing that the student (unclassified student) failed to exercise his/ her right to get the educational services as established by the Agreement during the reporting period (failed in attending lectures, failed to come to the final tests for credits (examinations) or failed to take them repeatedly, etc.) and this failure to exercise the rights could be clearly proven, he/ she shall be reimbursed an amount equivalent to 100 % of the cost of tuition paid per semester (subjects (modules)).

Amendments to the Paragraph:

By Decision No. S-2018-5-5 of 22 May 2018 of Vilnius University Senate.

SECTION VI RECOVERY OF TUITION FEES

46. Recovery of tuition fees (or parts of these fees) shall be carried out by the University in accordance with this Description, Study Agreements as well as other internal legislations of the University and legislations of the Republic of Lithuania.

47. Recovery of tuition fees (or parts of these fees) shall be carried out upon termination of the Study Agreement in cases stipulated therein as well as the Regulations of Studies, when the student has suspended his/ her studies or taken an academic leave and if he/ she failed to pay a tuition fee within the terms specified in Section III of the Description.

48. The amounts of tuition fees (or parts of these fees) to be recovered shall be determined in accordance with the following procedure:

48.1. if a student (an unclassified student) fails to pay the tuition fee (or a part of the fee) for the semester and is expelled from the University, terminates his/ her Study Agreement, the amount of his/ her debt shall be calculated in accordance with the provisions established in Clause 40 of this Description, except for cases when the student signs another Study Agreement with the University during the next stage of the same admission:

48.1.1. if a student (an unclassified student) failed to pay a respective tuition fee (or a part of the fee) and was expelled from the University (terminated the Study Agreement) in the period from the 1st to the 30th of September (or respectively in the period from the 4th to the 28th of February in the spring semester), 20 % of the cost of tuition per semester (the cost of the subjects (modules) studied) shall be recovered;

48.1.2. if a student (an unclassified student) failed to pay a respective tuition fee (or a part of the fee) and was expelled from the University (terminated the Study Agreement) in the period from the 1st to the 31st of October (or respectively in the period from the 1st to the 31st of March in the spring semester), 40 % of the cost of tuition per semester (the cost of the subjects (modules) studied) shall be recovered;

48.1.3. if a student (an unclassified student) failed to pay a respective tuition fee (or a part of the fee) and was expelled from the University (terminated the Study Agreement) in the period from the 1st to the 30th of November (or respectively in the period from the 1st to the 30th of April in the spring semester), 60 % of the cost of tuition per semester (the cost of the subjects (modules) studied) shall be recovered;

48.1.4. if a student (an unclassified student) failed to pay a respective tuition fee (or a part of the fee) and was expelled from the University (terminated the Study Agreement) in the period from the 1st to the 31st of December (or respectively in the period from the 1st to the 31st of May in the spring semester), 80 % of the cost of tuition per semester (the cost of the subjects (modules) studied) shall be recovered;

48.1.5. if a student (an unclassified student) failed to pay a respective tuition fee (or a part of the fee) and was expelled from the University (terminated the Study Agreement) on the 1st of January or later (or respectively on the 1st of June or later in the spring semester), a sum equivalent to the whole cost of tuition per semester (the cost of the subjects (modules) studied) shall be recovered from him/ her;

48.1.6. if an unclassified student fails to pay a fee for taking an examination (a final test for credits) of a subject (module) within 15 business days upon signing of the Study Agreement, the whole amount of such a fee shall be recovered;

48.1.7. if a student (an unclassified student) was eligible to pay a reduced tuition fee, the debt shall be calculated by taking into account such a reduced amount of the fee.

49. The following procedures shall be implemented before the recovery of tuition fees (or a part of the fee):

49.1. an official representative of a core academic unit shall give a notice (warning) to a student (an unclassified student), who has failed to pay a respective tuition fee (or a part of the fee) within a due term, about a requirement to cover the amount due by electronic mail (by using the University Study Information System VUSIS), shall notify a person expelled from the University (who has terminated his/ her Study Agreement) by sending a recorded regular letter to his place of residence and an electronic mail to his/ her personal electronic mail address indicated in his/ her Study Agreement. The notice shall specify the exact amount of the debt (the tuition fee (or a part of the fee) and default interest) and the deadline for payment, which shall be no shorter than 30 calendar days from the day of sending the notice;

49.2. taking into account the established amount of debt, default interest amounting to 0.02 % of the amount due shall accrue for each day of delay from expiry of the payment deadline, unless payment of default interest is specified in the Study Agreement;

49.3. if a student (an unclassified student) has failed to pay a respective tuition fee (or a part of the fee) and default interest within a specified time limit, a decision may be made to file a claim to a court of law for recovery of the debt in accordance with the provisions of the Description of the Procedure of Initiation of Court Proceedings to Protect Violated Rights and Interests of the University and Enforcement of Court Rulings and under the procedure established by legislations 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 Agreement to receive educational services during the reporting 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 a doubt.

51. After suspended studies or academic leave, a student (an unclassified student) may restart the semester during which his/ her studies were suspended or academic leave was granted. In this 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 Description.

52. A student (an 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 student (an unclassified student) shall pay the cost of tuition per semester in accordance with the provisions of this Description.

**SECTION VII
FINAL PROVISIONS**

53. Taking into account a particular student's financial obligations to the University, his/her record of paying tuition and other fees, other facts proving the student's solvency and financial reliability, the University may impose additional conditions on that particular student by concluding a new study agreement with him/ her (i.e., may request payment of the tuition fee in advance, submission of a guarantee or surety issued by a third party, may determine specific conditions for issuance of a diploma in reference to the performance of his/ her financial obligations).

54. The Description shall come into force upon approval thereof in accordance with the procedure established by legislations of the University.

55. Payment of tuition and other study-related and unrelated fees specified in this Description 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. This Description shall be published on the University's website.