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(Resolution No. SPN-30 as of 17 June 2025 of the Senate of Vilnius University)

APPROVED BY

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of the Senate of Vilnius University

DESCRIPTION OF VILNIUS UNIVERSITY TUITION FEE PAYMENT, REFUND, AND RECOVERY PROCEDURE

CHAPTER I GENERAL PROVISIONS

1. Description of Vilnius University Tuition Fee Payment, Refund, and Recovery Procedure (hereinafter – the Description) establishes the terms and conditions for payment, deferral, refund, and recovery of tuition fees paid by students and unclassified students (hereinafter collectively – students) to Vilnius University (hereinafter – the University), directly related to the implementation of the study programme, as well as general principles and procedures.

2. The Description is prepared in accordance with the Law on Research and Studies of the Republic of Lithuania, the Statute of Vilnius University, Resolution No. 149 “On the Implementation of the Law on Research and Studies of the Republic of Lithuania” as of 1 March 2017 of the Government of Lithuania (with subsequent amendments), Study Regulations of Vilnius University, approved by Resolution No. SPN-43 “On the Approval of Vilnius University Study Regulations and Amendment and Revocation of Certain Resolutions of the Vilnius University Senate Commission” as of 21 June 2022 of the Senate of Vilnius University (with subsequent amendments) (hereinafter – Study Regulations), and other legal acts of the University and the Republic of Lithuania.

3. The terms used in the Description shall be understood as defined in the Study Regulations.

CHAPTER II TYPES AND AMOUNTS OF TUITION FEES

4. A tuition fee corresponding to the annual tuition fee is determined for one year of study in a specific study programme.

5. The annual tuition fee and the amount of other study-related fees are specified in the study agreement concluded between the student and the University (hereinafter – the study agreement).

6. A tuition fee paid for one semester of study corresponds to the semester tuition fee, which is calculated by dividing the annual tuition fee by two.

7. A tuition fee for a study course unit (module) is paid by the student for the chosen study course units (modules). This fee is equal to the price of one study credit specified in the study agreement, multiplied by the number of credits for the study course unit (module) or part thereof chosen by the student.

8. A tuition fee for repeating a study course unit (module) externally after independent repetition is paid for University study course units (modules) allowed to be taken externally in accordance with the procedure established in the Study Regulations. The external tuition fee for a course unit (module) is 25 per cent of the tuition fee for a study course unit (module).

9. A supplementary tuition fee paid by a student studying with state budget funds and who has changed the study programme corresponds to a portion of the annual tuition fee, the amount of which is calculated in accordance with the procedure established by the Government of the Republic of Lithuania.

10. A tuition fee for repeating a study course unit (module) or changing a study course unit (module) is paid when a student repeats a study course unit (module) or changes a study course unit (module) to another. The tuition fee for repeating a study course unit (module) is calculated by multiplying the price of one study credit specified in the study agreement by the number of credits for the study course unit (module).

11. The University, taking into account the basic social benefit size, basic monthly salary, or the general Lithuanian consumer price index or its equivalent published by the State Data Agency amended by the legal acts of the Republic of Lithuania, has the right to unilaterally index the tuition fee and other study-related fees by proportionally recalculating them in accordance with the procedure established by the Rector of the University, and announcing this on the University website at least 30 calendar days before the intended date of entry into force of the amended fees.

CHAPTER III PROCEDURE FOR PAYMENT OF TUITION FEES

12. A student studying in a non-state-funded study place, whose studies are financed on the basis of financing measures approved by the Government of the Republic of Lithuania or the University, which finance a normative or other part of the study programme price, shall pay the resulting difference in study prices.

13. A first-cycle or integrated studies student studying in a state-funded place in accordance with the procedure established by legal acts of the Republic of Lithuania, who has been admitted to a state-funded place, loses state funding for studies after a probationary period equal to one academic year, if he does not meet the good learning criteria established in the Law on Research and Studies of the Republic of Lithuania in accordance with the procedure established by the University Senate. Having lost state funding for studies, they must pay the tuition fee approved for admission to the University in the relevant year for further studies.

14. Students must pay the tuition fee:

14.1. Students admitted to non-state-funded places in the first year of first-cycle, second-cycle, integrated, and professional (excluding residency) studies through the joint admission system organized by the Lithuanian Association of Higher Education Institutions, the University's admission to first-cycle studies online applicant service system, or the University's admission to second-cycle studies online applicant service system – the semester tuition fee by the end of the first month of the first semester;

14.2. Students who are citizens of the European Union and the European Economic Area countries, admitted to non-state-funded places in the first year of first-cycle and second-cycle studies through the University's foreign student application system – the annual tuition fee within 15 calendar days from the date of the offer to study, except for those cases where the University Senate has established the possibility for these students to pay the annual tuition fee for certain study programmes by the end of the first month of the first semester. In this case, the student must pay a portion of the tuition fee equal to 10 per cent of the annual tuition fee within 15 calendar days from receiving the offer to study;

14.3. Students who are citizens of other foreign countries, admitted to non-state-funded places in the first year of first-cycle and second-cycle studies through the University's foreign student application system – the annual tuition fee within 15 calendar days from the date of the offer to study;

14.4. Students who are not subject to the requirements of Clauses 14.1–14.3 and 20–21 of the Description – the semester tuition fee by the end of the first month of the current semester;

14.5. Unclassified students – within 15 calendar days from the date of signing the study agreement.

15. The fee for repeating a study course unit (module) must be paid no later than the end of the first month of the semester in which the desired study course unit (module) is taught.

16. The external tuition fee for a study course unit (module) must be paid no later than 15 calendar days from the date of granting permission by the head of the University's core academic unit to retake the study course unit (module) externally after independent repetition.

17. First-cycle and integrated studies students who have been admitted to a state-funded place and have lost state funding for studies in the case provided for in Clause 13 of the Description, and who have agreed to study in a non-state-funded study place by changing the study agreement, shall pay a tuition fee for the semester equal to 80 per cent of the semester tuition fee by October 31 of the current academic year.

18. The tuition fee or part thereof for a student studying in a non-state-funded study place may be paid by the student's employers, as well as other natural or legal persons. Separate agreements are not concluded between the University and the paying other person for such payment. When the tuition fee for a student is paid by another natural or legal person, the payment order must indicate the student's first name, last name, personal identification number, or the client number assigned to the student, and the payment purpose number.

19. The portion of the tuition fee paid by the student may be compensated in accordance with the procedure established by the legal acts of the Republic of Lithuania.

20. Residents admitted to non-state-funded residency studies shall pay the annual tuition fee as follows:

20.1. 70 per cent of the annual tuition fee amount is paid in two equal instalments during the current academic year. The first instalment – 35 per cent of the annual tuition fee – must be paid by September 10, the second instalment – by January 10;

20.2. 30 per cent of the annual tuition fee amount must be paid after completing the programme of the current academic year by July 10.

21. Doctoral students admitted to non-state-funded doctoral studies shall pay the annual tuition fee as follows:

21.1. 70 per cent of the annual tuition fee amount is paid in two equal instalments each current academic year. The first instalment – 35 per cent of the annual tuition fee – must be paid during the first month from the beginning of the current academic year, the second instalment – by the end of the eighth month of the current academic year;

21.2. 30 per cent of the annual tuition fee amount must be paid at the end of each academic year, but no later than the end of the last month of the current academic year.

CHAPTER IV

PROCEDURE FOR DEFERRING, REDUCING, AND ALLOWING PAYMENT OF TUITION FEES IN INSTALLMENTS

22. Payment of the tuition fee may be deferred, the tuition fee amount may be reduced, or permission may be granted to pay it in instalments.

23. For a student who has submitted a request for a loan or other financial support from a foreign country or institution to pay the tuition fee, the deadline for payment of the entire tuition fee amount, by decision of the head of the University's core academic unit, may be deferred until the loan is received, but no longer than: until December 1 in the autumn semester, until May 1 in the spring semester.

24. For a student who has lost state funding for studies in the case provided for in Clause 13 of the Description and intends to submit a request for a loan to pay the tuition fee, the deadline for payment of the tuition fee, by decision of the head of the University's core academic unit, may be deferred until the loan is received, but no longer than until May 1 of the respective academic year.

25. For students, except for persons studying in residency or doctoral studies and persons to whom Clauses 14.2, 14.3, and 14.5 of the Description apply, permission may be granted to pay the tuition fee in no more than three instalments. The first instalment of the tuition fee must be no less than 30 percent of the payable amount and must be paid no later than the last day (inclusive) of the first study month of the current semester. If permission is granted to pay the tuition fee in instalments,

the student must fully settle with the University by: December 1 (inclusive) in the autumn semester, May 1 (inclusive) in the spring semester.

26. At the request of a resident or doctoral student, the payment of the annual tuition fee may be divided into instalments other than those specified in the study agreement or deferred for residents – by order of the Dean of the Faculty of Medicine of the University, and for doctoral students – by order of the Vice-Rector for Research of the University, in coordination with the head of the University's core academic unit.

27. The decision on payment of the tuition fee in instalments and (or) deferral of payment is formalized by order of the head of the University's core academic unit, except in the cases specified in Clause 26 of the Description.

28. The tuition fee paid by a student, equal to one study semester, may be reduced by decision of the head of the University's core academic unit:

28.1. For a student actively involved in scientific activities, if they are a winner or prize-winner of world or European scientific competitions, co-author of inventions patented in the European Patent Office (EPO), the United States Patent and Trademark Office (USPTO), or the Japan Patent Office (JPO), a winner or prize-winner of Lithuanian scientific competitions – by no less than 30 per cent and no more than 100 per cent;

28.2. For a student actively involved in the University's cultural activities for at least 2 years, if they are a member of the University's art collective, which has won prize-winning places, became a laureate or diploma winner in international or national music, theatre, choir, folklore competitions or festivals representing the University – by no less than 30 per cent and no more than 100 per cent;

28.3. For a student actively engaged in sports and representing the University, who has submitted a recommendation from the University's Health and Sports Center and is:

28.3.1. A winner or prize-winner of Lithuanian championships, a champion or prize-winner of the Baltic Student Games (SELL), a champion of Lithuanian student championships, a member of the Lithuanian adult or youth national team or a member of the University's national team – by no less than 30 per cent and no more than 100 per cent;

28.3.2. A member or candidate of the Lithuanian Olympic team, a winner or prize-winner of world student championships – by no less than 30 per cent and no more than 100 per cent.

28.4. For a resident who has completed the residency study programme of the current academic year and has properly fulfilled the financial obligations stipulated in the study agreement, the tuition fee paid by the resident, equal to one academic year, may be reduced by up to 30 per cent by order of the Rector of the University upon the submission of the head of the University's core academic unit;

28.5. For a doctoral student who has successfully completed the study plan of the current year and has been evaluated positively during the attestation and has properly fulfilled the financial obligations stipulated in the doctoral study agreement, with the approval of the doctoral student's supervisor and the chairman of the doctoral committee of the University's core academic unit, the tuition fee paid by the doctoral student, equal to one academic year, may be reduced by up to 30 per cent by order of the Rector of the University upon the submission of the head of the University's core academic unit;

28.6. The tuition fee paid by a University employee for student and (or) unclassified student studies may be reduced by no more than 70 per cent. The tuition fee reduction may be applied to University employees who work at the University for no less than half-time and have worked at the University for at least 6 months continuously;

28.7. In cases provided for by the council of the University's core academic unit, which do not contradict Clauses 28.1–28.6 of the Description, the tuition fee may be reduced by up to 100 per cent.

29. The amount of the tuition fee payable by a student, equal to one study semester, may be changed in the following cases:

- 29.1. Studying fewer study credits in the semester than were provided for in the study programme plan (studying according to an individual study plan);
- 29.2. Changing the study programme;
- 29.3. Transferring the student to a study place financed by state budget funds;
- 29.4. When the student is studying under agreements concluded by the University with other institutions operating in Lithuania or abroad.

CHAPTER V

PROCEDURE FOR REFUNDING PAID TUITION FEES

30. If a student in first-cycle, second-cycle, integrated, or professional (excluding residents) studies terminates the study agreement, the paid tuition fees are refunded in the following cases and procedure:

30.1. If the study agreement is terminated before the start of the study semester – 100 per cent of the paid tuition fee for the semester (prices of study course units (modules)) in which the student did not study is refunded;

30.2. If the study agreement is terminated, 70 per cent of the paid tuition fee for the study semester (prices of study course units (modules)) is refunded:

30.2.1. To students studying in the first study semester – if the study agreement is terminated within 60 calendar days from the start of the study semester;

30.2.2. To other students – if the study agreement is terminated within 30 calendar days from the start of the study semester.

30.3. If the study agreement is terminated later than 30 calendar days from the start of the study semester, the paid tuition fee is not refunded to the student, except for the case provided for in Clause 30.2.1 of the Description;

30.4. To citizens of the European Union and the European Economic Area countries, admitted to non-state-funded places in the first year of first-cycle and second-cycle studies through the University's foreign student application system in the current academic year, the tuition fee is refunded in the following cases and procedure:

30.4.1. If the study agreement is terminated before the start of the study semester – 90 per cent of the paid annual tuition fee is refunded. If the student has paid 10 per cent of the tuition fee according to Clause 14.2 of the Description, but has not paid the remaining part of the tuition fee, the paid part of the tuition fee is not refunded;

30.4.2. If the study agreement is terminated within 30 calendar days from the start of the study semester – 70 per cent of the paid annual tuition fee is refunded.

30.5. To citizens of other foreign countries, admitted to non-state-funded places in the first year of first-cycle and second-cycle studies through the University's foreign student application system in the current academic year, the paid annual tuition fee is not refunded, regardless of the terms provided for in Clauses 30.1–30.3 of this Description, except in cases where the person terminates studies due to not receiving a visa or residence permit in Lithuania – in such cases, 100 per cent of the paid annual tuition fee is refunded.

31. For a resident or doctoral student studying in a non-state-funded place and terminating the study agreement, the portion of the annual tuition fee paid for the remaining study period (after the termination of the agreement) is refunded.

32. In the cases of refunding the paid tuition fees specified in Clauses 30 and 31 of the Description, the University deducts 2 per cent of the amount of the refunded tuition fee to cover the administrative costs of refunding the tuition fees.

33. A request for a refund of the tuition fee or part thereof is submitted to the head of the University's core academic unit implementing the study programme in which the person is studying.

34. The tuition fee for repeating a study course unit (module) is refunded under the following conditions and terms:

34.1. If a request for cancellation of repeating a study course unit (module) is submitted before the start of repeating the study course unit (module) – 100 per cent of the paid tuition fee for repeating the study course unit (module) is refunded;

34.2. If a request for cancellation of repeating a study course unit (module) is submitted within 30 calendar days from the start of the study semester – 70 per cent of the paid tuition fee for repeating the study course unit (module) is refunded;

34.3. If a request for cancellation of repeating a study course unit (module) is submitted later than 30 calendar days from the start of the study semester – the paid tuition fee for repeating the study course unit (module) is not refunded.

35. The tuition fee for repeating a study course unit (module) externally is not refunded.

36. The tuition fee or part thereof paid by the student is not refunded if the student is expelled from the University for academic failure or for dishonesty during studies or study achievement assessment (cheating, plagiarism, etc.) or violation of the Code of Academic Ethics of Vilnius University.

CHAPTER VI

PROCEDURE FOR RECOVERY OF TUITION FEES

37. The recovery of tuition fees (parts of tuition fees) is carried out at the University in accordance with this Description, study agreements, as well as other legal acts of the University and the Republic of Lithuania.

38. The recovery of tuition fees (parts of tuition fees) is carried out after the termination of the study agreement under the conditions provided for in this Description.

39. If the student has not paid the tuition fee (part of the tuition fee):

39.1. For a semester and if expelled from the University (the University terminated the study agreement on its own initiative), the amount of the debt is calculated based on the provisions specified in Clauses 30 and 31 of the Description;

39.2. Within the terms established in Clauses 14–17 of the Description – the amount of the tuition fee to be recovered is equal to the entire tuition fee;

39.3. When it has been reduced, the debt is calculated taking into account the reduced tuition fee amount.

40. In order to initiate the procedure for recovery of the tuition fee (part of the tuition fee), the following actions must be taken before it:

40.1. If the relevant tuition fee (part of the fee) has not been paid by the student within the specified period, the responsible employee of the University's core academic unit sends a notification (warning) by e-mail and through the University's study information system to the student with a request to cover the debt. To a person who has been removed (terminated the study agreement), a registered letter is sent to their place of residence and a notification is sent to the personal e-mail address specified in the study agreement. The notification specifies the exact amount of the debt (unpaid tuition fee (part of the tuition fee), late payment interest) and the payment deadline, which must not be shorter than 30 calendar days from the date of sending the notification;

40.2. Depending on the established amount of the tuition fee debt, late payment interest is calculated for each day overdue from the end of the payment deadline, equal to 0,02 per cent of the unpaid amount, if the payment of late payment interest is stipulated in the study agreement;

40.3. If the relevant tuition fee (part of the tuition fee) has not been paid by the student within the specified period has not paid the debt and late payment interest, a decision may be made to apply to the court for the recovery of the debt in accordance with the provisions of the Description of the Procedure for Initiating the Defence of Violated Rights and Interests of Vilnius University in Court and Implementing Court Decisions, approved by Order No. R-245 "On the Approval of the Description of the Procedure for Initiating the Defence of Violated Rights and Interests of Vilnius University in Court and Implementing Court Decisions" as of 27 May 2024 of the Rector of Vilnius University, and the legal acts of the Republic of Lithuania.

41. If a student returns to the beginning of the semester after suspension of studies or academic leave, the price of their studies for the semester is paid if it was paid in accordance with the provisions of this Description.
