

APPROVED

by Resolution No. SPN-30 of 17 June 2025  
of the Senate of Vilnius University

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

### **CHAPTER I GENERAL PROVISIONS**

1. The Description of the Procedure for the Payment, Reimbursement, and Recovery of Tuition Fees at Vilnius University (hereinafter the 'Description') shall stipulate the conditions, general principles, and procedures for the payment, deferral, reimbursement, and recovery of tuition fees directly related to the implementation of a study programme and payable by students and unclassified students (hereinafter collectively the 'studying persons') to Vilnius University (hereinafter the 'University').

2. The Description was drawn up in accordance with the Republic of Lithuania Law on Higher Education and Research, the Statute of Vilnius University, Resolution of the Government of the Republic of Lithuania No. 149 of 1 March 2017 "On the Implementation of the Republic of Lithuania Law on Higher Education and Research" (as subsequently amended), the Study Regulations of Vilnius University approved by Resolution of the Senate of Vilnius University No. SPN-43 of 21 June 2022 "On the Approval of the Study Regulations of Vilnius University and on the Amendments and Repeal of Certain Resolutions of a Senate Commission of Vilnius University" (as subsequently amended) (hereinafter the 'Study Regulations of Vilnius University'), 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 of Vilnius University.

### **CHAPTER II TYPES AND AMOUNTS OF TUITION FEES**

4. The tuition fee corresponding to the cost of annual tuition shall be determined for one year of studies in a specific study programme.

5. The cost of annual tuition and the amount of other study-related fees shall be specified in the study agreement concluded between the studying person and the University (hereinafter the 'study agreement').

6. The tuition fee payable for one study semester shall correspond to the cost of tuition per semester, calculated by dividing the cost of annual tuition by two.

7. The tuition fee for a course unit (module) shall be paid by a studying person for the course units (modules) chosen to be studied. This fee shall equal the cost of a study credit specified in the study agreement multiplied by the number of credits of the selected course unit (module or part thereof).

8. The tuition fee for retaking a course unit (module) under an external procedure after independent repetition shall apply to the course units (modules) independently studied by the studying person and allowed to be taken under an external procedure in accordance with the procedure established in the Study Regulations of Vilnius University. The tuition fee for a course unit (module) studied by an external student shall constitute 25 per cent of the tuition fee payable per course unit (module).

9. An additional tuition fee payable by a student in a State-funded place who changes their study programme shall correspond to a part of the cost of annual tuition calculated in accordance with the procedure established by the Government of the Republic of Lithuania.

10. The tuition fee for retaking a course unit (module) or changing a course unit (module)

shall apply when a student retakes a course unit (module) or changes it to a different one. The tuition fee for retaking a course unit (module) shall be calculated by multiplying the cost of a study credit specified in the study agreement by the number of credits for the course unit (module).

11. Considering the changed amount of the basic social benefit size, basic monthly salary, or the general Lithuanian consumer price index or its equivalent published by the State Data Agency following amendments to the legislation of the Republic of Lithuania, the University shall have the right to unilaterally index the tuition fee or other study-related fees by recalculating them proportionally in accordance with the procedure established by the Rector of the University and by announcing this on the University website no later than 30 calendar days prior to the intended effective date of the changed fees.

### **CHAPTER III**

#### **PROCEDURE FOR THE PAYMENT OF TUITION FEES**

12. In cases where a person is studying in a non-State-funded student place and their studies are funded through financial instruments approved by the Government of the Republic of Lithuania or the University covering the normative or another part of the study programme cost, the studying person shall be responsible for paying the remaining tuition fee difference.

13. In accordance with the procedure established by legal acts of the Republic of Lithuania, a student enrolled in a first cycle or integrated study programme in a State-funded place who, after the evaluation period equal to one academic year, no longer meets the good academic record criteria defined in the Republic of Lithuania Law on Higher Education and Research, shall lose the right to State-funded studies under the procedure established by the Senate of the University. Studying persons who have been denied State-funded student places shall pay the tuition fee for further studies approved in the year of their admission to the University.

14. Studying persons must pay tuition fees as follows:

14.1. students admitted in the respective academic year to non-State-funded student places in first cycle, second cycle, integrated, or professional (excluding residency) study programmes through the system of the Association of Lithuanian Higher Education Institutions for Joint Admissions, the University's online admission system for first cycle studies, or the University's online admission system for second cycle studies shall pay the tuition fee per semester by the end of the first month of the first semester;

14.2. students who are citizens of the European Union or the European Economic Area countries, admitted in the respective academic year to non-State-funded student places in first cycle or second cycle studies through the University's international admissions system shall pay the cost of annual tuition within 15 calendar days from the date of receiving the study offer, except in cases where the Senate of the University has established that these students may pay the annual tuition fee for specific study programmes by the end of the first month of the first semester. In such cases, the student shall pay 10 per cent of the cost of annual tuition within 15 calendar days of receiving the study offer;

14.3. students who are citizens of other foreign countries, admitted in the respective academic year to non-State-funded student places in first cycle or second cycle studies through the University's international admissions system shall pay the cost of annual tuition within 15 calendar days from the date of receiving the study offer;

14.4. students who are not subject to the requirements of Items 14(1)–14(3) and Items 20–21 of the Description shall pay the tuition fee per semester by the end of the first month of the respective semester;

14.5. unclassified students shall pay tuition fees within 15 calendar days from the date of signing their study agreement.

15. The tuition fee for retaking a course unit (module) shall be paid no later than by the end of the first month of the semester in which the course unit (module) is intended to be retaken.

16. The tuition fee for a course unit (module) studied under an external procedure shall be

paid no later than within 15 calendar days from the date of granting permission by the head of the University's core academic unit to retake the course unit (module) under an external procedure after independent repetition.

17. Students admitted to State-funded student places in first cycle and integrated studies and having been denied the State funding for their studies as stipulated in Item 13 of the Description shall pay the tuition fee for the semester equal to 80 per cent of the tuition fee per semester before 31 October of the respective academic year, if they have agreed to continue their studies in a non-State-funded student place by amending their study agreement.

18. The tuition fee or a part thereof may be covered by the employers of a person studying in a non-State-funded student place or by other natural or legal persons. No separate agreements shall be concluded between the University and the person covering the tuition fees. Where the tuition fee for a studying person is paid by another natural or legal person, the payment order shall indicate the studying person's full name, personal identification number or the assigned client number, and the payment reference number.

19. A part of the tuition fee paid by a studying person may be reimbursed 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 cost of annual tuition as follows:

20.1. 70 per cent of the cost of annual tuition shall be paid in two equal instalments during the respective academic year. The first instalment (35 per cent of the cost of annual tuition) shall be paid by 10 September, and the second instalment shall be paid by 10 January;

20.2. 30 per cent of the cost of annual tuition shall be paid upon completion of the programme of the respective academic year by 10 July.

21. Doctoral students admitted to non-State-funded doctoral studies shall pay the cost of annual tuition as follows:

21.1. 70 per cent of the cost of annual tuition shall be paid in two equal instalments during each respective academic year. The first instalment (35 per cent of the cost of annual tuition) shall be paid within the first month from the beginning of the respective academic year, and the second instalment shall be paid by the end of the eighth month of the respective academic year;

21.2. 30 per cent of the cost of annual tuition shall be paid at the end of each academic year, no later than by the end of the last month of the respective academic year.

#### **CHAPTER IV**

#### **PROCEDURE FOR DEFERRING, REDUCING, AND ALLOWING PAYMENT OF TUITION FEES IN INSTALMENTS**

22. Tuition fees may be deferred, the amount of the tuition fee may be reduced, or approval may be granted for payment in instalments.

23. If a student applies for a loan or other financial support provided by a foreign state or institution to cover the tuition fee, the deadline for the payment of the full tuition fee may be deferred by decision of the head of the University's core academic unit until the loan is received but no later than until 1 December in the autumn semester and 1 May in the spring semester.

24. If a student has been denied State funding for studies under the circumstances specified in Item 13 of the Description and intends to apply for a loan to cover the tuition fee, the deadline for the payment of the tuition fee may be deferred by decision of the head of the University's core academic unit until the loan is received but no later than until 1 May of the respective academic year.

25. Studying persons, except for those enrolled in residency or doctoral studies and those who are subject to Items 14(2), 14(3), and 14(5) of the Description, may be allowed to pay the tuition fee in no more than three instalments. The first instalment of the tuition fee shall be no less than 30 per cent of the total amount payable and shall be paid no later than before the last day (inclusive) of the first month of the respective semester. If payment in instalments is approved, the studying person shall fully settle with the University by: 1 December (inclusive) in the autumn semester and 1 May

(inclusive) in the spring semester.

26. Upon the request of a resident or doctoral student, the payment of the cost of annual tuition may be divided into different instalments than those specified in the study agreement or deferred by order of the Dean of the Faculty of Medicine of the University (for residents) or the Pro-Rector for Research of the University (for doctoral students), in coordination with the head of the University's core academic unit.

27. A decision on the payment of the tuition fee in instalments and/or deferral of payment shall be formalised by order of the head of the University's core academic unit, except in the cases provided for in Item 26 of the Description.

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

28.1. for students actively involved in scientific activities, if they are winners or prize recipients of world or European scientific competitions, 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), or winners or prize recipients of Lithuanian scientific competitions – by no less than 30 per cent and no more than 100 per cent;

28.2. for students who have actively participated in the University's cultural activities for at least two years, if they are members of the University's art groups and, while representing the University, have won awards or become laureates or diploma holders in international or national music, theatre, choir, or folklore competitions or festivals – by no less than 30 per cent and no more than 100 per cent;

28.3. for students actively engaged in sports and representing the University, who have submitted a recommendation from the Health and Sport Center of the University and are:

28.3.1. winners or prize recipients of Lithuanian championships, champions or prize recipients of the Baltic Student Games (SELL), Lithuanian student champions, members of the Lithuanian adult or youth national teams, or members of the University's team – by no less than 30 per cent and no more than 100 per cent;

28.3.2. members or candidates of the Lithuanian Olympic team, winners or prize recipients of world student championships – by no less than 30 per cent and no more than 100 per cent.

28.4. for residents who have completed the residency study programme for the respective academic year and have properly fulfilled the financial obligations specified in the study agreement, the tuition fee for one academic year may be reduced by up to 30 per cent upon proposal from the head of the University's core academic unit and by order of the Rector of the University;

28.5. for doctoral students who have successfully completed the study plan of the respective academic year, received a positive evaluation during certification, and have properly fulfilled the financial obligations specified in the study agreement, the tuition fee for one academic year may be reduced by up to 30 per cent, subject to the approval of the academic supervisor of the doctoral student and the chairperson of the doctoral studies committee of the University's core academic unit, upon proposal from the head of the University's core academic unit and by order of the Rector of the University;

28.6. for University employees enrolled as students and/or unclassified students, the tuition fee may be reduced by up to 70 per cent. The reduction of tuition fees may apply to University employees working at least half-time and who have been employed continuously at the University for a minimum of six months;

28.7. in cases determined by the council of the University's core academic unit, and not contradicting Items 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 studying person for one study semester may be adjusted in the following cases:

29.1. when studying less credits per semester than specified in the study programme plan (when studying according to an individual study plan);

29.2. when changing the study programme;

- 29.3. when transferring the student to a State-funded student place;
- 29.4. when studying under agreements concluded between the University and other institutions in Lithuania or abroad.

## **CHAPTER V**

### **PROCEDURE FOR THE REIMBURSEMENT OF PAID TUITION FEES**

30. If a studying person enrolled in first cycle, second cycle, integrated, or professional (excluding residency) studies terminates their study agreement, the paid tuition fees shall be reimbursed under the following conditions and procedure:

30.1. if the study agreement is terminated before the start of the study semester, 100 per cent of the tuition fee paid for that semester (the cost for the course units (modules) not taken) shall be reimbursed;

30.2. if the study agreement is terminated, 70 per cent of the tuition fee paid for that semester (the cost for the course units (modules) shall be reimbursed:

30.2.1. to first-semester students, 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 shall not be reimbursed, except in the case specified in Item 30(2)(1) of the Description;

30.4. to citizens of the European Union and the European Economic Area countries, who are admitted in the respective academic year to non-State-funded student places in first cycle or second cycle studies through the University's international admissions system, the tuition fee shall be reimbursed under the following conditions and procedure:

30.4.1. if the study agreement is terminated before the start of the study semester, 90 per cent of the paid cost of annual tuition shall be reimbursed. If the student has paid 10 per cent of the tuition fee in accordance with Item 14(2) of the Description but has not paid the remaining balance, the amount already paid shall not be reimbursed;

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 cost of annual tuition shall be reimbursed.

30.5. to citizens of other foreign countries, admitted in the respective academic year to non-State-funded places in first cycle or second cycle studies through the University's international admissions system, the paid cost of annual tuition shall not be reimbursed, regardless of the deadlines set in Items 30(1)–30(3) of the Description, except in cases where the person terminates their studies due to a visa denial or failure to obtain a residence permit in Lithuania – in such cases, 100 per cent of the paid cost of annual tuition shall be reimbursed.

31. Residents or doctoral students enrolled in non-State-funded student places and terminating their study agreement shall be eligible for reimbursement of the amount of the paid cost of annual tuition corresponding to the remaining period of study (after termination).

32. In the cases of tuition fee reimbursement specified in Items 30 and 31 of the Description, the University shall deduct 2 per cent of the reimbursed tuition fee amount to cover administrative costs related to the reimbursement process.

33. A request for a full or partial reimbursement of the paid tuition fee shall be submitted to the head of the University's core academic unit implementing the relevant study programme.

34. Tuition fees for the retaking of a course unit (module) shall be reimbursed under the following conditions and deadlines:

34.1. if a request to cancel the retaking of a course unit (module) is submitted before the retaking begins, 100 per cent of the tuition fee paid for the retaking of the course unit (module) shall be reimbursed;

34.2. if a request to cancel the retaking of a course unit (module) is submitted within 30

calendar days from the start of the study semester, 70 per cent of the tuition fee paid for the retaking of the course unit (module) shall be reimbursed;

34.3. if a request to cancel the retaking of a course unit (module) is submitted later than 30 calendar days from the start of the study semester, the tuition fee paid for the retaking of the course unit (module) shall not be reimbursed.

35. The tuition fee for retaking a course unit (module) under an external procedure shall not be reimbursed.

36. The paid tuition fee or a part thereof shall not be reimbursed if the studying person is expelled from the University due to academic failure, academic dishonesty during studies or during the assessment of learning outcomes (e.g. cheating, plagiarism), or violation of the Code of Academic Ethics of Vilnius University.

## **CHAPTER VI PROCEDURE FOR THE RECOVERY OF TUITION FEES**

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

38. The recovery of tuition fees (parts thereof) shall be initiated upon the termination of a study agreement under the conditions set out in this Description.

39. If a studying person fails to pay the tuition fee (part thereof):

39.1. for a semester and is expelled from the University (the study agreement is terminated at the initiative of the University), the amount of debt is calculated in accordance with the provisions set out in Items 30 and 31 of the Description;

39.2. within the deadlines specified in Items 14–17 of the Description, the recoverable amount shall be equal to the full tuition fee;

39.3. when it has been reduced, the debt shall be calculated based on the reduced amount of the tuition fee.

40. In order to initiate the procedure for the recovery of the tuition fee (part thereof), the following steps shall first be taken:

40.1. if the studying person fails to pay the relevant tuition fee (part thereof) within the specified deadline, a notice (warning) with a demand to settle the debt shall be sent by an authorised employee of the University's core academic unit by email and through the University Study Information System. If the studying person has been expelled (terminated the study agreement), the notice shall be sent by registered mail to their place of residence and to the personal email address provided in the study agreement. The notice shall specify the exact amount of the debt (unpaid tuition fee (part thereof), late payment interest) and the payment deadline, which shall be no shorter than 30 calendar days from the day of sending the notice;

40.2. depending on the established amount of the tuition fee debt, late payment interest shall be 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 studying person who has failed to pay the respective tuition fee (part thereof) within the specified deadline also fails to settle the debt and late payment interest, a decision may be made to initiate debt recovery proceedings in court, 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 of the Rector of Vilnius University No. R-245 of 27 May 2024 "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", and the legal acts of the Republic of Lithuania.

41. If a student returns after a suspension of studies or an academic leave of absence at the beginning of the semester during which the studies were suspended or the academic leave of absence

was granted, the tuition fee for that semester shall be considered paid, provided it was paid in accordance with the provisions of this Description.

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