

APPROVED

by Resolution No. SPN-30 of 17 June 2025
of the Senate of Vilnius University
(wording of Resolution No. SPN-38 of 16 June 2026
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’) establishes 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 cost of annual tuition and the amount of other study-related fees (hereinafter the ‘tuition fees’) shall be specified in the study agreement concluded between the studying person and the University (hereinafter the ‘study agreement’).

5. The tuition fee payable for one study semester (hereinafter the ‘tuition fee per semester’) shall be calculated by dividing the cost of annual tuition established in the study agreement by two.

6. The tuition fee per semester for persons studying according to individual study plans shall be calculated by multiplying the cost of a study credit by the number of credits per study semester provided for in the individual study plan of a studying person approved by the core academic unit of the University (or the *sui generis* academic unit of the University) (hereinafter the ‘Unit’).

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

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 permitted 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 student 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 it to a different 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. Taking into account the changed amount of the basic social benefit, basic monthly salary, or the Harmonised Index of Consumer Prices in Lithuania or its equivalent published by the State Data Agency following amendments to the legal acts of the Republic of Lithuania, the University shall have the right to unilaterally index the tuition fee or other tuition fees by recalculating them proportionally in accordance with the procedure established by the Rector of the University and by publishing 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

SECTION ONE PROCEDURE FOR THE PAYMENT OF TUITION FEES FOR PERSONS STUDYING IN STATE-FUNDED STUDENT PLACES AND UNDER OTHER FUNDING INSTRUMENTS

12. In cases where a person is studying in a non-State-funded student place and their studies are funded through funding 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 pay the resulting difference in the cost of tuition.

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 student 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 State funding for studies under the procedure established by the Senate of the University. Studying persons who have lost State funding for studies shall pay the tuition fee for further studies approved in the year of their admission to the University.

14. According to the requirements of State funding instruments, when entering into a trilateral study funding agreement (hereinafter the 'trilateral agreement') between a State institution, a studying person, and the University, studies are funded according to the procedure established in the trilateral agreement. If, during the course of studies, the trilateral agreement under which the studying person's studies are funded through State funding instruments is terminated, the conditions set out in the study agreement and other legal acts of the University shall apply to the subsequent funding of the studies, and the studying person shall be responsible for fulfilling those conditions.

SECTION TWO PROCEDURE FOR THE PAYMENT OF TUITION FEES FOR SELF-FUNDED STUDYING PERSONS

Procedure for the Payment of the First Tuition Fees for Students Admitted to the University

15. Students admitted in the respective academic year to non-State-funded student places in the first year of first cycle, second cycle, integrated, or professional (pedagogy) studies through the online system of the Association of Lithuanian Higher Education Institutions for Joint

Admissions, the University online admissions system for first cycle studies, or the University online admissions system for second cycle studies, shall pay the tuition fee per semester:

15.1. in the autumn semester – until 30 September (inclusive);

15.2. in the spring semester – until 28 February (inclusive).

16. Students who are citizens of the European Union and the European Economic Area countries, admitted in the respective academic year to non-State-funded student places in the first year of first cycle and second cycle studies through the University international admissions system must pay the annual tuition fee 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 cost of annual tuition for specific study programmes by the end of the first month of the first semester – in this case the student must pay a part of the tuition fee equal to ten per cent of the annual tuition fee within 15 calendar days of receiving the study offer).

17. Students who are citizens of other countries, admitted in the respective academic year to non-State-funded student places in the first year of first cycle and 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.

18. Students admitted in the respective academic year to third cycle (doctoral) studies and residency professional study programmes shall pay their first tuition fee according to the procedure established in Items 22–23 of the Description.

Procedure for the Payment of Tuition Fees for Other Students and Unclassified Students

19. Students in first and second study cycles, integrated studies, professional (pedagogy) study programmes as well as unclassified students studying a pedagogical specialisation module, or module studies of teaching school discipline, who are not subject to requirements in Items 15–17 of the Description, shall pay the tuition fee per semester:

19.1. in the autumn semester – until 30 September (inclusive);

19.2. in the spring semester – until 28 February (inclusive).

20. Students in the first cycle and integrated studies who have lost the State funding for their studies as stipulated in Item 13 of the Description and have agreed to continue their studies in a non-State-funded student place shall pay the tuition fee per semester equal to 80 per cent of the tuition fee per semester until 31 October of the respective academic year.

21. Unclassified students admitted to pedagogical specialisation and module studies of a teaching school discipline shall pay the tuition fee per semester:

21.1. in the autumn semester – until 30 September (inclusive);

21.2. in the spring semester – until 28 February (inclusive).

22. Students in non-State-funded residency professional studies shall pay the cost of annual tuition in three instalments:

22.1. 70 per cent of the cost of annual tuition shall be paid in two equal instalments during the respective academic year:

22.1.1. the first instalment (35 per cent of the cost of annual tuition) shall be paid by 10 September;

22.1.2. the second instalment (35 per cent of the cost of annual tuition) shall be paid by 10 January;

22.2. 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.

23. Third cycle (doctoral) students studying in non-State-funded student places shall pay the cost of annual tuition as follows:

23.1. 70 per cent of the cost of annual tuition shall be paid in two equal instalments during each respective academic year:

23.1.1. 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;

23.1.2. the second instalment (35 per cent of the cost of annual tuition) shall be paid by the end of the eighth month of the respective academic year;

23.2. 30 per cent of the cost of annual tuition shall be paid at the end of each academic year, no later than the end of the last month of the respective academic year.

Procedure for the Payment of Tuition Fees for Students and Unclassified Students Studying in Bridging Study Programmes, Studying Separate Course Units (Modules), and/or Retaking Course Units (Modules)

24. Unclassified students studying in bridging study programmes shall pay the tuition fee per semester:

24.1. in the autumn semester – until 30 September (inclusive);

24.2. in the spring semester – until 28 February (inclusive).

25. Unclassified students, studying separate course units (modules) as unclassified students (including retaking a course unit (module) under an external procedure) shall pay the fee for these course units (modules) within 15 calendar days from signing the study agreement.

26. Students retaking a course unit (module) shall pay the tuition fee for a course unit (module):

26.1. in the autumn semester – until 30 September (inclusive);

26.2. in the spring semester – until 28 February (inclusive).

27. Students retaking a course unit (module) under an external procedure shall pay the tuition fee no later than within 15 calendar days following the permission by the head of the Unit to retake the course unit (module) under an external procedure after independent repetition.

Ways of Payment and Reimbursement of Tuition Fees

28. The tuition fee shall be paid to the University by making a bank transfer on behalf of the studying person according to the bank account details of the University indicated in the invoice.

29. The tuition fee may be paid by the employers of a person studying in a non-State-funded student place or by other natural or legal persons under an invoice issued for the studying person. 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.

30. A part of the tuition fee paid by a studying person may be reimbursed from the State budget funds in accordance with the procedure established by the Government of the Republic of Lithuania.

CHAPTER IV

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

31. The time limit for the payment of tuition fees may be deferred, the amount of the tuition fee may be reduced, or approval may be granted for payment in instalments.

SECTION ONE

DEFERRAL OF THE TIME LIMIT FOR THE PAYMENT OF TUITION FEES

32. If a student applies for a loan or other financial support provided by a foreign state or institution to cover the tuition fee, the time limit for the payment of the full tuition fee may be deferred by decision of the head of the Unit until the loan is received but no later than:

32.1. in the autumn semester – until 30 November (inclusive);

32.2. in the spring semester – until 30 April (inclusive).

33. If a student has lost State funding for studies as stipulated in Item 13 of the Description and intends to apply for a loan to cover the tuition fee, the time limit for the payment of the tuition fee may be deferred by decision of the head of the Unit until the loan is obtained but no later than until 30 April of the respective academic year.

SECTION TWO PAYMENT OF TUITION FEES IN INSTALMENTS

34. Studying persons, except for those studying in residency or third cycle (doctoral) studies and those who are subject to Items 16–17 of the Description, may be permitted to pay the tuition fee per semester in no more than three instalments:

34.1. if paying the tuition fee per semester in instalments is permitted, the first instalment of the tuition fee per semester shall be no less than 30 per cent of the total amount of the tuition fee per semester and shall be paid no later than:

34.1.1. in the autumn semester – until 30 September (inclusive);

34.1.2. in the spring semester – until 28 February (inclusive);

34.2. the last instalment of the tuition fee per semester shall be paid:

34.2.1. in the autumn semester – until 30 November (inclusive);

34.2.2. in the spring semester – until 30 April (inclusive).

35. Upon a request by a resident or a doctoral student, with the approval of the head of the Unit, payment of the cost of annual tuition may be divided into instalments other than those specified in the study agreement or may be deferred.

36. The decision on the payment of the tuition fee per semester in instalments and/or postponement of the time limit for the payment shall be formalised:

36.1. for residents – by an order of the Dean of the Faculty of Medicine of the University;

36.2. for doctoral students – by an order of the Pro-Rector for Research of the University;

36.3. for other studying persons – by an order of the head of the Unit.

SECTION THREE REDUCTION OF TUITION FEES

37. The tuition fee per semester payable by a studying person may be reduced by the decision of the head of the Unit:

37.1. 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;

37.2. for students who have actively participated in the cultural activities of the University for at least two years, if they are members of the University 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;

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

37.4. 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 for doctoral studies, the cost of

annual tuition 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 Unit, upon proposal from the head of the Unit and by order of the Rector of the University;

37.5. 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;

37.6. In cases determined by the council of the Unit, and not contradicting Items 37.1–37.5 of the Description, by the decision of the head of the Unit, the tuition fee may be reduced by up to 100 per cent.

38. The amount of the tuition fee payable by a studying person per semester may be reduced in the following cases:

38.1. for persons studying according to approved individual study plans;

38.2. where previously acquired partial study outcomes are recognised for a studying person according to the procedure established by the Senate of the University;

38.3. in case of changing the study programme to one implemented at another Unit;

38.4. when transferring the student to a State-funded student place;

38.5. when studying under agreements concluded between the University and other institutions in Lithuania or abroad;

38.6. when the studying person has overpaid the tuition fee to the University.

CHAPTER V

PROCEDURE FOR THE REIMBURSEMENT OF PAID TUITION FEES

SECTION ONE

PROCEDURE FOR THE REIMBURSEMENT OF PAID TUITION FEES FOR STUDYING PERSONS

39. If a studying person studying in the first cycle, second cycle, integrated studies, bridging studies, professional (pedagogy) studies, pedagogical specialisation module, or module studies of teaching school discipline, unilaterally initiates the termination of the study agreement, the paid tuition fee shall be reimbursed in the following cases and procedure (by simultaneously applying deduction for administration provided for in Item 41 of the Description):

39.1. 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 the first year of the first cycle or second cycle, or integrated study programs through the University's international admissions system, the tuition fee shall be reimbursed under the following conditions and procedure:

39.1.1. if a request to terminate the study agreement is submitted before the start of the first 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 16 of the Description but has not paid the outstanding balance, the amount already paid shall not be reimbursed;

39.1.2. upon submitting a request to terminate the study agreement within 30 calendar days from the start of the first study semester, 70 per cent of the paid cost of annual tuition shall be reimbursed;

39.1.3. if a request to terminate the study agreement is submitted later than 30 calendar days from the start of the first study semester, 50 per cent of the paid cost of annual tuition shall be reimbursed;

39.1.4. if a request to terminate the study agreement is submitted during the second study semester, the share of the paid annual cost of tuition for studies in the second semester of studies shall be reimbursed according to the procedure and under the conditions provided for in Item 39.3 of the Description.

39.2. to citizens of countries outside the European Union and the European Economic Area

countries, who are admitted in the respective academic year to non-State-funded student places in the first year of the first cycle, second cycle, or integrated study programs through the University's international admissions system, the annual tuition fee paid shall not be reimbursed except for cases when:

39.2.1. the student terminates their studies due to failure to obtain a visa or a residence permit in the Republic of Lithuania – 100 per cent of the paid cost of annual tuition shall be reimbursed;

39.2.2. the student obtains University or State support to fully or partially cover the cost of tuition – up to 100 per cent of the paid cost of annual tuition shall be reimbursed;

39.2.3. the student cannot start studying due to factual circumstances independent of their will (e.g. acts of war, pregnancy, etc.) – 100 per cent of the paid cost of annual tuition shall be reimbursed.

39.3. for other studying persons:

39.3.1. if a request to terminate the study agreement is submitted before the start of the study semester during which the studying person has not studied, 100 per cent of the paid annual tuition fee shall be reimbursed;

39.3.2. if a request to terminate the study agreement is submitted, 70 per cent of the tuition fee paid per semester (the cost for the course units (modules)) shall be reimbursed:

39.3.2.1. to first-semester studying persons, if a request to terminate the study agreement is submitted within 60 calendar days from the start of the study semester;

39.3.2.2. to studying persons in subsequent semesters, if a request to terminate the study agreement is submitted within 30 calendar days from the start of the study semester;

39.3.3. if a request to terminate the study agreement is submitted later than 30 calendar days from the start of the study semester, the paid tuition fee per semester shall not be reimbursed, except in the case specified in Item 39.3.2.1 of the Description.

40. 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 the termination of the study agreement).

41. In the cases established in the Description when the University fully or partially reimburses the tuition fee paid by a studying person, the University shall deduct 1 per cent of the reimbursed tuition fee amount to cover administrative costs related to the reimbursement process.

42. A request for a full or partial reimbursement of the paid tuition fee shall be submitted to the head of the Unit implementing the relevant study programme. Financial transaction for reimbursement of the tuition fee or part thereof is performed once the termination of the study agreement has been completed (including the studying person's settlement with the University according to the procedure established in the study agreement) and the studying person is expelled from the University.

43. The tuition fee overpaid by a studying person shall be reimbursed to the studying person no later than within one calendar year upon submitting an application for reimbursement of the overpaid tuition fee, addressed to the head of the Unit. If a studying person fails to submit a request for reimbursement of the tuition fee overpaid by them, the paid tuition fee may be credited by calculating the tuition fee to be paid for the following semester.

SECTION TWO

PROCEDURE FOR THE REIMBURSEMENT OF THE TUITION FEE FOR THE RETAKING OF THE COURSE UNIT (MODULE)

44. The tuition fee for the retaking of a course unit (module) shall be reimbursed to a studying person at their request under the following conditions and time limits:

44.1. if a request to cancel the retaking of a course unit (module) is submitted before the start of the study semester, when a course unit (module) is retaken, 100 per cent of the tuition fee

paid for the retaking of the course unit (module) shall be reimbursed;

44.2. 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 when a course unit (module) is retaken, 70 per cent of the tuition fee paid for the retaking of the course unit (module) shall be reimbursed;

44.3. 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 when a course unit (module) is retaken, the tuition fee paid for the retaking of the course unit (module) shall not be reimbursed.

45. If a studying person is granted an academic break (academic leave of absence or suspension of studies), the tuition fee for retaking the course unit (module) *mutatis mutandis* shall be reimbursed according to the procedure established in Item 44 of the Description.

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

47. Limitations on the reimbursement of the tuition fee for the retaking of a course unit (module) under an external procedure established in Item 46 of the Description shall not apply in cases when a student who has paid a tuition fee for retaking a course unit (module) under an external procedure, during a respective semester, is granted academic leave of absence due to which the student may not retake a course unit (module) under an external procedure, and full tuition fee paid by the student for retaking a course unit (module) under an external procedure shall be reimbursed to them.

SECTION THREE CASES WHEN PAID TUITION FEES ARE NOT REIMBURSED

48. The tuition fee or a part thereof paid by a studying person shall not be reimbursed if:

48.1. a studying person is expelled from the University due to a breach of the Code of Academic Ethics of Vilnius University;

48.2. a studying person is expelled from the University due to academic failure;

48.3. a studying person is expelled from the University due to failure to enrol in the studies (after an academic leave of absence and in other cases established by the legal acts of the University);

48.4. a studying person is expelled from the University due to more than one reprimand received in one calendar year;

48.5. a studying person is expelled for breaching their obligations provided for in the study agreement;

48.6. in other cases established in the Description.

CHAPTER VI PROCEDURE FOR THE RECOVERY OF UNPAID TUITION FEES

49. The recovery of unpaid 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.

50. 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.

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

51.1. 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 39 and 40 of the Description;

51.2. within the time limits specified in Items 15–21 and 24–27 of the Description, the recoverable amount of the tuition fee shall be equal to the full tuition fee;

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

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

52.1. if the studying person fails to pay the relevant tuition fee (part thereof) within the specified time limit, a notice (warning) with a demand to settle the debt shall be sent by an authorised employee of the 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 (outstanding tuition fee (part thereof), default interest) and the time limit for payment, which shall be at least 30 calendar days from the day of sending the notice;

52.2. depending on the established amount of the tuition fee debt, default interest shall be calculated for each day overdue from the time limit for payment, equal to 0.02 per cent of the outstanding amount, if the payment of default interest is stipulated in the study agreement;

52.3. if the studying person who has failed to pay the respective tuition fee (part thereof) within the specified time limit also fails to settle the debt and default 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.

CHAPTER VII ADDITIONAL PROVISIONS

53. If a student returns after an academic leave of absence (suspension of studies) 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.

54. If a student terminates the study agreement during or after an academic break (academic leave of absence or suspension of studies), the provisions of the Description concerning the amount of the tuition fee payable/refundable shall apply, taking into account the date on which the academic break (academic leave of absence or suspension of studies) commenced.
