

DESCRIPTION OF THE PROCEDURE FOR PAYING TUITION FEES AND SERVICES RELATED TO STUDIES, REIMBURSING THEM AND COLLECTING DEBTS IN KK

CHAPTER I GENERAL PROVISIONS

1. The *Description of the procedure for paying tuition fees and services related to studies, reimbursing them and collecting debts in KK* (hereinafter referred to as the Description) establishes the conditions, general principles, and procedures for paying, reimbursing, reducing, and collecting the payments directly related to the implementation of the study programme paid by the student/unclassified student.

2. The Description has been prepared following the *Law on Higher Education and Research of the Republic of Lithuania*, the resolutions of the Government of the Republic of Lithuania, orders of the Minister of Education, Science and Sport regulating the financing of higher education institutions, the *KK Statute*, and other internal legal acts of Kauno kolegija Higher Education institution (hereinafter referred to as Kauno kolegija or KK).

CHAPTER II CONCEPTS

3. The key concepts used in the Description:

3.1. An unclassified student is a person who studies a non-formal education programme or attends separate study courses/modules or groups of courses.

3.2. The price of a credit is the ratio of the tuition fee (over the full duration of the study programme) to the number of credits in the study programme:

3.2.1. in the case of full-time studies, it shall be 1/60th of the annual full-time tuition fee specified in the contract;

3.2.2. in the case of part-time studies, it shall be 1/45th of the annual tuition fee if the study period is 4 years or 1/40th of the annual tuition fee if the study period is 4.5 years.

3.3. The annual tuition fee refers to the tuition fee of the relevant study programme for one year of study as established and approved by KK.

3.4. An applicant refers to a person who applies to study at KK as an unclassified student or a student in a higher semester.

3.5. Applicant's registration fee refers to the amount of money set and approved by KK to be paid by an applicant.

3.6. The admission fee is an amount of money set and approved by KK. It is paid by those who have accepted an invitation to study by general admission to Lithuanian higher education institutions and direct admission to the remaining vacant study placements after general admission.

3.7. The semester tuition fee refers to the tuition fee for one semester of study under a specific study programme. It is established and approved by KK and equals half of the annual tuition fee.

3.8. A debtor refers to a student/unclassified student who has unfulfilled financial obligations to KK.

3.9. The study payment refers to all other fees related to studies.

3.10. A student is a person who studies a study programme at a higher education institution.

CHAPTER III TUITION FEES AND STUDY PAYMENTS

4. The tuition fee for a student enrolled in a state-funded placement shall be paid by the state budget.

5. The annual tuition fee shall be paid at their own expense by:

5.1. a student enrolled in a non-state-funded study placement;

5.2. a student who repeats the same or a lower cycle study programme if more than half of the credits of the study programme have been acquired at the expense of the State budget;

5.3. a student simultaneously studying two or more degree-awarding or non-degree-awarding study programmes of the same cycle if his/her studies in at least one of these programmes are financed by the State budget. In this case, the annual tuition fee shall be paid for studies under the second and the rest of the study programmes;

5.4. a foreigner, except for children, grandchildren, great-grandchildren of emigrants and foreigners of Lithuanian origin, as well as citizens of the Member States of the European Union and other States of the European Economic Area unless international treaties or other legal acts of the Republic of Lithuania provide otherwise;

5.5. other persons in the cases provided for by the legislation of the Republic of Lithuania.

6. The annual tuition fee may be paid in instalments for the autumn and spring semesters separately:

6.1. the first-year student shall pay the tuition fee for the first semester by the date specified in the Study Agreement and for the second semester by 20 February;

6.2. senior students shall pay the tuition fee for the autumn semester by 20 September and the spring semester by 20 February.

Subparagraph 6.2. amended by Order No. 1-284 of 31 August 2020

7. A student/unclassified student who wishes to study more study courses/modules than provided for in the study programme, repeats individual courses/modules of the study programme or has to bridge the differences in the study programmes shall pay for the study of these courses/modules before commencing the provision of the services. If the tuition fee is not paid by the due date, the student/unclassified student shall not be allowed to study the specified course/module or repeat it.

8. In cases when a student receiving a study grant indicates in his/her application submitted to the State Study Fund to transfer the grant to the current account of Kauno kolegija, he/she shall pay the difference between the tuition fee for the semester of studies set by KK and the study grant allocated within the terms specified in Paragraph 6.

9. A student who receives a study grant to his/her personal account must pay the tuition fees to KK within the terms specified in Paragraph 6.

10. If a student/unclassified student fails to pay the tuition fee (or part of it in the case of postponing the term) by the due date, he/she shall lose the right to take examinations or defend projects, integrated projects or the final thesis. A student who fails to pay the tuition fee shall not be transferred to the next semester/course and may be expelled from KK.

Paragraph 10 amended by Order No. 1-284 of 31 August 2020

11. After a study break or academic leave, a student studying in a state-non-funded placement shall pay the tuition fee specified in the Study Agreement.

11¹. In case of changing the study programme, mode of study or losing state funding, the student shall pay the indexed study price for the year of his/her admission approved by order of the KK Director. The price shall be determined based on the Order of the Minister of Education, Science and Sport of the Republic of Lithuania *On Indexing Study Prices*. If the price has not been indexed by order of the KK Director, the student shall pay the tuition fee set by the higher education institution in the year of his/her admission.

Supplemented by Paragraph 11¹ by Order No. 1-291 of 4 September 2020

12. A student studying a joint study programme shall pay for his/her studies following the terms and conditions set out in the Joint Study Programme Agreement.

12¹. The annual/semester tuition fee shall be indexed based on the coefficients established in the orders of the Minister of Education, Science and Sport of the Republic of Lithuania. The tuition fee shall be indexed for students enrolled in KK in 2021 and previous years. For students studying in non-state-funded placements, the indexed annual/semester tuition fee shall be specified by order of the Director.

Paragraph 12¹ amended by Order No. 1-105 of 28 February 2022

CHAPTER IV REIMBURSEMENT OF TUITION FEES

13. The part of the tuition fee paid by the student may be reimbursed based on the provisions of the *Description of the procedure for reimbursing the tuition fee paid for studies*, approved by Resolution of the Government of the Republic of Lithuania No. 149 of 1 March 2017, and the *Procedure for compiling the list of KK candidates who are proposed to have the tuition fees reimbursed*.

CHAPTER V PAYMENT OF TUITION FEES IN INSTALMENTS

14. The payment of the semester tuition fee may be allowed in instalments if the student applies for a state-supported loan to pay the tuition fee or if he/she applies for payment of the semester tuition fee in instalments.

15. Tuition fees other than the semester tuition fee may not be reduced or paid in instalments.

16. A first-year student applying for a State-supported loan in the first semester of study must pay at least €150 as part of the tuition fee by the date specified in the Study Agreement.

17. First-year students in their second semester and senior students applying for a state-supported loan or requesting to pay their tuition fees in instalments must pay at least €150 as part of the tuition fee by 20 September in the autumn semester and 20 February in the spring semester.

Paragraph 17 amended by Order No. 1-284 of 31 August 2020

18. A student who loses his/her state-funded study placement after the rotation must pay the tuition fee for the semester within 14 calendar days from the date of notification on the Director's order (via the institutional e-mail address@go.kauko.lt).

19. First-year students in their first semester and senior students who have a financial debt to KK for the previous study period shall not be allowed to pay the tuition fee in instalments.

20. The semester tuition fee, the payment of which is arranged in instalments, must be paid to KK no later than 15 November in the autumn semester and 15 May in the spring semester.

21. A student may submit a request to pay the semester tuition fee in instalments to the Head of his/her academic division no later than the date specified in Paragraphs 17 and 18 of the Description. Requests submitted after this date shall not be considered (Annex 1).

22. The application for paying the semester tuition fee in instalments shall be considered, and a decision shall be taken within 5 working days.

CHAPTER VI REDUCTION OF THE TUITION FEE

23. A student studying in a non-state-funded placement may have the semester tuition fee reduced:

23.1. if the learning achievements of previous studies at the same or another higher education institution are credited (the semester tuition fee shall be reduced depending on the number of credits credited in the semester being studied; the students receiving a study grant may have the tuition fee reduced by a part not exceeding the difference between the KK tuition fee for the semester and half of the student's yearly study grant);

23.2. if the student is leaving for partial studies or an internship in foreign partner institutions (the tuition fee for the semester spent by the student in the foreign partner institution shall be reduced by 10 per cent, except for the cases when the host institution provides additional funding for the student during the internship);

23.3. if the student is an employee of Kauno kolegija;

23.4. in the event of terminating the Study Agreement or a study break, the semester tuition fee shall be reduced in the following terms:

23.4.1. if the Study Agreement is terminated or the student takes a study break before 30 September (in the autumn semester) or before 28 February (in the spring semester), 80 per cent of the semester tuition fee shall be reduced;

23.4.2. if the Study Agreement is terminated or the student takes a study break before 31 October (autumn semester) or 31 March (spring semester), 60 per cent of the semester tuition fee shall be reduced;

23.4.3. if the Study Agreement is terminated or the student takes a study break before 30 November (autumn semester) or 30 April (spring semester), 40 per cent of the semester tuition fee shall be reduced;

23.4.4. if the Study Agreement is terminated or the student takes a study break before 31 December (autumn semester) or 31 May (spring semester), 20 per cent of the semester tuition fee shall be reduced;

23.4.5. if the Study Agreement is terminated or the student takes a study break after 31 December (autumn semester) or after 31 May (spring semester), the semester tuition fee shall not be reduced.

23.5. a student who takes an academic leave during the first month of the semester shall have the semester tuition fee reduced by 100 per cent, and the semester tuition fee shall be specified upon recommencing studies after the academic leave;

23.6. for a student taking an academic leave later than in the first month of the semester, the established semester tuition fee shall be reduced as provided for in Subparagraph 23.4 of the Description, and the semester tuition fee shall be specified upon recommencing studies after the academic leave considering the number of credits studied in that semester;

23.7. in other exceptional cases.

24. A student may apply for a reduction of the semester tuition fee to the Head of the academic division he/she is studying no later than during the first month of the semester. A request to reduce the semester tuition fee submitted later shall not be considered. The request must state the reasons and the requested amount for the semester tuition fee to be reduced. The request must be substantiated by supporting documents.

25. If a KK student terminates his/her studies on his/her own request, the tuition fee shall be estimated based on the methodology and terms referred to in Subparagraph 23.4 of the Description, considering the date of submitting the student's request to terminate the Study Agreement. If the student does not submit such a request, the tuition fee shall be reduced according to the date of the student's expulsion by order of the KK Director following the terms set out in Subparagraph 23.4 of the Description.

26. When a student has not used the contractually stipulated right to receive educational services, and this can be clearly justified, the tuition fee for the semester may be nullified upon the proposition of the Head of the academic division.

27. The semester tuition fee shall be reduced and(or) nullified by order of the KK Director considering the recommendations of the Head of the academic division.

28. The semester tuition fee shall not be reduced or refunded to a student who studied in a non-state-funded placement and was expelled from KK for violation of academic ethics as established in the legislation regulating the internal procedure of Kauno kolegija.

29. Tuition fees shall not be reduced for KK unclassified students.

30. Other payments for services related to studies are not reduced.

CHAPTER VII

STUDENTS'/UNCLASSIFIED STUDENTS' PAYMENT FOR SERVICES RELATED TO STUDIES

31. Students/unclassified students may have to pay:

31.1. for the credits of the study course/module studied;

31.2. for repeating a study course/module of the study programme;

31.3. for differences in study programmes (the students returning after an academic leave (due to illness, on the recommendation of a physician or a council of physicians, or due to pregnancy, childbirth, or parental care) shall not pay for them);

31.4. for repeating a semester;

31.5. for the studies in the same semester when the student returns after a study break;

31.6. for the difference in tuition fees resulting from a change of a study programme;

31.7. for eliminating academic debts for the second or more times;

31.8. for unsubmitted laboratory, practical assignments, missed tests and colloquia without a justifiable reason;

31.9. for the defence of the final thesis, if the student failed to defend it or attend its defence at the next sitting of the **Assessment Committee** of the same study programme without a justifiable reason;

31.10. for repeated preparation and defence of the thesis;

31.11. for taking the **final examination** if the student failed to pass or attend it without a justifiable reason;

31.12. for issuing study documents unrelated directly to the implementation of the study programme, such as duplicates, certificates, etc;

31.13. the enrolment fee for the registration of the person invited to study;

31.14. the applicant's registration fee for the submission of applications to study at KK (this fee shall be paid by applicants during institutional admission);

31.15. for attending a non-formal adult education programme;

31.16. for the assessment of knowledge and abilities acquired through non-formal, informal and self-education:

31.16.1. the registration fee (the applicant's registration, acceptance of the documents, their analysis and applicant's initial counselling) of the applicant participating in the procedure for assessing the knowledge and abilities acquired through non-formal, informal and self-education and recognising competencies;

31.16.2. for assessing and documenting the applicant's knowledge and abilities acquired through non-formal, informal and self-education (interviewing the applicant, preparing tasks, drafting the Assessment Committee's reports, etc.), the fee shall be estimated based on the number of working hours of the applicant's assessment procedure (the hourly rate is specified in Annex 2).

CHAPTER VIII

REFUND OF THE AMOUNTS PAID

32. The tuition fee and(or) study payment may be refunded at the request of the student/unclassified student:

32.1. in the event of an overpayment of the tuition fee and(or) study payment, a refund shall be made in the amount equal to the amount paid to KK minus the amount of the tuition fee and(or) study payment charged;

32.2. after the rotation or distribution of vacant state-funded placements, when a person received state funding but had already paid the tuition fee or part of it;

32.3. when a person who has applied for studies and paid the tuition fee has not concluded a Study Agreement, 100 per cent of the tuition fee paid shall be refunded.

33. Tuition fees and(or) study payments shall be refunded based on the student's/ unclassified student's application (Annex 3), which he/she must submit to the staff member of the academic division responsible for accepting students' applications. The responsible member of staff of the academic division shall register the request for the refund of tuition fee and(or) study payment in the Document Management System and submit it to a member of staff of the **Department of Finance Management and Accounting**.

Paragraph 33 amended by Order No 1-105 of 28 February 2022

CHAPTER IX RECOVERY OF TUITION FEES AND STUDY PAYMENTS

34. Financial obligations related to the payment of tuition fees and(or) study payments or their parts not fulfilled within the terms specified in the KK documents shall be recovered.

35. The following procedures shall be followed to recover the tuition fees and(or) study payments/their parts:

35.1. after the deadline for paying the tuition fee and(or) study payment/their part has passed, the responsible person of the academic division shall send the debtor an e-mail (to the institutional e-mail address@go.kauko.lt) with a debt notification and a request to fulfil the financial obligations. The notice shall state the exact amount of the debt and the due date for payment, which shall not exceed 14 calendar days from the date of dispatching the notice.

35.2. If the debtor fails to pay the debt within the terms indicated, the responsible person referred to in Subparagraph 35.1 shall submit the documents related to the debt (a copy of the student's Study Agreement with the student's place of residence indicated, copies of orders on postponing payments or paying them in instalments, if any, and copies of the documents proving the period the student has been using the service) to the Legal and Document Management **Unit**.

35.3 The Legal and Document Management **Unit** shall send a registered letter to the debtor's place of residence no later than 10 calendar days after the date of submitting the documents provided for in Subparagraph 35.2. The notification shall state the exact amount of the debt and the due date for payment, which shall not exceed 14 calendar days from the date of dispatching the notice.

36. In the event of failure to pay the tuition fee and(or) study payment, Kauno kolegija shall request to pay interest on late payment, which is 0.02 per cent of the unpaid amount of the tuition fee and(or) study payment for each day of delay in the payment of the tuition fee and(or) study payment if the Study Agreement does not provide for another amount of late interest to be paid.

37. If the debtor fails to pay the debt within the specified term, the debt shall be recovered compulsorily following the procedure established by the legislation of the Republic of Lithuania, i.e., a decision to apply to the court or other institutions to recover the debt may be taken. Based on a feasibility analysis provided by the Legal and Document Management **Unit**, the KK Director shall take the decision. The responsibility of proof shall be on the debtor.

38. Considering the individual debtor's arrears to KK, his/her payment history, and any other factors that may be relevant to the individual's solvency and financial reliability, Kauno kolegija

may impose additional terms and conditions on the conclusion of a new contract (i.e., require payment in advance, a third-party guarantee or surety, impose certain conditions for awarding a diploma or a certificate of learning achievements, etc.),

CHAPTER X PAYMENT PROCEDURES

39. The student/unclassified student shall pay for studies and additional services provided by bank transfer.

40. The purpose of the payment order must include the first name and surname of the student/unclassified student for whom the fee is paid, date of birth, name of the payment, name of the academic division, and academic group. The accuracy of the data shall be the responsibility of the student/unclassified student.

41. The tuition fees and(or) study payments shall be paid to the Kauno kolegija current bank account specified in the Study Agreement concluded with the student/unclassified student. The information on the KK bank account to which the tuition fee and(or) study payments must be transferred shall also be provided on the KK website.

42. The tuition fee and(or) study payments or a part of them on behalf of the students studying in non-state-funded study placements may be paid by the student's employers and other natural or legal entities. In cases where the tuition fee and(or) study payments are paid by enterprises, institutions or organisations, at the payer's request, the KK **Department of Finance Management and Accounting** shall issue a VAT invoice. When another natural or legal entity pays the tuition fee on behalf of the student, the payment order shall contain the information specified in Paragraph 40.

CHAPTER XI FINAL PROVISIONS

43. This Description shall be approved, amended and declared out of force by order of the KK Director. It shall enter into force on the day following its announcement in the KK internal information system.

44. Legal relations not covered by this Description shall be regulated by the valid legislation of the Republic of Lithuania; the *KK Study Procedure*; the *Procedure for compiling the list of KK candidates who are proposed to have the tuition fees reimbursed*; the *Procedure for accounting, storing, and issuing KK diplomas, their appendices, supplements, and duplicate forms*, the *Description of the procedure for assessing learning achievements in KK*, the *Procedure for assessing and recognising the knowledge and abilities acquired through non-formal, informal and self-education as learning outcomes in KK*, and the *Procedure for organising joint study programmes in KK*.