

APPROVED

by Order of Kauno kolegija Director No. 1-203  
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## **DESCRIPTION OF THE PROCEDURE FOR PAYING TUITION FEES AND STUDY-RELATED SERVICES, REFUNDING PAYMENTS, AND COLLECTING DEBTS AT KAUNO KOLEGIJA HIGHER EDUCATION INSTITUTION**

### **CHAPTER I GENERAL PROVISIONS**

1. The *Description of the procedure for paying tuition fees and study-related services, refunding payments, and collecting debts at Kauno kolegija* (hereinafter referred to as the Description) establishes the terms and conditions, general principles, and procedures for paying, refunding, and reducing the fees directly related to the implementation of study programmes paid by students/unclassified students and collecting debts.

2. The Description has been prepared following the *Law on Higher Education and Research of the Republic of Lithuania* (hereinafter referred to as the RL), resolutions of the Government of the RL, orders of the Minister of Education, Science and Sport regulating funding of higher education institutions, the Kauno kolegija *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 are as follows:

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 cost of a study credit** is the ratio of the tuition fee (over the entire duration of studies) to the number of credits in the study programme:

3.2.1. in the case of full-time studies, 1/60th of the annual full-time tuition fee specified in the Study Agreement;

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

3.3. **The annual tuition fee** is the cost of the relevant study programme for one year of study as specified and approved by Kauno kolegija.

3.4. **A candidate** is a person applying to study a part of a study programme at Kauno kolegija.

3.5. **The candidate's registration fee** is the sum of money specified and approved by Kauno kolegija to be paid by the candidate.

3.6. **The enrolment fee** is the sum of money specified and approved by Kauno kolegija, paid by those who have accepted the 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** is the tuition fee for one semester of studies in the relevant study programme, which is specified and approved by Kauno kolegija and equals half of the annual tuition fee.

3.8. **A debtor** is a student/unclassified student who has not fulfilled financial obligations to Kauno kolegija.

3.9. **Study payments** are all other study-related fees.

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

### CHAPTER III PAYING TUITION FEES AND OTHER CHARGES

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

5. The annual tuition fee shall be paid from personal funds 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 that study programme have been paid from 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 their studies in at least one of these study programmes are financed from the state budget. In this case, the annual tuition fee shall be paid for studies of the second and other study programmes;

5.4. a foreigner, except for the children, grandchildren, or great-grandchildren of the diaspora and Lithuanian origin, as well as citizens of the Member States of the European Union and other States of the European Economic Area, unless the 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 can be paid in instalments for the autumn and spring semesters separately:

6.1. for the first semester, the first-year student shall pay the tuition fee by the date specified in the Study Agreement and for the second semester, by 5 March;

6.2. the students of the senior academic year shall pay the tuition fees for the autumn semester by 25 September and the spring semester by 5 March.

7. A student/unclassified student wishing to study more courses/modules than included in the study programme, repeat separate courses/modules of the study programme or eliminate differences in the study programmes shall pay the tuition fee for these courses/modules before providing the service. In cases where the tuition fee is not paid by the due date, the student/unclassified student shall not be allowed to study the course/module or repeat it.

8. When a student receives a study scholarship and in the application submitted to the State Study Fund specifies to transfer the study scholarship to the current account of Kauno kolegija, the difference between the tuition fee for the semester of studies set by Kauno kolegija and the study scholarship awarded shall be paid by the student within the deadlines set out in Paragraph 6.

9. A student who receives the study scholarship in a personal account must pay the tuition fee to Kauno kolegija within the deadlines set out in Paragraph 6.

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

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

12. A student studying in a state-funded placement who takes a study break after 1 November (in the autumn semester) or after 1 April (in the spring semester) and returns after the study break to resume studies in the same semester shall pay the tuition fee equal to 40 per cent of the tuition fee for the semester, with the exception of students in their final year of study who revise their final thesis. The fee for the resubmission and defence of the thesis shall be based on the number of credits studied.

13. A student studying a Joint Degree Programme shall pay for their studies based on the terms, conditions, and procedures defined in the Joint Degree Programme Agreement.

14. In case of a switch of the study programme, study mode or loss of state funding, the student shall pay the indexed tuition fee set for the year of admission and approved by order of the KK Director, which shall be specified following the order of the Minister of Education, Science and Sport

of the RL *On indexing tuition fees*. If the price has not been indexed by order of the KK Director, the student shall pay the price set by the higher education institution in the year of admission.

15. Considering the amount of the basic social allowance and the basic monthly salary changed by the legislation of the RL or the cost of studies indexed by order of the Minister of Education and Science of the RL, Kauno kolegija may unilaterally index the price of studies and other study-related payments, recalculating them proportionally following the procedure established by Kauno kolegija. Information on indexation shall be made available on the KK website and(or) sent to the student by the email provided by Kauno kolegija at least 60 (sixty) days before the anticipated validity date of the revised fees. For the students studying in non-state-funded placements, the indexed annual/semester tuition fee shall be specified by order of the KK Director.

#### **CHAPTER IV PAYING TUITION FEES IN INSTALMENTS**

16. The semester tuition fee may be paid in instalments if the student applies for a state-supported loan to pay the tuition fee or requests to pay the semester tuition fee in instalments.

17. Payments other than the semester tuition fee may not be reduced or paid in instalments.

18. Students applying for a state-supported loan or requesting to pay their tuition fees in instalments must pay a minimum of EUR 300 by 25 September in the autumn semester and 5 March in the spring semester.

19. A student who loses the state-funded study placement after the rotation must pay the tuition fee for the semester within 14 calendar days from the date of sending notification with the order of the Director to the email address ....@go.kauko.lt provided by Kauno kolegija.

20. The students in the first semester of the first year of study and the students in the upper semesters having a financial debt to Kauno kolegija for a previous period of study shall not be allowed to pay the tuition fee in instalments.

21. The semester tuition fee paid in instalments must be transferred to the Kauno kolegija account no later than 15 November in the autumn semester and 15 May in the spring semester.

22. A student may submit a request to pay the semester tuition fee in instalments to the Dean of the academic division at least by 25 September in the autumn semester and 5 March in the spring semester. Requests submitted after this deadline shall not be considered (Annex 1).

23. Requests for payment of the semester tuition fee in instalments shall be examined, and the decision shall be made within 5 working days.

#### **CHAPTER V REDUCTION AND REIMBURSEMENT OF THE TUITION FEE**

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

24.1. if the learning achievements of previous studies at the same or another higher education institution are credited (the semester tuition fee shall be reduced by no more than 50 per cent depending on the number of credits credited in the semester studied);

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

24.3. if the student is an employee of Kauno kolegija, the tuition fee may be reduced by up to 100 per cent;

24.4. for children (adopted children) of Kauno kolegija employees whose employment relationship with Kauno kolegija lasts more than three years who study at Kauno kolegija, the annual tuition fee may be reduced by 30 per cent;

24.5. in other exceptional cases;

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

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

24.6.2. if the Study Agreement is terminated or the student takes a study break after 1 November (autumn semester) or 1 April (spring semester), the semester tuition fee shall not be reduced;

24.7. if a student takes an academic leave in the first month of the semester, the set semester tuition fee shall be reduced by 100 per cent, and the semester tuition fee shall be specified on the return to studies after the academic leave;

24.8. if a student takes an academic leave later than in the first month of the semester, the semester tuition fee set shall be reduced as provided for in Subparagraph 24.6 of the Description, and the semester tuition fee shall be specified upon return to studies after the academic leave depending on the number of credits studied in that semester.

25. In the cases described in Subparagraphs 24.3 to 24.4, a student may submit a request for a reduction of the semester tuition fee to the Dean of the academic division in which the requestor is studying no later than the first month of the semester. The request shall state the reasons for the request and the amount of the reduction of the semester tuition fee requested. The request shall be supported by all justifying documents. A request for a reduction in the semester tuition fee submitted later shall not be considered.

26. In the case described in Subparagraph 24.5, a student may submit a request for a reduction of the semester tuition fee to the Dean of the academic division in which the requestor is studying. The request shall state the reasons for the request and the amount of the reduction of the semester tuition fee requested. The request shall be supported by all justifying documents.

27. The semester tuition fee shall be reduced and(or) reimbursed (based on Subparagraphs 24.3 to 24.5 of the Description) by order of the KK Director considering the recommendations of the Dean of the academic division and the endorsements of the responsible staff of the Department of Finance Management and Accounting and the Human Resources Unit.

28. If a KK student terminates studies on personal initiative, the tuition fee shall be calculated following the methodology and terms specified in Subparagraph 24.6 of the Description, based on the date of submission of the student's request to terminate the Study Agreement. If the student does not submit such a request, the tuition fee shall be reduced depending on the date of the student's expulsion by order of the KK Director following the terms set out in Subparagraph 24.6 of the Description.

29. A student studying in a non-state-funded study placement shall not have the semester tuition fee reduced and refunded when the student is expelled from Kauno kolegija for violating academic ethics as established in the legislation regulating the internal procedures of Kauno kolegija.

30. Students studying in non-state-funded study placements with a study scholarship shall not have their tuition fees reduced.

31. Tuition fees are not reduced for unclassified students of Kauno kolegija.

32. Other payments for study-related services are not reduced.

33. The part of the tuition fee paid by the student may be reimbursed following the provisions of the *Description of the procedure for reimbursing the tuition fee paid for studies*, approved by the Resolution of the Government of the RL No. 149 of 1 March 2017, and the *Procedure for compiling the list of candidates of Kauno kolegija who are proposed to have the tuition fee reimbursed*.

## **CHAPTER VI STUDENTS'/UNCLASSIFIED STUDENTS' PAYMENTS FOR STUDY-RELATED SERVICES**

34. Study payments may include payments for:

- 34.1. the credits of the course/module studied;
- 34.2. repeating a course/module of the study programme;
- 34.3. repeating an internship;
- 34.4. differences in the study programme (free of charge for students returning after academic leave due to illness, on the recommendation of a doctor or medical advisory board, or due to pregnancy, giving birth, and childcare);
- 34.5. repeating a semester;
- 34.6. studying in the same semester when the student returns after a study break;
- 34.7. the difference in tuition fees in the event of a switch of the study programme;
- 34.8. the second and next reassessments of academic debts;
- 34.9. missed and uncompleted laboratory, practical, test assignments, and colloquia without a justifiable reason;
- 34.10. defending the final thesis at the next sitting of the Assessment Committee of the same programme in case of failure to defend it without a justifiable reason;
- 34.11. repeated preparation and defence of the final thesis;
- 34.12. taking the final examination in case of failure to pass/take it without a justifiable reason;
- 34.13. preparation of study documents that are not directly related to the implementation of the study programme, e.g., duplicates, certificates, etc;
- 34.14. registration of the person invited to study, i.e., the enrolment fee;
- 34.15. submission of applications to study at Kauno kolegija, i.e., the applicant's registration fee (applicants pay this fee during the institutional admission);
- 34.16. attending a non-formal adult education programme;
- 34.17. assessing the knowledge and skills acquired through non-formal and informal learning and self-education:
  - 34.17.1. the registration fee of the candidate participating in the procedure of assessing the knowledge and skills acquired through non-formal and informal learning and self-education and recognising competencies (registration of the candidate, reception and analysis of the documents, and candidate's initial counselling);
  - 34.17.2. assessing the candidate's knowledge and abilities acquired through non-formal and informal learning and self-education and its documentation (conversation with the candidate, preparation of assignments, preparation of evaluation reports by the committee, etc.). In this case, the study payment shall be calculated based on the working hours spent on the candidate's assessment procedure (the hourly rate for a working hour is specified in Annex 2 of the Description).

## **CHAPTER VII REFUNDING THE PAYMENTS MADE**

- 35. The tuition fee and(or) study payments paid may be refunded at the request of the student/unclassified student:
  - 35.1. in the event of an overpayment of tuition fees and(or) study payments, a refund shall be made in an amount equal to the amount paid to Kauno kolegija minus the amount of the established tuition fee and(or) study payment;
  - 35.2. in case after the rotation or distribution of free state-funded placements, a person has received state funding but has already paid the tuition fee or part of it;
  - 35.3. in case a person has applied for studies and paid the tuition fee but has not concluded a Study Agreement, 100 per cent of the tuition fee paid shall be refunded.
- 36. Tuition fees and(or) study payments are refunded upon the request of the student/unclassified student (Annex 3), which should be submitted to the staff member of the academic division responsible for receiving students' applications. The responsible staff of the academic division shall register the request for refund of tuition fee and(or) study payment in the Document Management System and submit it to the staff of the Accounting Unit.

## **CHAPTER VIII RECOVERY OF TUITION FEES AND STUDY PAYMENTS**

37. The financial obligations related to paying tuition fees and(or) study payments, or any part thereof, not fulfilled within the deadlines specified in the documents of Kauno kolegija shall be subject to recovery.

38. The following procedures must be followed to recover the tuition fee and(or) study payments (or any part thereof):

38.1. after the due date for paying the tuition fee and(or) study payments (or any part thereof), the responsible person of the academic division shall send the debtor an email (to the email address ....@go.kauko.lt provided by Kauno kolegija) with a debt notification and a reminder to fulfil the financial obligations. The notification shall state the exact amount of the debt and the due date for paying it, which shall not be more than 14 calendar days from the date of sending the notification.

38.2. if the debtor fails to pay the debt within 30 days from the date specified in Paragraph 6 (or Paragraph 21 when the student has requested payment in instalments), the responsible person of the academic division shall send a copy of the Study Agreement and a brief explanation (including the exact balance owed, the debtor's contact details, and any other relevant information) by email to the lawyer of the Legal and Document Management Unit, together with a request for the debt to be enforced by court.

38.3. upon receipt of the email from the responsible person specified in Subparagraph 38.2, the lawyer of the Legal and Document Management Unit shall prepare and submit the documents for judicial recovery, except as provided for in Paragraph 41. The obligation of proof shall be on the debtor.

39. In case of failure to pay the tuition fee and(or) study payments on time, Kauno kolegija shall demand a late payment interest of 0.02 per cent for each day of delay in paying the tuition fee and(or) study payments on the amount of the unpaid tuition fee and(or) study payments unless the Study Agreement establishes a different amount of interest to be paid.

40. Considering the indebtedness of a particular person to Kauno kolegija, the payment history, other facts ensuring solvency and financial reliability, Kauno kolegija may impose additional terms and conditions when concluding a new agreement (i.e., require payment in advance, a third-party guarantee or a surety; impose certain conditions for the issuance of a diploma or a certificate of learning achievement, etc.) or may sign a promissory note with the debtor.

41. Procedure for drawing up a promissory note:

41.1. within 30 days of the dates specified in Paragraph 6 (or Paragraph 21 if the student has requested payment in instalments), the student may be offered to sign a promissory note, or it can be signed on the student's initiative by contacting the lawyer of the Legal and Document Management Unit, who shall monitor the timely payment of the promissory note and, in the event of failure to pay it within the deadline, decide to apply the obligatory procedure for paying the promissory note or recovering of the debt by legal proceedings.

41.2 The Faculty and the Accounting Unit shall be informed of the signed promissory note.

## **CHAPTER IX PAYMENT ARRANGEMENTS**

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

43. The purpose of the payment order must include the name of the student/unclassified student for whom the payment is made, date of birth, name of the payment, name of the academic division, and academic group. The accuracy of the data provided is the responsibility of the student/unclassified student.

44. The tuition fee and(or) study payments shall be transferred to the Kauno kolegija bank account specified in the Study Agreement concluded with the student/unclassified student. Information on the KK bank account to which the tuition fee and(or) study payments are to be transferred is also provided on the Kauno kolegija website.

45. On behalf of the students studying at the non-state-funded study placements, the tuition fee and(or) study payments or a part of them may be paid by the students' employers, as well as other natural or legal entities. In cases where the tuition fee and(or) study payments are paid by enterprises, institutions or organisations, the KK Accounting Unit shall issue a VAT invoice at the request of the payer. When another natural or legal entity pays the tuition fee on behalf of the student, they must indicate the information referred to in Paragraph 40 in the payment order.

## **CHAPTER X FINAL PROVISIONS**

46. This Description shall be approved, amended and recognised as having lost its validity by order of the KK Director. It shall enter into force on the day following its publication in the internal information system of Kauno kolegija.

47. Legal relations not covered by this Description shall be regulated by the valid legal acts of the Republic of Lithuania, the *KK Study Procedure*, the *Procedure for compiling the list of candidates of Kauno kolegija who are proposed to have the tuition fee reimbursed*, the *Description of the procedure of accounting, storing, and issuing the education-related documents and their duplicates at Kauno kolegija*, the *Procedure for crediting learning achievements at Kauno kolegija*, the *Description of the procedure for assessing and recognising competencies acquired through non-formal and informal education as learning outcomes at Kauno kolegija*, and the *Description of the procedure for organising joint and dual degree studies at Kauno kolegija*.

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\_\_\_\_\_  
 (name, surname, faculty, group)

To the Director of Kauno kolegija

**REQUEST  
 FOR PAYMENT OF TUITION FEES IN INSTALMENTS**

\_\_\_\_\_  
 day/month/year

(date)

Kaunas

Please allow me to pay the EUR \_\_\_\_\_ tuition fee for the \_\_\_\_\_ - \_\_\_\_\_ semesters  
 of the academic year \_\_\_\_\_ in instalments \_\_\_\_\_.  
*(please state the reason)*

I will pay the first instalment of EUR \_\_\_\_\_ by \_\_\_\_\_.  
*(day/month/year)*

I will pay the second instalment of EUR \_\_\_\_\_ by \_\_\_\_\_.  
*(day/month/year)*

\_\_\_\_\_  
 (signature)

\_\_\_\_\_  
 (name, surname)

### STUDENTS' / UNCLASSIFIED STUDENTS' STUDY PAYMENTS

No.	The content of the service	The price for the service	Payment deadlines
1.	The credits of the course/module studied	Determined in proportion to the volume of the course/module (number of credits) of the study programme studied	Prior to providing the service
2.	Repeating a course/module/internship of the study programme	Determined in proportion to the volume of the course/module (number of credits) of the study programme studied	Prior to providing the service
3.	Differences in the study programme (except for the students returning after academic leave)	Determined in proportion to the volume of the course/module (number of credits) of the study programme studied	Prior to providing the service
4.	Repeating a semester	Determined based on the tuition fee per semester set out in the student's year of admission in the <i>Rules of students' admission</i> approved by Kauno kolegija	Within 14 calendar days of the date of notification of the Director's order
5.	The second and next reassessments of academic debts	1 Basic Social Allowance (BSA), which is announced on the website of the Ministry of Social Security and Labour <a href="http://www.socmin.lt/lt/socialine-statistika.html">http://www.socmin.lt/lt/socialine-statistika.html</a>	Prior to eliminating academic debt
6.	Missed and uncompleted laboratory, practical, test assignments, and colloquia without a justifiable reason	0.35 BSA	Prior to providing the service
7.	Defending the final thesis at the next sitting of the Assessment Committee of the same programme in case of failure to defend it without a justifiable reason	3 BSA	Within 14 calendar days of the date of notification of the Director's order
8.	Repeated preparation and defence of the final thesis	Determined in proportion to the volume of the course/module (number of credits) of the study programme studied	Within 14 calendar days of the date of notification of the Director's order
9.	Taking the final examination in case of failure to pass/take it without a justifiable reason	Determined in proportion to the volume of the course/module (number of credits) of the study programme studied	Within 14 calendar days of the date of notification of the Director's order
10.	Preparation of study documents that are not directly related to the implementation of the study programme		
10.1.	Preparation of a certificate for one semester of study	0.2 BSA (the fee is also charged if the student does not have a passing evaluation score and was removed from the students' list after 30 November (autumn semester) or 30 April (spring semester)) <sup>1</sup>	Prior to providing the service, a request and the proof of payment must be submitted
10.2.	Sending documents issued by the Archives by registered mail: in Lithuania abroad	0.1 BSA 0.2 BSA	
10.3.	Certificate of education, confirmation of the status	0.2 BSA	
10.4.	Re-drafting a study certificate (for the same addressee, with the same content)	0.15 BSA	
10.5.	A duplicate form of a diploma issued by a technical school, higher school, and higher education institution, and professional bachelor diploma; data	EUR 40.00	

<sup>1</sup> It is issued free of charge to persons studying at Kauno kolegija at the time of submitting the request.

	collection and completion of the document		
10.6.	A duplicate form of a supplement of a diploma issued by a technical school, higher school, and higher education institution, and professional bachelor diploma; data collection and completion of the document	EUR 40.00	
10.7.	Preparing documents (to answer enquiries from foreign institutions) about graduate's studies	0.85 BSA	
10.8	Preparing a description of one course/module component for other institutions (for persons studying at Kauno kolegija or persons who have completed their education/studied but completed their studies at Kauno kolegija (expelled from it))	0.2 BSA	
10.9.	Certifying copies of education documents	EUR 2.00 per sheet	
11.	Enrolment fee	The amount of the fee is specified and approved in the <i>Rules of students' admission</i> to Kauno kolegija	Those who have accepted the invitation to study by general admission to Lithuanian higher education institutions and direct admission to the remaining vacant study placements after general admission pay the fee prior to signing the Study Agreement
12.	Applicant's registration fee	1.25 BSA	Prior to registration of documents (proof of payment must be provided at the time of applying for admission)
13.	Attending a non-formal adult education programme	Determined by order of the KK Director	Within the deadline set in the agreement
14.	Assessing the knowledge and skills acquired through non-formal and informal learning and self-education		
14.1.	Candidate's registration fee (the registration fee of the candidate participating in the procedure of assessing the knowledge and skills acquired through non-formal and informal learning and self-education and recognising competencies, reception and analysis of the documents, and candidate's initial counselling)	1.25 BSA	Prior to registration of documents (proof of payment must be provided at the time of submitting a request for issuing documents)
14.2.	Assessing the candidate's knowledge and abilities acquired through non-formal and informal learning and self-education and its documentation (conversation with the candidate, preparation of assignments, preparation of evaluation reports by the committee, etc.)	Determined based on the number of working hours of the assessment procedure; 1 working hour rate is 0.35 BSA	Prior to providing the service
14.3.	Certificate on credited non-formal education achievements	0.2 BSA	Prior to providing the service, a request and a

			proof of payment must be provided
15.	Switching a study programme by a student studying in a state-funded placement	Difference in tuition fees between study programmes	Within 14 calendar days of the date of notification of the Director's order

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