APPROVED
by Order No V1-65 of the Director of
Klaipėdos valstybinė kolegija / Higher
Education Institution of 3 July 2026

PROCEDURE FOR THE PAYMENT, REFUND AND COLLECTION OF TUITION FEES AT KLAIPĖDOS VALSTYBINĖ KOLEGIJA / HIGHER EDUCATION INSTITUTION

SECTION I
GENERAL PROVISIONS

1. The Procedure for the Payment, Refund and Collection of Tuition Fees (hereinafter referred to as the Procedure) at Klaipėdos valstybinė kolegija / Higher Education Institution (hereinafter referred to as the Institution) lays down the terms and conditions, general principles and procedures for the payment, refund and collection of tuition fees paid to the Institution by Students and Sit-in Students.

2. The Procedure has been prepared in accordance with the Law on Higher Education and Research, Government resolutions, orders of the Minister of Education, Science and Sport governing the financing of higher education institutions, the Statute of the Institution, resolutions of the Academic Council and the Council of the Institution, and other regulations of the Institution.

3. Key terms used in the Procedure:

3.1. **Sit-in Student** means a person studying individual study subjects (modules) at the Institution.

3.2. **Student** means a person studying at the Institution under a study programme;

3.3. **Tuition Fee** means a fee equal to the Cost of Tuition (annual Cost of Tuition or part thereof) and/or other study-related payments (for retaking a course, repeated or additional services, etc.);

3.4. **Cost of a Study Credit** means 1/60th of the annual Cost of Tuition specified in the study agreement (for part-time studies, no more than 1/45th of the annual Cost of Tuition);

3.5. **Cost of Tuition** means the cost of the relevant study programme for one year, as determined and approved by the Institution.

3.6. **Cost of Tuition per Semester** means the part of the annual Cost of Tuition calculated for one semester, as determined and approved by the Institution;

3.7. **State-Funded Seat** means a study place for which the Cost of Tuition is covered from the state budget;

3.8. **Non-State-Funded Seat** means a study place for which the Cost of Tuition is not covered from the state budget;

3.9. Other terms shall be used as defined in the Study Regulations and other regulations of the Institution.

SECTION II
TUITION FEES

4. **Tuition Fees shall include:**

4.1. the Tuition Fee corresponding to the annual Cost of Tuition;

4.2. the Tuition Fee for one semester of studies;

4.3. the Tuition Fee for study subject (module) credits;

4.4. payments directly related to studies:

4.4.1. for preparing a learning outcomes credit transfer card;

4.4.2. for resitting an examination;

4.4.3. for credits for retaking a study programme subject (module);

4.4.4. for preparing and defending a thesis again, or for counselling for and sitting a final/qualifying examination;

4.4.5. for preparing a study subject description;

4.4.6. for a duplicate diploma and diploma supplement, or an academic transcript;

4.4.7. for the assessment and recognition of learning achievements (in English).

SECTION III
PAYMENT OF TUITION FEES

5. The full **Cost of Tuition** shall be paid by:

5.1. Students with a Non-State-Funded Seat;

5.2. Students with a Non-State-Funded Seat with a study scholarship;

5.3. a Student undertaking studies again under a study programme of the same or a lower cycle, if more than half of the credits of that study programme have been obtained with state budget funding;

5.4. a Student studying simultaneously under two or more degree-awarding study programmes of the same cycle or under non-degree-awarding study programmes, if studies under at least one of these study programmes are financed from the state budget. In this case, the annual Cost of Tuition shall be paid for studies under the second and subsequent study programmes;

5.5. foreign nationals, except for children, grandchildren and great-grandchildren of Lithuanian emigrants and foreign nationals of Lithuanian descent, as well as citizens of European Union Member States and other European Economic Area countries, unless international treaties or other legislation provide otherwise;

5.6. other persons in the cases provided for by legislation.

6. Students with a Non-State-Funded Seat shall pay the **Cost of Tuition per Semester** and/or the **fee for additional subjects** required to address curricular differences within 30 calendar days of the start of the current semester.

7. Students who are citizens of European Union Member States or other foreign countries and who are admitted to Non-State-Funded Seats in the current academic year through the application system for international students shall pay the annual Cost of Tuition within 30 calendar days of the date on which the offer of admission is made.

8. Sit-in Students shall pay their **Tuition Fees** within five working days following the date of signing the agreement.

9. **The Tuition Fee for retaking a study programme subject** shall be paid no later than the scheduled date of the final assessment for the subject being retaken (e.g. an examination, submission of a work placement report, etc.).

10. **The Tuition Fee for preparing and defending a thesis again, or for counselling for and sitting a final/qualifying examination**, shall be paid no later than the date of signing the study agreement.

11. **The Tuition Fee for resitting an examination** shall be paid and proof of payment (in writing or electronically) shall be submitted to the study administrator before the date of the resit.

12. The Tuition Fee or part thereof for a Student (Sit-in Student) with a Non-State-Funded Seat may be paid by the Student's (Sit-in Student's) employer or by other natural or legal persons. Such payment does not require a specific agreement between the Institution and the other person making the payment. In this case, the natural or legal person shall indicate the Student's / Sit-in Student's first name, surname, personal identification number and payment code in the payment order.

13. The part of the Cost of Tuition paid by a Student may be reimbursed in accordance with the procedure established by legislation.

14. Taking into account the amount of the basic social benefit (BSI) set by the Government and the order of the Minister of Education, Science and Sport on the indexation of tuition costs, the Institution may unilaterally index the Cost of Tuition and other study-related payments by

recalculating them proportionately. Information on the indexed Cost of Tuition and study-related payments shall be emailed to the Student at least 15 days before the date on which the revised Cost of Tuition or study-related fees are expected to take effect.

15. Tuition Fees shall be paid into the Institution's bank account. Payment details for Tuition Fees shall be published on the Institution's website.

SECTION IV
DEFERMENT, REDUCTION AND PAYMENT OF TUITION FEES IN INSTALMENTS

16. Only the Tuition Fee corresponding to the Cost of Tuition per Semester may be deferred, reduced or allowed to be paid in instalments.

17. For a Student who has applied for a loan to pay the Tuition Fee, the deadline for payment of the full amount of the Tuition Fee may be deferred until the loan is granted or refused, within the time limits set by the State Studies Foundation. A request for deferment of the deadline for payment of the full amount of the Tuition Fee shall be submitted to the Dean of the Faculty.

18. A Student who submits a written request to the Dean of the Faculty for payment of the Tuition Fee in instalments within 20 calendar days of the start of the semester may be allowed to pay in no more than three instalments. The first instalment shall be at least 30% of the amount due and shall be paid within 30 calendar days of the start of the current semester. Where payment of the Tuition Fee is deferred or payment in instalments is permitted, the Student shall settle all amounts due to the Institution by 30 November in the autumn semester and by 30 April in the spring semester. Requests for payment of Tuition Fees in instalments submitted after the deadline shall not be considered.

18.1. A Student who loses state funding during the rotation shall submit a request for payment of Tuition Fees in instalments to the Dean of the Faculty within 30 calendar days of the start of the current semester. The first instalment shall be at least 30% of the amount due and shall be paid within 20 calendar days of the date of approval of the Order "On the Rotation of Students and the Filling of Vacant State-Funded Seats". Where payment of the Tuition Fee is deferred or payment in instalments is permitted, the Student shall settle all amounts due to the Institution by 30 November in the autumn semester and by 30 April in the spring semester. Requests for payment of Tuition Fees in instalments submitted after the deadline shall not be considered.

19. A request for permission to pay the Tuition Fee in instalments shall not be granted if the Student has outstanding financial debts to the Institution at the time of submitting the request.

20. Where a Student submits a written request to the Dean of the Faculty for a reduction in the Cost of Tuition per Semester, the Cost of Tuition may be reduced following the partial crediting of learning outcomes in accordance with the Institution's Procedure for Crediting the Results of Partial Studies and/or the Institution's Procedure for the Recognition of Competences Acquired through Formal Education as Part of a Study Programme. The request shall be submitted within 14 calendar days of the start of the semester. Requests for a reduction in the Cost of Tuition per Semester submitted after the deadline shall not be considered.

21. A decision on the deferment and/or payment in instalments or reduction of the Tuition Fee shall be formalised by an order of the Director of the Institution.

SECTION V
REFUND OF TUITION FEES

22. Where a Student (Sit-in Student) terminates the study agreement, Tuition Fees paid corresponding to the Cost of Tuition per Semester (the cost of the study subjects (modules) taken) shall, upon written request to the Dean of the Faculty, be refunded in the following cases and in accordance with the following procedure:

22.1. if the agreement is terminated by 30 September (or by 28 February in the spring

semester), 100% of the Cost of Tuition paid for the semester (the cost of the subjects (modules)) shall be refunded;

22.2. if the agreement is terminated between 1 October and 31 October (or between 1 March and 31 March in the spring semester), an amount equal to 60% of the Cost of Tuition per Semester shall be refunded;

22.3. if the agreement is terminated between 1 November and 30 November (or between 1 April and 30 April in the spring semester), an amount equal to 40% of the Cost of Tuition per Semester shall be refunded;

22.4. if the agreement is terminated on or after 1 December (or on or after 1 May in the spring semester), the Tuition Fee shall not be refunded.

23. If the Student (Sit-in Student) was required to pay a reduced Tuition Fee, the amount to be refunded shall be calculated on the basis of that reduced fee.

24. For a Student who has paid more than the Tuition Fee for the semester, the amount to be refunded shall be calculated by deducting the amount to be collected, as determined in accordance with Item 30 of the Procedure, from the amount paid. For a Student (Sit-in Student) who has paid less than the Tuition Fee for the semester, the amount to be collected shall be calculated by deducting the amount paid from the amount to be collected as determined in accordance with Item 30 of the Procedure.

25. A Student who takes academic leave during the first month of the semester and submits a written request to the Dean of the Faculty shall be refunded 100% of the specified Cost of Tuition per Semester. Upon resuming studies after academic leave, the Student shall pay the Cost of Tuition per Semester specified in the study agreement.

26. For a Student who takes academic leave after the first month of the semester, the specified Cost of Tuition per Semester shall, at the Student's request, be refunded as provided for in Item 22 of the Procedure. Upon resuming studies after academic leave, the Student shall pay the Cost of Tuition per Semester specified in the study agreement. If differences in study subjects arise during the Student's academic leave due to changes to the study plan, the Student shall be allowed to take those subjects and complete their assessments once free of charge.

27. The Tuition Fee for the semester shall not be refunded if the Student is expelled from the Institution for unsatisfactory academic performance or for serious violations of the Institution's Statute, Code of Academic Ethics or other regulations governing studies and internal procedures. Where the Tuition Fee for the semester is paid in instalments and the Student is expelled on the grounds specified in this Item, the part of the fee already paid shall not be refunded, and the remaining unpaid part of the Tuition Fee shall become due and shall be paid to the Institution within 30 calendar days.

SECTION VI
COLLECTION OF TUITION FEES

28. Collection of Tuition Fees (parts thereof) at the Institution shall be carried out in accordance with the provisions of the Procedure, study agreements, other legislation and the Institution's internal regulations.

29. Tuition Fees (parts thereof) shall be collected upon termination of a study agreement in the cases provided for therein and in the Study Regulations, and in the event of failure to pay a fee within the time limits set out in Section III of the Procedure.

30. If a Student (Sit-in Student) fails to pay the fee (part thereof) for a semester and is expelled from the Institution or terminates the study agreement, the amount of the debt shall be calculated in accordance with the provisions of this Item, except where the Student signs another study agreement during another stage of the same admission process or where other circumstances specified in the Procedure apply:

30.1. if the Student (Sit-in Student) has not paid the relevant Tuition Fee (part thereof) and is expelled from the Institution (terminates the study agreement) between 1 October and 31 October

(or between 1 March and 31 March in the spring semester), 40% of the Cost of Tuition per Semester (the cost of the study subjects (modules) taken) shall be collected;

30.2. if the Student (Sit-in Student) has not paid the relevant Tuition Fee (part thereof) and is expelled from the Institution (terminates the study agreement) between 1 November and 30 November (or between 1 April and 30 April in the spring semester), 60% of the Cost of Tuition per Semester (the cost of the study subjects (modules) taken) shall be collected;

30.3. if the Student (Sit-in Student) has not paid the relevant Tuition Fee (part thereof) and is expelled from the Institution (terminates the study agreement) on or after 1 December (or on or after 1 May in the spring semester), 100% of the Cost of Tuition per Semester (the cost of the study subjects (modules) taken) shall be collected, i.e. the amount to be collected shall equal the full Cost of Tuition per Semester (the cost of the study subjects (modules) taken).

31. If the Student (Sit-in Student) was required to pay a reduced Tuition Fee, the debt shall be calculated on the basis of that reduced fee.

32. The following procedures shall be carried out before the collection of fees (parts thereof):

32.1. at least 5 working days before the deadline for payment of the Tuition Fee, Students shall be sent an email reminder of their obligation to pay the Tuition Fee to both their personal and Institution-provided email addresses. The reminder shall state that, if the Tuition Fee (part thereof) is not paid, the study agreement will be terminated unilaterally and the Student will be removed from the list of Students (Annex 1);

32.2. if neither the Tuition Fee nor an application for a loan to pay the Tuition Fee nor, where payment in instalments has been arranged, the first instalment is received by the payment deadline, Students shall be sent an email warning within 5 working days stating that, unless the Cost of Tuition is paid by the 15th day of the month following the month in which the payment deadline expires, the study agreement will be terminated unilaterally for a material breach of the agreement with effect from the 25th day of the month following the month in which the payment deadline expires (Annex 2);

32.3. the Deans of the Faculties shall ensure that a draft order on the removal of Students from the list of Students is submitted to the Director of the Institution by the 28th day of the month following the month in which the payment deadline expires. Information on the outstanding financial debts of the Students to be removed shall be submitted together with the draft order;

32.4. a person removed from the list of Students (whose study agreement has been terminated) shall be notified by email, at both their personal and Institution-provided email addresses, of the loss of student status and any remaining financial obligations (Annex 3).

33. If a Tuition Fee is not paid on time, late-payment penalties of 0.02% of the unpaid Tuition Fee shall be payable at the Institution's request for each day of delay, unless the study agreement stipulates a different rate of late-payment penalties.

34. If the relevant Tuition Fee (part thereof) is not paid within the specified time limit and the Student (Sit-in Student) fails to settle the debt and late-payment penalties, the amounts due shall be recovered through court proceedings.

SECTION VII
FINAL PROVISIONS

35. Taking into account a particular Student's financial obligations to the Institution, their history of paying Tuition Fees and other fees, and other facts demonstrating their solvency and financial reliability, the Institution may impose additional conditions when entering into a new study agreement with that Student (i.e. require payment for studies in advance, require a third-party guarantee or surety, or impose conditions on the issue of a diploma linked to the fulfilment of financial obligations).

36. Personal data shall be processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with

regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), and its implementing legislation.

37. The Procedure shall be adopted, amended and repealed by an order of the Director of the Institution and shall enter into force on the day following its publication on the Institution's website. The Head of the Study and Career Centre shall be responsible for timely amendments and additions to the Procedure.

38. The Deputy Director for Studies and Research shall oversee the implementation of the Procedure.

Procedure for the Payment, Refund and Collection of Tuition Fees at Klaipėdos valstybinė kolegija / Higher Education Institution
Annex 1

KLAIPĖDOS VALSTYBINĖ KOLEGIJA / HIGHER EDUCATION INSTITUTION
FACULTY OF _____

R E M I N D E R
O N T H E P A Y M E N T O F T U I T I O N F E E S

__/__/20__, No.

Please be reminded:

- the Tuition Fee shall be paid **within 30 calendar days** of the start of the semester into one of the specified bank accounts of the Institution, and proof of payment (or a copy thereof) shall be submitted to the Dean's Office of the Faculty;
- if the Tuition Fee is not paid within the specified time limit, the study agreement will be terminated unilaterally and the Student will be removed from the list of Students;
- in accordance with the Institution's Procedure for the Payment, Refund and Collection of Tuition Fees, the payment deadlines for Tuition Fees may be changed upon receipt of a reasoned request from the Student (the document is available in Moodle, in the section "For Students" ("Study Documents")).

If you have already paid the fee or hold a State-Funded Seat, please disregard this information.

Dean of the Faculty Name Surname

Procedure for the Payment, Refund and Collection of Tuition Fees at Klaipėdos valstybinė kolegija / Higher Education Institution
Annex 2

KLAIPĖDOS VALSTYBINĖ KOLEGIJA / HIGHER EDUCATION INSTITUTION
FACULTY OF _____

To Name Surname
Personal email address:
Institution-provided email address:

W A R N I N G

ON TERMINATION OF THE STUDY AGREEMENT AND OUTSTANDING DEBT

__/__/20__, No.____

Please be informed that you have not paid your Tuition Fee.

Please be warned that, unless you pay the Tuition Fee by the **15th day of** _____,
(specify the month following the month in which the payment deadline expires: October, March or another month where payment is made in instalments)
your study agreement will be terminated unilaterally for a material breach of the agreement with effect from the **25th day of** _____.
(specify the month following the month in which the payment deadline expires: October, March or another month where payment is made in instalments)
You will be removed from the list of Students without further notice.

Please also be reminded that your debt to the Institution amounts to **EUR** _____.

If the debt is not paid within the specified time limit, the Institution will be obliged to apply to the court for recovery of the debt.

Dean of the Faculty Name Surname

Payment details:
Klaipėdos valstybinė kolegija / Higher Education Institution
Account No.: LT47 7300 0100 74 17 9087
SWEDBANK AB
Bank code: 7300
Please be informed that, from 15 June 2016, when making payments through Swedbank AB, you should select the menu item "ĮMOKOS" (Payments) and enter payment code 103355.
Please also make sure to enter your personal identification number (or that of the person you are paying for) in the payment order.

Prepared by
Telephone for enquiries: (8 46) _____, email:
If you have paid the Tuition Fee (part thereof), please inform the study administrator of the Faculty where you studied and provide proof of payment.

Procedure for the Payment, Refund and Collection of Tuition Fees at Klaipėdos valstybinė kolegija / Higher Education Institution
Annex 3

KLAIPĖDOS VALSTYBINĖ KOLEGIJA / HIGHER EDUCATION INSTITUTION
FACULTY OF _____

N O T I C E
O F T E R M I N A T I O N O F T H E S T U D Y A G R E E M E N T A N D L O S S O F S T U D E N T S T A T U S

__/__/20__, No.

Please be informed that:

- your study agreement has been terminated unilaterally for a material breach of the agreement with effect from the 25th day of _____;

(specify the month following the month in which the payment deadline expires: October, March or another month where payment is made in instalments)

- you have been removed from the list of Students by Order No. ….. of the Director of Klaipėdos valstybinė kolegija / Higher Education Institution of --/--/20--;
- the Institution intends to apply to the court for a court order for payment of your outstanding debt.

Dean of the Faculty Name Surname

This notice is also sent to the personal email address.