

APPROVED
by Order No. _____
of ____ November 2020
of the Rector of Lithuanian Sports University

PROCEDURE FOR PAYMENT OF TUITION AND ACCOMMODATION FEES AT LITHUANIAN SPORTS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. Procedure for Payment of Tuition and Accommodation Fees at Lithuanian Sports University (hereinafter referred to as the University) (hereinafter referred as the Procedure) shall establish the general principles and procedures for the payment, postponement and reimbursement of fees paid by students and unclassified students to the University for the services provided.

2. The Procedure has been prepared in accordance with the Law on Higher Education and Research of the Republic of Lithuania, resolutions of the Government of the Republic of Lithuania regulating the financing of higher education institutions, public sector accounting standards, orders of the Minister of Education, Science and Sport, Statute of Lithuanian Sports University, University Senate resolutions and other legal acts.

3. Definitions:

3.1. **Annual tuition fee** means the fee paid for studies in the respective study program set and approved by the University for one academic year, taking into account the standard tuition fee approved by the Minister of Education, Science and Sport of the Republic of Lithuania. The annual tuition fee is paid for 60 credits (in the case of part-time studies, it is no more than 45 credits), regardless of the number of credits of the subjects studied in the study program in the respective academic year.

3.2. **Study credit** means a unit of the scope of studies, by which learning outcomes and student's working time are measured. 1,600 hours of one academic year shall equal to 60 credits.

3.3. **Cost per study credit** means 1/ 60 of the annual tuition fee specified in the Study Agreement (in the case of part-time studies, it is no more than 1/ 45 of the annual tuition fee).

3.4. **Tuition fee for a semester** means a part of the annual tuition fee, calculated taking into account the number of credits in a semester.

3.5. **Instalment** means a contribution equal to the tuition fee (annual tuition fee or its part) and/ or other study-related payments (for the module or re-provision of services).

3.6. **Reimbursement of the tuition fee** means refund of the paid tuition fee or a part thereof to the student/ unclassified student in cases specified in the Procedure.

3.7. **State-funded study place** means a study place the tuition fee of which is paid from the state budget.

3.8. **Study place not funded by the state** means a study place, the tuition fee for which is not paid from the state budget, as well as a study place covered by targeted funding.

Academic debt means the absence of a final evaluation for a module at the end of the semester (failed interim examinations of the module, as a result of which the student is not allowed to take the exam; an exam failed during exam retakes, session extension, final thesis not defended or failed to be defended).

3.9. **Fee for additional services not directly related to the implementation of the study program** means fees for duplication of documents, issuance of archive certificates, late payment fees for a borrowed publication from the University Library, etc.

3.10. **Accommodation fee** means the monthly rent for the dormitory approved by the order of the Rector.

CHAPTER II

TUITION, ACCOMMODATION AND OTHER FEES

4. The annual tuition fee (or tuition fee for a semester) is specified in the Study Agreement. It equals to the annual tuition fee of the respective study program established at the time of admission to studies at the University. If the studies have been terminated and a new Study Agreement has been concluded, the annual tuition fee to be paid equals to the price of the respective study program set forth by the decision of the University Senate;

5. The tuition fee paid for studies lasting a semester corresponds to the tuition fee for the semester, calculated by multiplying the cost per study credit by the number of credits studied in the semester.

6. The tuition fee paid by the unclassified student for the selected study modules is equal to the cost per study credit multiplied by the number of credits of the module. The deadline for payment of the tuition fee is established in the Study Agreement.

7. The fee for retaking the module is paid for re-studying the module (for students admitted to studies with a difference in the study plan, students admitted to next year with a difference in the study plan), preparation and defense of the final project work. The fee for retaking the module is calculated by multiplying the cost per study credit by the number of credits in the module.

8. The fee for the academic debt is approved by the decision of the Council (Minutes No. 1 of February 9, 2015).

9. Accommodation fee is the monthly rent paid for a dormitory room approved by the Rector's order multiplied by the number of months.

10. The amount paid for additional services not directly related to the implementation of the study program (academic certificates for graduates or expelled students; issuance of duplicates of diplomas and diploma supplements) are approved by the order of the Rector.

11. The amounts paid for additional services in the library are determined by the Rules for Use of LSU Library Services (approved by the Rector's Order No. ISAK 217 / B of 23 November 2017).

CHAPTER III

PAYMENT OF THE TUITION FEE

12. Full tuition fee shall be paid by:

12.1. students in study places not funded by the state;

12.2. students (including doctoral students) studying again according to the same or lower degree study program, if more than half of the credits of that study program have been funded by the state;

12.3. students (including doctoral students) studying simultaneously under two programs of the same or different cycle if at least one of them is financed from the state budget (they pay for the second study program);

12.4. foreign citizens, except for the persons specified in Paragraphs 7 and 8 of Article 82 of the Law on Higher Education and Research of the Republic of Lithuania, as well as citizens of the Member States of the European Union and citizens and their family members of other European Economic Area countries, and stateless persons having a residence permit in the Republic of Lithuania, unless otherwise provided by international agreements or other legal acts of the Republic of Lithuania.

13. Undergraduate students studying in a state-funded place in accordance with the procedure established by the legal acts of the Republic of Lithuania, who have entered a state-funded place later than/ in 2012, lose state funding after an assessment period (rotation) equal to one academic year if their studying does not meet the criteria of good studying as defined in the Law on Higher Education and Research of the Republic of Lithuania.

14. Undergraduate students who have entered a state-funded place later than/ in 2012 and have lost state funding, shall pay the tuition fee approved in the year of admission to the University for the next academic year.

15. Students admitted **to places not financed by the state in first-year undergraduate and graduate study programmes** and having signed an Agreement with the University shall pay the tuition fee for the semester by the end of the first month of the autumn (first) semester **(before October 1 and March 1, respectively) according to the tuition fee invoice, issued by the Studies Division within 5 working days from the signing of the Agreement.**

16. Students **studying the second and following semesters in study places not funded by the state**, as well as students who have renewed their studies, pay the tuition fee for the semester by the end of the first month of the current semester (**before October 1 and March 1, respectively**) according to the tuition fee invoice, issued by the Studies Division before the beginning of the semester of the current academic year.

17. **Unclassified students shall pay the tuition fee within 5 working days after the day of signing the Study Agreement according to the tuition fee invoice, issued by the Studies Division within 1 working day** from the signing of the Agreement.

18. **The fee for retaking the module shall be paid no later than by the end of the first month of the semester in which the desired module is taught (by October 1 and March 1, respectively)** according to the tuition fee invoice, issued by the Studies Division within 3 working days.

19. Undergraduate students who have entered a state-funded place later than/ in 2012 and have lost state funding in the case provided for in Paragraph 12 of the Procedure and have agreed to study in a study place not funded by the state, after changing the Study Agreement shall pay the tuition fee for the semester by 31 October of the current academic year according to the tuition fee invoice, issued by the Studies Division within 5 working days after the signing of the new Study Agreement.

20. The tuition fee or a part thereof for a student (unclassified student) studying in a place not financed by the state may be paid by the student's (unclassified student's) employers, other natural or legal persons. Such payment does not require a special agreement between the University and the person paying. In this case, the invoice for the services provided is issued to the student, indicating the natural or legal person as the payer. When the tuition fee is paid for the student by another natural or legal person, the payment order must indicate the student's name, surname and the number of the invoice issued by the Studies Division.

21. Doctoral students admitted to places not funded by the state and having signed an Agreement with the University shall pay the tuition fee for the semester by the end of the first month of each academic semester according to the invoice, issued by the Doctoral Studies and Research Division within 5 working days after signing the Agreement.

22. Reimbursement of the tuition fee paid is organized following Resolution No.149 of the Government of the Republic of Lithuania of 1 March 2017 “On the Implementation of the Law on Higher Education and Research of the Republic of Lithuania”. The University provides the relevant institutions with the information specified in the legal acts of the Republic of Lithuania, which is necessary for the reimbursement of the tuition fee paid.

23. **5 working days before the deadline for payment of the tuition fee, a notice on the upcoming payment deadline is sent to the student (unclassified student) who has not paid the tuition fee by e-mail or via the University Study Information System (<https://is.lsu.lt/>).** Sending information to the e-mail box

provided by the University is considered appropriate information for the student (unclassified student). The information notice shall specify the exact amount to be paid and the payment deadline.

24. A notice - warning about the termination of the Study Agreement and unfulfilled financial obligations within 5 working days is sent to the student (unclassified student) who has not paid the respective tuition fee within the specified term. If the student's (unclassified student's) financial obligations to the University are not met after the warning, the compulsory recovery may be carried out in accordance with the procedure established by the laws of the Republic of Lithuania.

CHAPTER IV

PROCEDURE FOR PAYMENT OF ACCOMMODATION FEE

25. Accommodation fee shall be administered by the dormitory administrator.

26. The student (unclassified student) shall pay a two-month deposit and advance payment for the first month before the actual accommodation in the dormitory within 5 working days from the confirmation of the application in the LSU Information System for providing accommodation in the dormitory and signing the Agreement. The amount to be paid shall be specified in the agreement signed between the University and the student (unclassified student).

27. The recipient of accommodation services (student or unclassified student) shall pay the monthly payment for living services in the dormitory (rent) by the 20th day of the current month. 5 working days before the end of the payment deadline, a notice about the upcoming payment term is sent to the student (unclassified student) by e-mail or via the University Study Information System (<https://is.lsu.lt/>).

28. If the monthly payment for accommodation services is not paid on time, the resident (student or unclassified student) is notified of the arrears by the dormitory administrator. The arrears for the provided accommodation services must be paid within 15 (fifteen) calendar days from the received warning-notification about the arrears. If the person continues to avoid paying the fee for accommodation services, the arrears are covered from the deposit funds, and the resident is removed from the dormitory resident list by notifying the resident in writing 7 (seven) calendar days in advance.

29. All foreign students coming to study at Lithuanian Sports University for full studies under Erasmus + and joint study programs, who have submitted an application for a dormitory and received a confirmation of the place in the dormitory, shall pay the accommodation fee for the entire period of studies (or for the first semester, if the student plans to live in a dormitory for the whole academic year - the second installment is paid at least 10 days before the beginning of the semester) and the deposit (two monthly rents, paid in one installment). If the accommodation fee and deposit are not paid on time, the newly arrived students will not be accommodated in the dormitory.

30. If the accommodation fee is not paid on time, a full-time Erasmus + and joint study program foreign student is notified in writing by the dormitory administrator and has to pay the fee immediately. If the fee is not paid within 5 days from the date of receipt of the notice, the foreign student must vacate the room in the dormitory, and the accumulated debt is covered from the deposit funds.

31. If a foreign student submits a request in the LSU Information System to cancel a room in the dormitory due to changed circumstances or personal reasons and has not lived in the dormitory for the entire scheduled period, the unused rent and deposit (if no damage to LSU property has been detected) are returned to the personal bank account specified in the application.

CHAPTER V

POSTPONEMENT AND REDUCTION OF TUITION FEE. PAYMENT IN INSTALLMENTS

32. The tuition fee corresponding to the tuition fee for the semester and the tuition fee for the module corresponding to the annual tuition fee may be postponed or allowed to be paid in installments in the following cases:

32.1. for students in study programs of all cycles who are entitled to receive or receive social benefits in accordance with the Law on Cash Social Assistance for Low-Income Families (Single Residents);

32.2. for students in study programs of all cycles with special needs, whose physical performance is lower than 75 %;

32.3. for orphan students in study programs of all cycles who are younger than 25 years old;

32.4. for students who are actively involved in sports and represent the University or participate in the University scientific activities and have no academic debts;

32.5. for students working at the University, studying in first, second or third cycle studies, who have at least 12 months of uninterrupted work experience, whose chosen studies are related to his/ her duties at the University and the qualification improvement is beneficial for the University.

32.6. For foreign citizens who have submitted documents to the Migration Department under the Ministry of the Interior of the Republic of Lithuania regarding the issuance (amendment) of a national visa or temporary residence permit in the Republic of Lithuania.

32.7. In the event of unforeseen circumstances due to a pandemic or other emergency situation declared in the country, students may pay the tuition fee in installments.

33. Students who have submitted an application to the State Studies Foundation for a loan to pay a tuition fee may be allowed to postpone the payment deadline until October 31 upon submission of an application to the Studies Division via the University Information System (<https://is.lsu.lt/>)

34. The student (unclassified student) can submit a request for payment of the tuition fee in installments before September 20. He/ she shall submit the documents substantiating the reasons for payment in installments (document confirming the status of an orphan, certificate of the disabled, certificate of income for 3 months, certificate of student's family composition, certificates demonstrating the results of scientific or sporting activities) to the Studies Division via the University Information System (<https://is.lsu.lt/>). By the decision of the Director of the Studies Division, upon approval of the application, the first installment of the tuition fee must not be less than 30 percent of the amount payable and must be paid no later than October 15. If the tuition fee is postponed or allowed to be paid in installments, the student (unclassified student) must pay full tuition fee by December 1 (in the autumn semester), and by May 1 (in the spring semester)

35. First and second cycle students wishing to have their tuition fee reduced must submit an application to the Studies Division at the beginning of each semester (by September 20 in the autumn semester and February 20 in the spring semester) via the University Information System (<https://is.lsu.lt/>), attaching documents substantiating the reason for the reduction. The tuition fee may be reduced in accordance with the procedure for reducing LSU tuition fees and accommodation fees (approved by the Senate, Minutes No. 4 of 30 January 2020). Students awaiting a decision on tuition fee reduction must still pay their tuition by October 1. In case of a positive decision to reduce the tuition fee, the difference of the amount paid is refunded at the request of the student.

CHAPTER VI

REIMBURSEMENT OF THE TUITION FEE

36. If the student (unclassified student) in the study program of the first or second cycle terminates the Study Agreement, the paid tuition fee corresponding to the tuition fee for the semester (price of the studied modules) shall be reimbursed in the following cases and in the manner prescribed:

36.1. upon termination of the Agreement before the beginning of the semester - 100% of the paid tuition fee for the semester (module price) in which the student (unclassified student) did not study shall be reimbursed.

If the studies are started and terminated during the ongoing semester, the tuition fee shall not be refunded;

36.2. if the student (unclassified student) had to pay a reduced tuition fee, an accommodation fee or other fees specified in Paragraph 3.9 of the Procedure, the reimbursed amount may not exceed the amount paid;

36.3. for the student (unclassified student) who has paid a bigger amount for a semester than the tuition fee, the overpaid amount may be reimbursed upon the request of the student. The amount shall be calculated by deducting the tuition fee for the semester-long studies from the amount paid;

37. The application for the reimbursement of the tuition fee shall be submitted to the Studies Division via the University Information System (<https://is.lsu.lt/>). The Director of the Studies Division and the specialist of the Office of Economics and Finance administering the tuition fees have to endorse the application. It is

formalized by an order and submitted to the Office of Economics and Finance, which reimburses the tuition fee.

38. The tuition fee paid or a part thereof shall not reimbursed to the student (unclassified student) if he/ she is expelled from the University due to lack of progress or for gross violations of the University Statute, Code of Academic Ethics or other normative acts regulating studies and internal procedures at the University.

CHAPTER VII

FINAL PROVISIONS

39. This Procedure shall enter into force on March 1, 2021.

40. Revenue control (accounting, transfer of revenue information to integrated LSU systems) is administered by the Office of Economics and Finance.

41. The payment of tuition fees or other fees related or not related to studies established in this Procedure is administered by the Studies Division, the Office of Economics and Finance, the Library and the dormitory administrator.

42. The Procedure may be amended, revised or canceled by the Order of the Rector.

43. The Procedure shall be published on the University website.