

APPROVED
By Order of the Director of
Lietuvos Inžinerijos Kolegija
Higher Education Institution
No. V1-71 of 23 April 2025
(as amended by Order of Director of
Lietuvos Inžinerijos Kolegija
Higher Education Institution,
No. V1-127 of 2 October 2025),

PROCEDURE FOR THE PAYMENT, ADMINISTRATION, REFUND AND RECOVERY OF FEES ESTABLISHED BY LIETUVOS INŽINERIJOS KOLEGIJA HIGHER EDUCATION INSTITUTION

I. GENERAL PROVISIONS

1. The Procedure (hereinafter – the Procedure) for the payment, administration, refund and recovery of fees established by Lietuvos Inžinerijos Kolegija Higher Education Institution Higher Education Institution (hereinafter – LIK) establishes the general rules for the payment of tuition fees and fees for study subject (module) credits, the types of fees, the grounds for charging tuition fees and the payment procedure, the rules for payment of tuition fees and fees for study subject (module) credits in instalments, the procedure for payment of fees for study subject (module) credits and other fees, the grounds for exemption from tuition fees or their reduction, fee recovery procedures, and the procedure for refunding tuition fees and fees for study subject (module) credits. The procedure for the payment of accommodation fees and recovery of debts related to accommodation in dormitories is established in the internal rules of LIK dormitory.
2. This Procedure has been prepared in accordance with the Law on Science and Studies of the Republic of Lithuania, resolutions of the Government of the Republic of Lithuania, legal acts of the Ministry of Education, Science and Sport of the Republic of Lithuania regulating the financing of higher education institutions, resolutions of LIK Council and Academic Council, and other local regulatory legal acts of LIK.
 - 2.1. The provisions of this Procedure shall apply insofar as the Study Agreement does not provide otherwise.
3. Key definitions:
 - 3.1. **Student** – a person studying at LIK under a Study Programme;
 - 3.2. **Unclassified Student** – a person studying at a higher education institution under a non-formal adult education Programme or individual study subjects (modules)
 - 3.3. **Tuition Fee** – the tuition fee for one academic year approved by the Academic Council for a specific Study Programme.
 - 3.4. **Study Credit Price** – the price of one study credit approved by an order of the Director of LIK.
 - 3.5. **Fee** – payment of the tuition fee, the fee for study subject (module) credits, fees for repeatedly provided study services, or fees not directly related to the implementation of a Study Programme.
 - 3.6. **State-funded Study Place** – a study place for which tuition fees are fully covered by state budget funds.
 - 3.7. **Non-state-funded Study Place** – a study place for which tuition fees are not covered by state budget funds.
 - 3.8. **Debtor** – a student/unclassified student who fails to fulfil financial obligations assumed and/or established under the Study Agreement or local regulatory legal acts.
 - 3.9. **Recovery of Established Fees** – compulsory recovery of unpaid fees from a student/unclassified student.

II. GENERAL RULES FOR THE PAYMENT OF TUITION FEES AND STUDY SUBJECT CREDIT FEES

4. A person acquires the rights and obligations of a student or unclassified student, including financial obligations, from the date of signing the Study Agreement or Unclassified Student Study Agreement.
5. Failure to perform or improper performance of other obligations under the Study Agreement (including, but not limited to, failure to submit required documents to LIK or failure to pay the study registration fee) shall not release the student or unclassified student from fulfilling financial obligations under the signed agreement.
6. Failure to perform or improper performance of a Study Programme, study subject (module) programme or non-formal adult education Programme (including, but not limited to, non-attendance of classes, failure to complete a subject/module on time without a justified reason, etc.) shall not release the student (unclassified student) from fulfilling financial obligation. The circumstances specified in this Section shall not constitute grounds for reducing the tuition fee, the fee for study subject (module) credits, or the fee for assessment and recognition of learning outcomes acquired through non-formal education, nor for exemption from payment thereof, as stipulated in the Study Agreement.
7. Information on a student's debts shall not be disclosed to third parties, including parents or other relatives, except in cases provided for by law.

III. TYPES OF FEES

8. Fees may include:
 - 8.1. Tuition fee – a fee equal to the annual (or semester) tuition fee paid by a student studying in a non-state-funded study place;
 - 8.2. Fee for study subject (module) credits – tuition fee proportional to the scope of the subject (module) in credits and equal to the product of the price of one credit and the number of credits of the studied (or repeated) subject (module), paid by a student or unclassified student for selected or difference subjects (after credit transfer, upon resumption of studies, change of Programme or study form, or after academic leave);
 - 8.3. Fee for repeatedly provided study services, including repetition of Study Programme subjects, repeated preparation of the final thesis, elimination of academic debts, late completion of laboratory, control, practical or independent work without a justified reason;
 - 8.4. Study registration fee – a fee established by LIK and paid by persons who accept an invitation to study through the general admission system or direct admission to LIK;
 - 8.5. Fees for assessment and recognition of competencies acquired through non-formal education, paid in accordance with the Procedure for the Assessment and Recognition of Competencies Acquired through Non-formal Education and Self-learning;
 - 8.6. Fees for additional services, including late registration for semester studies, adjustment of individual study plans after the deadline, issuance of duplicate documents, archival certificates, study subject descriptions, credit transfer cards, publishing centre services, etc.
9. The amounts of tuition fees and study subject credit fees shall be specified in the agreement signed with the student (unclassified student). Conditions for payment of fees for repetition of study subjects are established in the Procedure for Repeating Failed Subjects, approved by order of the Director of LIK.
10. Fee amounts may be changed by decision of the governing bodies of LIK that approved them.

IV. PAYMENT PROCEDURE FOR TUITION FEES

11. In accordance with legal acts of the Republic of Lithuania, students who lose state funding shall pay tuition fees for their remaining studies at the rate approved in the year of their admission to LIK, except in cases provided for in Paragraph 12 of this Procedure.

12. Where normative tuition fees for state-funded study places are indexed (changed) by law, or where the basic social benefit, basic monthly salary or the consumer price index of Lithuania (or its equivalent published by Statistics Lithuania) changes, LIK shall have the right to unilaterally index (change) tuition fees and other study-related fees specified in the Study Agreement by proportionally recalculating them. LIK shall publish indexed tuition fees on its website and shall inform students and unclassified students via the institutional email address at least 30 calendar days prior to the effective date of the changes.
13. The full tuition fee shall be paid by:
 - 13.1. Students studying in state non-funded study places;
 - 13.2. Persons who are simultaneously studying under two or more Study Programmes of the same cycle, where at least one Programme is funded by state budget funds;
 - 13.3. Persons who are simultaneously studying under two or more professional Study Programmes, where at least one Programme is funded by state budget funds;
 - 13.4. Persons who are simultaneously studying under two or more short-cycle Study Programmes, where at least one Programme is funded by state budget funds;
 - 13.5. Persons who are repeating studies under a Study Programme of the same cycle, if more than half of the credits of that Study Programme were acquired using state budget funds;
 - 13.6. Persons who are repeating studies under a professional Study Programme, if more than half of the credits of that Study Programme were acquired using state budget funds;
 - 13.7. Persons who are repeating studies under a short-cycle Study Programme, if more than half of the credits of that Study Programme were acquired using state budget funds;
 - 13.8. Foreign nationals, except for persons specified in Paragraphs 7 and 8 of Section 82 of the Law on Science and Studies, as well as citizens of European Union Member States and European Free Trade Association (EFTA) Member States who are working and/or have the right of permanent or temporary residence in the Republic of Lithuania, and their family members; other foreign nationals and stateless persons who have the right of permanent residence in the Republic of Lithuania; as well as other foreign nationals and stateless persons who have the right of permanent or temporary residence in the Republic of Lithuania and who have obtained secondary education under a Lithuanian secondary education Programme and are studying under short-cycle, first-cycle or integrated Study Programmes, unless otherwise provided for by international treaties of the Republic of Lithuania or other laws.
14. The procedure for competition for admission to state-funded studies at higher education institutions for persons who have obtained qualifications granting access to higher education under international organisation or foreign education Programmes shall be established by the Minister of Education, Science and Sport.
15. The procedure for competition for admission to state-funded study places at higher education institutions for foreign Lithuanians who have obtained secondary education in Lithuania shall be established by the Minister of Education, Science and Sport.
16. Compensation of tuition fees paid shall be organised in accordance with the Procedure for Compensation of Tuition Fees Paid, approved by Resolution No. 149 of the Government of the Republic of Lithuania of 1 March 2017 “On the Implementation of the Law on Science and Studies of the Republic of Lithuania” (Register of Legal Acts, 2017-03-09, No. 4060). LIK shall provide the information required by legal acts of the Republic of Lithuania for the compensation of tuition fees paid to the relevant institutions.
17. Persons specified in Paragraph 2 of Section 80 of the Law on Science and Studies shall not have the right to a state-funded study place or to compensation of tuition fees.
18. A person whose studies are financed by the state, in accordance with the Procedure for Cases and Conditions for Changing a Study Programme or Study Form While Retaining State Funding, approved by Resolution No. 540 of the Government of the Republic of Lithuania of 28 June 2017, shall have the right to change the Study Programme or study form within the same field of study group without losing the remaining part of state study funding, not exceeding the normative study cost of that Study Programme.

19. The tuition fee for students from foreign countries (non-EU citizens) admitted to LIK shall be established in the Procedure for the Admission of Foreign Nationals to State Non-Funded Study Places at LIK.
20. Students studying in state non-funded study places shall pay the annual tuition fee per semester to LIK bank account specified in the Study Agreement within 20 working days from the start of the new semester.
21. unclassified students shall pay the fee for study subjects to LIK bank account specified in the Study Agreement, according to the payment invoice, within 10 working days from the formation of the payment in the Academic Information System (AIS).
22. For a student who has submitted an application to the Study Organisation Office for a loan to cover tuition fees, payment of the semester tuition fee shall be deferred until the loan agreement is signed.
23. The tuition fee or part thereof, as well as the fee for study subject (module) credits or part thereof, may be paid by the student's (unclassified student's) employer or other natural or legal persons. Where third parties agree to cover the tuition fee, a tripartite study financing agreement may be concluded.
24. At the request of the study accounting administrator, the student (unclassified student) must submit a copy of the payment receipt within 3 working days from the date of the request.
25. Students (unclassified students) who have failed to pay tuition fees (study subject credits) shall be sent informational notices to LIK-provided email address indicating the final payment deadline, which shall be 10 working days from the date of sending the notice. Upon expiry of this deadline, the study accounting administrator shall submit data to the legal officer or another person authorised by the Director for debt recovery in accordance with Chapter VIII of this Procedure.
26. LIK shall have the right, after providing written notice to the student at least 5 working days in advance, to unilaterally terminate the Study Agreement and expel the student from LIK due to failure to fulfil financial obligations, i.e. delay in payment of tuition fees, fees for study subject (module) credits or fees for repeatedly provided study services for more than 30 calendar days.

V. PAYMENT OF TUITION FEES AND FEES FOR STUDY SUBJECT (MODULE) CREDITS IN INSTALMENTS

27. Decisions on payment of tuition fees and fees for study subject (module) credits in instalments or extension of payment deadlines shall be taken by the Head of the Study Organisation Office.
28. A student or unclassified student wishing to pay the amount specified in the Study Agreement or unclassified student Study Agreement (hereinafter – the Study Agreement) in instalments must submit an application to the study accounting administrator within the first two weeks of the new semester, indicating the dates and amounts of instalments, in compliance with Paragraph 25 of this Procedure.
29. Payment in instalments may be permitted as follows: First instalment: by 30 October (Autumn semester) or 30 March (Spring semester); Second instalment: by 15 December (Autumn semester) or 15 May (Spring semester).
30. Foreign students (non-EU) wishing to pay the tuition fee for the third year of studies in instalments must not have academic debts and must have obtained or renewed a temporary residence permit in Lithuania.
31. The decision on payment of semester tuition fees or fees for study subject (module) credits in instalments or extension of payment deadlines shall be formalised by order of the Director.

VI. PROCEDURE FOR PAYMENT OF FEES FOR STUDY SUBJECT (MODULE) CREDITS AND OTHER FEES

32. The tuition fee proportionate to the number of study subject (module) credits shall be paid by: 1) Persons studying individual study subjects or modules; 2) Persons repeating individual study subjects of a Study Programme.
33. For students studying in state non-funded study places whose previously studied subjects are recognised or who are admitted from another higher education institution and continue their studies at LIK, the tuition fee shall be calculated after recognition of study subjects: the student shall pay for the remaining study subject credits.
34. Students studying in state non-funded study places who return after academic leave shall resume studies in accordance with the established procedure and shall pay for the remaining study subject credits. The tuition fee for the remaining study subject credits shall be paid in accordance with the deadlines specified in the Study Agreement.
35. Students (unclassified students) who choose more study subject credits than provided for in the Study Programme and/or choose study subject credits not funded by the state budget shall be required to pay for the credits exceeding the number of Study Programme credits.
36. A student (unclassified student) who has not eliminated an academic debt during the academic debt elimination weeks shall have the right to repeat the study subject. Upon submission of an application by a student (unclassified student), repeated attendance of lectures and seminars of failed study subjects may be permitted by order of the Director, provided that the fee for the credits of that study subject has been paid.
37. For students (unclassified students) studying in state non-funded study places, the paid tuition fee (or part thereof) specified in the Study Agreement shall not be refunded when the student or unclassified student is expelled from LIK in cases specified in the Study Agreement and Paragraph 137 of LIK Statute.
38. Students (unclassified students) shall pay the fees specified in Paragraphs 8.3 to LIK bank account specified in the Study Agreement (unclassified student Study Agreement) within 10 working days from the formation of the payment in the AIS.
39. LIK shall have the right, after providing written notice to the unclassified student at least 5 (five) working days in advance, to unilaterally terminate the unclassified student Study Agreement and remove the unclassified student from LIK due to failure to fulfil financial obligations, i.e. delay in payment of the unclassified student's study fee or, where applicable, instalment payment for more than 10 (ten) working days.
40. Fees for additional services shall be paid before the service is provided.

VII. GROUNDS FOR EXEMPTION FROM TUITION FEES AND REDUCTION THEREOF

41. Students shall have the right to submit an application to the Director in cases specified in this section requesting reduction of tuition fees or exemption from payment.
42. Tuition fees may be reduced as follows:
 - 42.1. For full-time and part-time students without academic debts who demonstrate exceptional achievements in science, art, sports or public activities representing LIK – up to 50%;
 - 42.2. For students without academic debts whose income per family member does not exceed the amount established by the Government per family member – up to 50%;
 - 42.3. For full-time students studying at foreign higher education institutions under academic exchange Programmes for the relevant period – up to 50%.
43. The following students may be exempted from tuition fees:
 - 43.1. Students without academic debts, not older than 25 years, whose both parents (adoptive parents) are deceased, as well as students who were placed under guardianship (custody) in accordance with the law before reaching adulthood;
 - 43.2. In exceptional cases (severe financial hardship, etc.), a student may be exempted from tuition fees for up to three months, but no more than once per year. Severe financial hardship shall be assessed individually, taking into account the person's income, deterioration of

financial situation due to the student's illness, illness or death of close relatives (parents (adoptive parents), children (adopted children), natural disasters or loss of property.

43.3. Students with an established participation level of up to 45%.

44. Student applications shall be reviewed by LIK Directorate. Documents issued by foreign state institutions shall be evaluated only after legalisation in accordance with procedures established by legal acts. The Directorate shall assess the justification of the application, compliance with the criteria specified in this section, the circumstances set out in the application and supporting documents, and, taking into account LIK's financial capacity, shall submit a proposal to the Director to reduce tuition fees, exempt from tuition fees, or not grant a tuition fee concession.

VIII. DEBT RECOVERY

45. Recovery of fees (or instalments thereof) shall be carried out in accordance with the legal acts of the Republic of Lithuania, this Procedure, Study Agreements and other LIK legal acts regulating the payment procedure and deadlines.
46. Procedures for recovery of tuition fees, fees for study subject (module) credits or fees for repeatedly provided study services (or parts thereof) shall be administered by the study accounting administrator and carried out by a legal officer, debt collection company or another authorised person.
47. If a student (unclassified student) has paid a smaller amount than the tuition fee specified in the Study Agreement for a semester (or study credits), the recoverable amount shall be calculated as the difference between the amount specified in the Study Agreement and the amount paid.
48. Recovery of tuition fees (or parts thereof) shall be carried out when a student or unclassified student studying individual study subjects (modules) fails to pay the fees or instalments within the deadlines specified in the Study Agreement.
49. Prior to recovery of tuition fees (or parts thereof), the following procedures shall be applied:
- 49.1. If a student (unclassified student) studying individual study subjects (modules) unilaterally terminates the Study Agreement, the paid fee (or part thereof) shall be refunded as follows:
- 49.1.1. From 1 September to 30 September (Autumn semester) or 1 February to 28 February (Spring semester) – 20% of the semester tuition fee and/or study subject (module) fee;
- 49.1.2. From 1 October to 31 October (Autumn semester) or 1 March to 31 March (Spring semester) – 40%;
- 49.1.3. From 1 November to 30 November (Autumn semester) or 1 April to 30 April (Spring semester) – 60%
- 49.1.4. From 1 December to 31 December (Autumn semester) or 1 May to 31 May (Spring semester) – 80%;
- 49.1.5. From the start of the examination session or later – 100% of the semester tuition fee and/or study subject (module) fee.
- 49.2. If the student was required to pay a reduced tuition fee, the debt shall be calculated proportionally based on the reduced amount.
50. Prior to recovery of tuition fees (or parts thereof), the following procedures shall be applied:
51. The study accounting administrator shall send a debt notice (warning) to the debtor via LIK-provided email address, requesting payment; The notice shall specify the exact debt amount and a payment deadline of 10 (ten) working days from the date of sending; If the Study Agreement has been terminated or access to AIS and LIK email has been restricted, the notice shall be sent to the personal email address specified in the Study Agreement; Information provided in this manner shall be considered properly delivered.
- 51.1. For each day of delay after the payment deadline specified in Paragraph 49.1, LIK shall have the right to calculate penalty interest of 0.02% of the unpaid amount per day.

- 51.2. In case of late payment of tuition fees, fees for study subject (module) credits or fees for repeatedly provided study services, the student (unclassified student) shall be required to pay the debt administration fee specified in the Study Agreement.
- 51.3. If the debt, penalty interest or debt administration fee is not paid within the prescribed period, LIK shall have the right to apply to a debt collection company or court for debt recovery.
52. Debt recovery shall not be applied to first-year students if, after the Study Agreement enters into force, it is terminated upon the student's written request before the start of the academic year (31 August).
53. A student re-admitted after termination of studies to the start of the semester of the Study Programme during which the studies were terminated shall be required to pay the full tuition fee for that semester. This fee may be reduced by the amount corresponding to recognised study modules (subjects) in accordance with the procedure established by LIK.

IX. PAYMENT OF TUITION FEES AND FEES FOR STUDY SUBJECT (MODULE) CREDITS

54. If a student (unclassified student) studying individual study subjects (modules) unilaterally terminates the Study Agreement, the paid fee (or part thereof) shall be refunded as follows:
 - 55.1. Termination by 31 August – 100% refund;
 - 55.2. From 1 September to 30 September (Spring semester: 4–28 February) – 80% refund;
 - 55.3. From 1 October to 31 October (Spring semester: 1–31 March) – 60% refund;
 - 55.4. From 1 November to 30 November (Spring semester: 1–30 April) – 40% refund;
 - 55.5. From 1 December to 31 December (Spring semester: 1–31 May) – 20% refund;
 - 55.6. From 1 January (Spring semester: from 1 June) or later – no refund.
55. If the student (unclassified student) was required to pay a reduced tuition fee, the refunded amount shall be calculated proportionally.
56. A student (unclassified student) seeking a refund shall submit an application to the Finance and Accounting Office within 10 working days from the date of termination of studies, with confirmation from the study accounting administrator.
57. In the event of the death of a student (unclassified student), the tuition fee specified in the Study Agreement (or a proportionally calculated part thereof) shall be refunded to a family member upon submission of an application.

X. FINAL REVISIONS

58. Administration of payments specified in this Procedure shall be carried out by:
 - 58.1. Fees related to the study process – study accounting administrator and finance and accounting staff;
 - 58.2. Other fees – Finance and Accounting staff.
59. Fees for repeatedly provided study services and additional services not directly related to implementation of the Study Programme are specified in Annex 1.
60. Amendments to this Procedure shall be reviewed by the Academic Council and approved by the Director.
61. This Procedure shall enter into force upon approval by order of the Director of LIK.

Reviewed and approved:
Academic Council meeting of 22 April 2025 (Minutes No. V18-36)

Revised:
Academic Council meeting of 30 September 2025 (Minutes No. V18-73)