

APPROVED

by the Director of the College of Saint
Ignatius of Loyola

by Order No V-117 of 30 November 2018

**FEES FOR STUDIES AND SERVICES RELATED TO STUDIES,
ST. IGANATIUS OF LOYOLA COLLEGE PROCEDURE FOR THE PAYMENT,
REFUND AND COLLECTION OF TUITION FEES**

I. GENERAL PROVISIONS

1. The Procedure for the Payment, Refund and Recovery of Fees for Studies at St. Ignatius of Loyola College of St. Ignatius of Loyola (hereinafter referred to as the "**Procedure**") establishes the conditions, general principles and procedures for the payment, reduction, refund and recovery of the amount, payment, reduction, refund and recovery of fees paid by students/listeners, which are directly related to the implementation of the study programme, the amount of fees for repeatedly rendered study services, and the amount, payment, reduction, refund and collection of the fees which are not directly related to the implementation of the study programme.

2. The procedure has been prepared in accordance with the Law of the Republic of Lithuania on Science and Studies, Government Resolutions of the Republic of Lithuania, Orders of the Minister of Education and Science regulating the financing of higher education institutions, the Statute of the College of St. Ignatius of Loyola (hereinafter referred to as the "**College**"), and other legal acts of the College.

3. Key terms used in the Regulations:

3.1. **annual tuition fee** - the tuition fee established and approved by the College in the respective study programme for one year of study, in accordance with the normative tuition fee established by the Government of the Republic of Lithuania (the tuition fee is 60 credits, regardless of the number of credits of the subjects provided for in the study programme in the respective study year);

3.2. **the cost of a study credit** - 1/60th of the annual tuition fee (specified in the Study Agreement);

3.3. **the tuition fee for a semester** - the tuition fee shall be equal to the product of the tuition credit fee and the number of credits taken in the semester;

3.4. **debtor** - a student/listener with outstanding financial obligations to the College;

3.5. **tuition fee** - a fee equal to the tuition fee (annual tuition fee or part thereof) and/or other fees related to the study (for a subject/module, repeated or additional services);

3.6. **tuition fee recovery** - the compulsory collection of a student's/listener's unpaid tuition fee in accordance with the procedure established by law;

3.7. **state-funded place** - a place of study, the tuition fee of which is covered by the state budget;

3.8. **"non-state-funded place"** means a place of study, the tuition fee of which is not paid for by the state budget funds;

3.9. **payment for additional services** not directly related to the implementation of the study programme, such as the preparation of duplicate documents, archive certificates and other service fees.

II. STUDY FEES

4. Study fees may be as follows:

- 4.1. tuition fee corresponding to the annual tuition fee - the tuition fee shall be equal to the annual tuition fee;
- 4.2. subject/module fee - the tuition fee payable by the student/learner for the selected subjects/modules or parts thereof. This fee is equal to the cost of a study credit multiplied by the number of credits of the study subject (module or part thereof);
- 4.3. study premium - a study premium paid by a person studying in a state-funded place and changing his/her study programme, corresponding to a part of the annual study fee. The amount of such premium shall be calculated in accordance with the "Description of the Procedure for Changing the Study Programme of a Person Studying in a State-Funded Place" approved by the Government of the Republic of Lithuania;
- 4.4. fee for repetition of subjects (modules) of the study programme - fee for repetition of a subject (module), repetition of preparation and defence of a course work. This fee is equal to the cost of a study credit multiplied by the number of credits of the subject (module).
5. The annual tuition fee and the amount of other study-related fees shall be specified in the study contract or other document binding on the student/listener.
6. The provision of additional services not directly related to the implementation of the study programme and the fees for such services are regulated by the "Description of the Procedure for the Preparation, Production, Recording, Registration and Issuance of Forms of the Diploma Supplement Form", Director's Order of 18 February 2015, No. V-15 "On setting the fees for copying and printing documents in the self-service machine e and approving the procedure for assigning a code for copying and printing documents in the self-service machine", Principal's Order No V-51 of 11 June 2015 "On the Organisation and Provision of a Gown Hire Service", the "Rules on the Use of the Library of the College of St Ignatius of Loyola", as well as other College legislation.
7. Taking into account the changes in the amount of the basic social benefit (BSI), basic monthly salary or general consumer price index of Lithuania or its equivalent published by the Statistics Department of the Republic of Lithuania, the College may unilaterally index the tuition fee and other fees related to the studies by recalculating them proportionally in accordance with the procedure established by the College and publishing it on the College's website at least 30 days prior to the expected date of entry into force of the amended fees.
8. The tuition fees may be changed by the decision of the Board of Governors, the amounts of fees not directly related to the implementation of the study programme may be changed by the decision of the Principal.

III. PAYMENT OF TUITION FEES

9. A student studying at a place not financed by the State with a study grant, in accordance with the procedure laid down by the legislation of the Republic of Lithuania, shall forfeit his/her study grant after the first year of study and in each subsequent year if, at the end of the year of study, the average average results of the student receiving the study grant are lower than the average results of students of the same year in his/her programme of study and in the same form.
10. In accordance with the procedure established by the legislation of the Republic of Lithuania, students who have been deprived of state funding for shall pay the tuition fee for the remaining studies as approved in the year of admission to the College.
11. The full tuition fee shall be paid by:

- 11.1. students studying at a study place not financed by the State;
- 11.2. students re-enrolling in a study programme if more than half of the credits of that study programme have been acquired with the help of the state budget funds;
- 11.3. students studying simultaneously under two or more degree-awarding study programmes if their studies under at least one of these study programmes are financed by the state budget (they pay for the second and other study programmes);
12. Students admitted to study places that are not funded by the state pay the tuition fee by the date specified in the contract. Students shall pay the tuition fees by the date of signing the contract. A student who has applied for a loan to pay the tuition fee may, on the recommendation of the Head of Department, by decision of the Director of the College, have the payment of the tuition fee for a semester deferred in accordance with the procedure set out in Section IV of these Regulations.
13. The fee for repeating courses (modules) of the study programme shall be paid before the beginning of the semester in which the course (module) to be repeated is taught.
14. The tuition fee or a part thereof may be paid by third parties on behalf of a student (student) studying at a non-state-funded study place. Such payment does not require a special agreement between the College and the paying other person. When the tuition fee is paid by another natural or legal person on behalf of the student, the student's name, surname, personal identification number and the name of the study programme shall be indicated in the payment order.
15. Tuition fees shall be paid to the College's current account specified in the tuition fee agreement concluded with the student or listener. Information on the College's current account to which the tuition fees are paid is also available on the College's website. The documents confirming the payment must contain: 1) the student's or listener's name and surname; 2) personal identification number; 3) academic group; 4) purpose of payment. The purpose of the payment must indicate what the payment is for, as well as the name of the academic unit where the student is studying.
16. If a student/listener terminates the study contract and has not paid the tuition fee corresponding to the tuition fee for the semester (the cost of the subjects/modules studied) in the prescribed manner and within the prescribed deadlines, the student/listener shall be obliged to pay to the College the tuition fee for the entire semester during which he/she terminated the study contract.
17. If a student/listener terminates his/her studies on his/her own initiative, the tuition fee shall be calculated in accordance with point 16 of the Regulations. If the student/listener does not submit such a request, the tuition fee shall be calculated up to the moment when he/she is withdrawn by the decision of the Director of the College.

IV. DEFERMENT, REDUCTION AND AUTHORISATION OF INSTALMENTS OF TUITION FEES

18. Only the tuition fee corresponding to the tuition fee for the semester and the fee for the course/module may be deferred, reduced or allowed to be paid in instalments. A student who has applied for a tuition fee loan may, by decision of the Director, have his/her tuition fee deferred until such time as the loan has been received, but not later than 1 December (autumn semester) and 1 May (spring semester). The other tuition fees listed in point 4 may not be deferred, reduced or paid in instalments.
19. Tuition fees may be allowed to be paid in equal instalments by decision of the Director. The amount of the fee shall be calculated by dividing the cost of the semester by five months in the autumn semester and by dividing the cost of the semester by four months in the spring semester.

20. If the tuition fee is deferred or allowed to be paid in instalments, the student shall be obliged to pay the tuition fee in full to the College by 31 January in the autumn semester and 31 June in the spring semester.

21. The tuition fee may be reduced in the following cases:

21.1. for a College employee studying at the College, a member of his/her family (parents, children, grandparents, grandchildren, spouse) for one semester. Depending on the length of service of the employee (or his/her family member) working at the College, the fee for one semester may be reduced by the decision of the Director of the College on the recommendation of the head of the department conducting the study programme;

21.2. a student who is active in sport and represents the College for one semester. Applications for fee reduction shall be submitted to the department in which the student is studying. Student athletes may be fully exempted from the fee if they are members and/or candidates of the Olympic team, world champions and/or prize winners in their sport, world champions and/or prize-winners in adult and junior sports, European champions and/or prize-winners, winners and/or prize-winners of the world student championships. Student athletes may be partially exempted from the fee if they are winners and/or prize-winners of Lithuanian championships, champions and/or prize-winners of the SELL (Baltic Student Games), Lithuanian student champions, members of the Lithuanian adult and/or youth national teams, and the fee for them may be reduced by the decision of the College Director on the recommendation of the head of the department conducting the study programme;

21.3. a student actively participating in the scientific activities of the College for one semester. Requests for fee reduction shall be submitted to the head of the department in which the student is studying no later than within 10 (ten) days after the beginning of the new semester. Students may be partially exempted from the fee if they are winners or prizewinners of scientific competitions in the world, Europe, Lithuania, co-authors of inventions patented at the European Patent Office (EPO), the United States Patent and Trademark Office (USPTO) or the Japanese Patent Office (JPO). They may have their fees reduced by a decision of the Director of the College on the recommendation of the Head of the Department conducting the study programme. Students requesting a reduction in tuition fees must provide documents proving that they have won a prize in a scientific competition or co-authored a patent;

21.4. a student who is actively involved in pastoral (Christian) activities of the College for one semester. Requests for fee reduction shall be submitted to the head of the department in which the student is studying no later than 10 (ten) days after the beginning of the new semester. Students may be partially exempted from the fee if they have been honored by the Pope, an (arch)bishop, Catholic institutions and/or other competent elder. They may have their fees reduced on the recommendation of the Head of the Department conducting the programme of study, by decision of the Director of the College. Students requesting a reduction in tuition fees must provide documentation of participation and achievement in pastoral (Christian) activities.

21.5. when a student takes fewer credits than the number of credits provided for in the study plan, the tuition fee per semester

The cost of the semester shall be reduced in proportion to the number of credits previously studied and credited in the current semester.

22. The decision on payment of the tuition fee for a semester in instalments, deferment of payment and reduction of payment shall be formalised by an order of the Director of the College.

V. REFUND OF TUITION FEES

23. In the event of termination of the study contract by the student/listener, the tuition fees paid corresponding to

the tuition fee for the semester (the cost of the subjects (modules) studied) shall not be refunded.

24. If a student/listener terminates his/her studies on his/her own initiative, the tuition fees shall not be refunded in accordance with Clause 23 of these Regulations. If the student/listener does not submit such a request, the tuition fee shall be calculated up to the moment when he/she is withdrawn by the decision of the Director of the College.

VI. RECOVERY OF TUITION FEES AND OTHER ARREARS

25. Unpaid tuition fees and arrears for other services provided by the College to students, listeners and/or other persons shall be recovered in accordance with the procedure established by legislation.

26. Unpaid tuition fees or parts thereof and other arrears shall be collected:

26.1. after the student/listener has been expelled from the College;

26.2. in the event of termination of the study agreement concluded by the student/listener;

26.3. in the event of the student/listener going on a study break or academic leave;

26.4. in other cases, when the student/learner has not fulfilled his/her financial obligations to the College in accordance with his/her study agreements.

27. Collection of fees (part of fees) and other arrears shall be carried out for a student/listener and/or other person who has failed to pay fees or other arrears within the deadlines set out in these Regulations or in the study agreement, after confirmation of the same by the accountant by sending a notification by e-mail to the Head of the Department not later than by 20 September in the autumn semester and 2 March in the spring semester, except for students who apply for a state-supported loan to pay the tuition fee, or who receive a study grant from the State Study Fund on the College's account, or who are allowed to pay the tuition fee in instalments or have a deferred tuition fee payment.

28. If a student/listener terminates his/her studies on his/her own initiative, the tuition fee shall be calculated for the entire semester during which his/her request to terminate the study contract is submitted. If the student/listener does not submit such a request, the tuition fee shall be calculated up to the moment when the student/listener is withdrawn by decision of the Director of the College.

29. The following procedures shall be carried out in the course of collection of tuition fees (part of the fees) and other arrears:

29.1. the Head of the Department shall send the debtor a notification of the arrears by e-mail (via the College's information system) within 14 (fourteen) calendar days from the date of the occurrence of the fact specified in Clause 27 of this Procedure, with a reminder to fulfil the overdue financial obligations. The notice shall state the exact amount of the debt and the time limit for payment, which shall not exceed 14 calendar days from the date of sending the notice.

29.2. if the debtor fails to pay the debt within the specified time limit, the Head of Department shall submit copies of the documents related to the arrears (a copy of the student's study contract with the place of residence, copies of fee deferment or instalment payment orders (if any), copies of documents proving the period of time during which the student has used the service (enrolment in the course at the beginning of the semester, attendance, etc.) to the Principal of the College) not later than by the date of 25 October of the Autumn Semester and the first day of the Spring Semester of April. At the direction of the Principal of the College, the person authorised by the

Principal of the College shall send a registered letter to the debtor at his/her home address. The notice shall state the exact amount of the debt and the due date for payment, which shall not be more than 14 calendar days from the date of dispatch of the notice, and shall include interest at the rate of 0,04 % on the overdue amount.

30. If the debtor fails to pay the debt within the time limit set out in Clause 29.2 and specified in the specific notice, the arrears may be recovered by compulsory proceedings in accordance with the procedure laid down by the legislation of the Republic of Lithuania, i.e. a decision to apply to the court or other institutions and/or bodies and/or other legal persons for the recovery of the debt may be taken. The decision to enforce recovery shall be taken by the Principal of the College.

VII. FINAL PROVISIONS

31. A student/listener or any other person who is late in payment of the instalments listed in these Regulations shall be subject to a default interest of 0.04% of the overdue amount for each day of delay in payment, depending on the amount of the debt determined;

32. The College, taking into account the particular student's credit obligations to the College, the history of payment of tuition fees and other instalments, other facts ensuring the student's solvency and financial reliability, may impose additional conditions for the conclusion of a new study contract with that particular student (i.e. require payment for studies in advance, require the provision of a third-party guarantee or a surety, impose certain conditions of the awarding of a diploma, linked to the fulfilment of financial obligations).

33. This procedure shall enter into force on the day following the approval of the Board of Governors by resolution.

34. This Procedure shall be published publicly on the College's website and by other means.
