

APPROVED

Order No V-117 of the Director of St Ignatius of
Loyola College of 30 November 2018

FEES FOR STUDIES AND STUDY-RELATED SERVICES, PAYMENT, REPAYMENT AND RECOVERY PROCEDURES

I. GENERAL PROVISIONS

1. The Procedure for Payment, Refund and Collection of Fees for Studies at the College of St Ignatius of Loyola (hereinafter referred to as the **Procedure**) establishes the terms, conditions, general principles and procedures for payment, reduction, refund and collection of fees paid by students/listeners, directly related to the implementation of the study programme, fees for repeatedly rendered study services, and the amount, payment, reduction, refund, and collection of fees not directly related to the implementation of the study programme.
2. The Regulations have been prepared in accordance with the Law on Science and Studies of the Republic of Lithuania, 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 Rules:
 - 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 shall be for 60 credits, irrespective of the number of credits of the subjects provided for by the study programme in the respective study year);
 - 3.2. **the cost of the study credit** - 1/60th of the annual tuition fee (as specified in the Study Agreement);
 - 3.3. **tuition fee per semester** - the tuition fee is equal to the product of the cost of the study credit and the number of credits taken during 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. **Recovery of tuition fees** - the compulsory recovery of a student's/listener's unpaid tuition fees in accordance with the procedure laid down by law;
 - 3.7. **State-funded place** - a place of study where the cost of tuition is paid for by the state budget;
 - 3.8. **non-state-funded place** - a place of study where the cost of tuition is not covered by the state budget;
 - 3.9. **payment for additional services not** directly related to the implementation of the study programme, such as duplicate documents, archive certificates and other s e r v i c e fees.

II. STUDY FEES

4. Tuition fees may include:
 - 4.1. tuition fee equivalent to the annual tuition fee - tuition fee equivalent to the annual tuition fee;

- 4.2. Course (module) fee - the tuition fee paid by a student/learner for the courses (modules or parts of modules) he/she chooses to study. This fee is equal to the cost of a study credit multiplied by the number of credits of the subject/module or part thereof;
- 4.3. 'tuition fee' means the tuition fee paid by a person studying at a state-funded place and changing his/her study programme, corresponding to a part of the annual tuition fee. The amount of such premium is 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 repeating subjects (modules) of the study programme - tuition fee for repeating a subject (module), repeated preparation and defence of a coursework. 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 fees associated with the studies are 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 payable for such services are regulated by the "Description of the Procedure for the Preparation, Production, Record-keeping, Registration and Issuance of the Forms of the Diploma Supplement", Director's Order of 18 February 2015, No. V-15 of 18 February 2015 'On the determination of the fees for copying and printing documents in the self-service machine and the approval of 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 the service of renting gowns', the 'Rules of Use of the Library of the College of St. Ignatius of Loyola', as well as other legal acts of the College.
7. Taking into account the changes in the amount of the basic social benefit (BSI), the basic monthly salary or the 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 a decision of the Board of Governors, and the amounts of fees not directly related to the implementation of the study programme may be changed by decision of the Director.

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 lose the study grant after the first year of study and in each subsequent year if, at the end of the year of study, the average results of the student receiving the study grant are lower than the average results of the students of his/her programme of study and the form of study of the same course.
10. In accordance with the procedure established by the legislation of the Republic of Lithuania, students who have lost state funding for their studies shall pay the tuition fee for the remaining studies as approved in the year of admission to the College.
11. Full tuition fees:
- 11.1. students studying in a non-state-funded study place;
- 11.2. students re-enrolling in a study programme if more than half of the credits of that study programme were obtained with the help of the state budget;
- 11.3. students studying simultaneously in two or more degree-awarding study programmes if their studies in 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 non-state-funded study places pay the tuition fee by the date specified in the contract. Students shall pay their 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 tuition fee for a semester postponed 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. Third parties may pay all or part of the tuition fee for a student (listener) studying at a non-state-funded study place. Such payment does not require a special agreement between the College and the other person making the payment. 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 are paid to the College's current account specified in the study agreement concluded with the student or listener. Information about the College's current account to which tuition fees are paid is also available on the College's website. The documents confirming the payment shall include: 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 a study contract and has not paid the tuition fee corresponding to the tuition fee for the semester (the cost of the subjects/modules) in accordance with the established procedure and deadlines, he/she 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 withdraws from 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 decision of the Director of the College.

IV. DEFERMENT, REDUCTION AND AUTHORISATION OF TUITION FEES PAYING IN PARTIES

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. The tuition fee may be authorised 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 is 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. Tuition fees may be reduced in the following cases:

21.1. For a College employee studying at the College, or 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 a 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 adult and youth champions and/or prize winners, European champions and/or prize winners, winners and/or prize winners of world student championships in their sport. 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 involved in the College's research activities 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 ten (10) days after the beginning of the new semester. Students may be partially exempted from the fee if they are winners or prize winners of world, European, Lithuanian scientific competitions, 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 the pastoral (Christian) activities of the College for one semester. Requests for a fee reduction shall be submitted to the head of the department in which the student is studying no later than ten (10) 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 for the semester shall be reduced in proportion to the number of credits previously taken and credited in the current semester.

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

V. TUITION FEE REFUNDS

23. If the student/listener cancels the study contract, the tuition fees paid, corresponding to the cost of the semester (the cost of the courses/modules), are not refundable.

24. In the event of a student/listener terminating his/her studies on his/her own initiative, the tuition fee shall not be refunded in accordance with point 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 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 instalments and other arrears are recoverable:

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

- 26.2. when the student/listener terminates their study contract;
- 26.3. when a student/listener goes on study break or academic leave;
- 26.4. in other cases where the College is in default in the payment of tuition fees and other financial obligations under study agreements.
27. Collection of fees (part of fees) and other arrears shall be made in the case of a student/listener and/or other person who has failed to pay fees or other arrears within the time limits set out in these Regulations or in the study agreement, after confirmation by the accountant by sending an e-mail notification to the Head of the Department no later than 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 withdraws on his/her own initiative, the tuition fee shall be calculated for the entire semester during which the request for withdrawal is made. 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 are used for the recovery of tuition fees (instalments) and other arrears:
- 29.1. the Head of Department, no later than 14 (fourteen) calendar days after the date of adoption of this Procedure on the date on which the fact referred to in point 27 has occurred, sends the debtor by e-mail (via the College's information system) a notification of the arrears and an invitation 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 deadline, the Head of Department shall submit copies of the documents related to the arrears (copy of the study contract with the place of residence, copies of fee deferment or instalment payment orders (if any), copies of the documents proving the period during which the student has used the service (enrolment 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 date of 1 April of the Spring Semester. 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 time limit for payment, which shall not be longer than 14 calendar days from the date of dispatch of the notification, and a default interest 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 a specific notice, the debt may be enforced by compulsory collection in accordance with the procedure established by the legislation of the Republic of Lithuania, i.e., a decision may be taken to apply to the court or other institutions and/or bodies and/or other legal persons for the debt to be collected. The decision to enforce recovery shall be taken by the Principal of the College.

VII. FINAL PROVISIONS

31. A student/listener or other person who is in default in the payment of the instalments listed in these Regulations shall be liable to interest at the rate of 0.04% of the overdue amount for each day of delay in payment, according to the amount of the debt;
32. The College, taking into account the student's credit obligations to the College, the student's history of payment of tuition fees and other fees, and other evidence of the student's solvency and financial security

may impose additional conditions on a new study contract with that particular student (e.g. requiring payment of tuition fees in advance, requiring a guarantee or surety from a third party, imposing certain conditions for the award of a diploma linked to the fulfilment of financial obligations).

33. These procedures shall enter into force on the day following the date of approval by resolution of the Board.

34. These Regulations shall be made publicly available on the College's website and by other means.
