

APPROVED

By Order No. 10.8-1022 of the Rector of  
Vilnius Gediminas Technical University of  
22 November 2023

## **DESCRIPTION OF THE PROCEDURE FOR APPLYING TUITION FEE DISCOUNTS**

### **CHAPTER I GENERAL PROVISIONS**

1. The Description of the Procedure for the Application of Tuition Fee Discounts (hereinafter referred to as the Description) determines the amounts, conditions and procedure of the tuition fee discounts applicable to students of the first, second cycle and integral studies studying at the self-funded study places of Vilnius Gediminas Technical University (hereinafter referred to as VILNIUS TECH).

2. The terms used in the description correspond to the concepts used in the Law on Higher Education and Research of the Republic of Lithuania.

### **CHAPTER II TERMS OF APPLICATION OF TUITION FEE DISCOUNTS**

3. Tuition fee discounts can be applied to:

3.1. students for achievements in artistic and sports activities;

3.2. students for achievements in scientific, creative activities and (or) excellent study achievements and active participation in the public activities of the university. The application must be submitted by the Head of the department where the student's study programme is carried out;

3.3. students from deprived families, students with disabilities, persons who live alone and are entitled to receive or receive social benefits in accordance with the Law of the Republic of Lithuania on Monetary Social Assistance to Deprived Residents, based on the following criteria:

3.3.1. are not older than 25 years, are entitled to receive or receives a social allowance in accordance with the Law of the Republic of Lithuania on Monetary Social Assistance to Deprived Residents. Proof of this is a certificate from the municipality of the declared place of residence about the social benefit received;

3.3.2. have a statutory working capacity of 45 % or less or a severe or moderate level of disability. Proof of this – a copy of the disability certificate, which determines the level of working capacity or the level of disability;

3.3.3. are not older than 25 years of age and have been assigned custody (care) in accordance with the procedure established by law until the age of majority or their parents (owned by the sole parent) are dead. Proof of this – court decision, mayor's decree or other document on custody (care), death certificate(s) of parents (or the only one of the parents).

3.4. VILNIUS TECH employees studying at all levels of studies and working at the university for at least a year. A document proving this is a certificate from the Personnel Department about the length of service.

4. In order to receive a discount on the fee of tuition, advanced students (who do not have academic debts and penalties during the last year of study at the university) submit applications (together with documents confirming the right to a discount) by September 20th – in the autumn semester, by February 20th – in the spring semester:

4.1. for the achievements referred to in point 3.1, students submit an application (Appendix 2) to the director of the Sports and Arts Center;

4.2. if the discount is applicable for the provisions listed in paragraphs 3.2, 3.3 and 3.4, the application (Annex 1) for the award of the discount, together with the documents confirming the right to the discount, shall be submitted to the Dean of the faculty where he/she is studying.

5. Decisions on the award of discounts are made by the commissions for the award of discounts on the tuition fee (hereinafter referred to as the commission).

6. Regarding the compliance of the provisions listed in paragraphs 3.2, 3.3 and 3.4, the Dean of the faculty shall form a commission for consideration of applications submitted by students. The dean of the faculty, the vice-dean, the representative of the student representation of the faculty are included in the commission.

7. The director of the Sports and Arts Center forms a commission for the award of discounts to consider applications for achievements in artistic and sports activities. The commission includes the director of the Sports and Arts Center, the head of the Sports Department / head of the Arts Department, a student representative. The Commission assesses students' requests for a discount, taking into account the criteria specified by the Centre for Sport and the Arts.

8. The commissions, having assessed the maximum discount limit and student documents confirming the right of students to a discount on the cost of tuition, adopt a resolution. Resolutions are adopted by a majority of the members of the commission present at the meeting, the meetings are recorded, recorded and stored in accordance with the procedure established by VILNIUS TECH.

9. The commission has until September 30 to make concessions decisions – in the fall semester and by February 28 – in the spring semester.

10. A copy of the protocol of the Sports and Arts Center, agreed with the Vice-Rector for Studies, is submitted to the deans of the faculties (until September 30 - in the fall semester and until February 28 - in the spring semester). On the basis of this protocol, orders are drawn up on the award of a discount on the tuition fee.

11. The responsible employee of the dean's office of the faculty in the information system of the university draws up an order on the discount on the tuition fee, which is approved by the dean of the faculty. In the annexes to the study contracts, the semester's tuition fee is indicated in accordance with the discounts approved by the order.

12. Discounts on the tuition fee can be granted from the first semester of study.

13. A student can only apply for one of the discounts of tuition fee specified in point 3 during the semester. Discounts are not combined.

14. The discount granted to the student is valid only for the current semester of study.

15. All students who entered VILNIUS TECH in the first semester of study are considered advanced.

16. The discount does not apply when:

16.1. the student repeats the course or studies with his group, but due to academic debts he is registered to study the subjects repeatedly that have not been passed in the lower course;

16.2. the student is repeatedly studying in the study programme of the same or lower cycle, but he has acquired more than half of the credits of that study programme with the funding from the state budget and is studying in the status of "M" at the time of awarding the discount;

16.3. the full tuition fee for the student is paid by a third party, i.e. a municipality or other institution. If the student, after the expiry of his/her custody due to the age of majority, emancipation or the conclusion of a marriage, applied for a lump sum payment to settle down and, in accordance with the Law on Child Benefits of the Republic of Lithuania and (or) in accordance with the "Regulations on the Granting and Payment of Child Benefits", approved by Resolution No. 801 of the Government of the Republic of Lithuania of 28 June 2004, used the lump sum payment to cover the tuition fee. If part of the tuition fee is paid by the student, the discount can be applied using the criteria of point 3.

17. Without allocating the entire discount limit for the faculty, the rest can be used to reduce the tuition fee during the period of preparation and defense of the final thesis.

### **CHAPTER III TUITION FEE DISCOUNT LIMITS**

18. The maximum limits of permissible discounts are calculated, the draft legislation is prepared and submitted for approval by the Economics Division of the Financial Department.

19. The Economics Division of the Financial Department calculates the maximum amount of VILNIUS TECH discounts for each half-year and distributes as follows:

19.1. 20% is allocated to discounts on the tuition fee for students – athletes and artists, separating it from the total amount of discounts for the semester;

19.2. the remaining amount allocated for discounts is distributed to the faculties. The amount of discounts allocated to the faculty is distributed as follows:

19.2.1. 70% of tuition fee for disadvantaged students for discounts;

19.2.2. 30% – for students for achievements in scientific, creative activities and (or) active participation in the public activities of the university, for discounts on the tuition fee of VILNIUS TECH employees.

20. The Finance Authority provides the deans of the faculties and the head of the Sports and Arts Center with the maximum limits of allowed discounts for the half-year until September 20 of the current semester, based on the data of the study contracts concluded on September 15 in the fall semester and until February 20 of the current semester according to February 15 data on study contracts concluded in the spring semester. The maximum amount of discounts is 2% of the total planned income from students who pay the full tuition fee for full-time and part-time studies.

21. For each semester, the maximum allowable discount limits for faculties are provided in the total amount, without distinguishing between tiers and forms of study.

#### **CHAPTER IV TUITION FEE DISCOUNT RATES AND THEIR APPLICATION**

22. Tuition fee discounts for students are applied according to the group of study fields of the study programme studied, within the maximum amounts indicated in the table:

Table 1.

Cycle of studies	Group of study fields	Maximum applicable discount size, Eur	
		Full-time studies	Part-time studies
<b>First cycle</b>	Engineering Sciences	600,00	400,00
	Technological Sciences	600,00	400,00
	Computer Science	600,00	400,00
	Arts	600,00	400,00
	Social sciences	300	200
	Business and public management	300	200
	Mathematical Sciences	600	400
<b>Integrated studies</b>	Arts	600,00	400,00
	Engineering Sciences	600,00	–
<b>Second cycle</b>	Engineering Sciences	600,00	400,00
	Technological Sciences	600,00	400,00
	Computer Science	600,00	400,00
	Arts	600,00	–
	Social sciences	300	200
	Business and public management	300	200
	Humanities	300	200
	Mathematical Sciences	600	400

23. For advanced students of the first and second cycle of studies studying at VILNIUS TECH in places not funded by the state for full-time and part-time studies (except for students of the

bridging courses, additional and other commercial groups of studies), studies in a foreign higher education institution under international (interdepartmental) agreements during the period of partial studies (*Erasmus* programme) the cost of studies may be reduced up to the amounts indicated in Table 1. Discounts are provided from the discount limit for the faculty.

#### **CHAPTER V DEFERMENT OF THE PAYMENT OF THE TUITION FEE AND PERMISSION TO PAY IN INSTALMENTS**

24. For a student who has submitted an application for a loan to pay the tuition fee, the payment of the tuition fee may be postponed until the receipt of the loan, but not longer than until December 1 (in the fall semester) and May 1 (in the spring semester). The student, at the beginning of the semester, but no later than within 30 days, submits an application to the dean of the faculty to postpone the payment of the tuition fee due to the submitted application for a loan. The faculty employee in the information system marks the date by which the contribution must be paid.

25. The student, having received a negative answer regarding the granting of a loan, informs the dean of the faculty within 5 days and pays the tuition fee within 10 days.

26. The tuition fee may be allowed in no more than three instalments, but each of the lots may not be less than 30 % of the amount due. The student, at the beginning of the semester, but no later than within 25 days, submits an application to the dean of the faculty for the splitting of the tuition fee in parts or for a deferral of the deadline for the payment of the entire contribution. After the decision is made, within 5 days, an annex to the study agreement in the form 1A is signed, which indicates the amounts and terms of payment. The application for the breakdown of the tuition fee into parts or for the postponement of payment terms and the tuition fee is not divided into parts and the deadlines are not postponed after the expiry of the payment term under the concluded study agreement.

27. If the tuition fee is postponed or allowed to be paid in installments, the student must fully report to VILNIUS TECH by December 1 (in the autumn semester) or May 1 (in the spring semester).

#### **CHAPTER VI FINAL PROVISIONS**

28. Maximum limits of discounts on tuition fees for faculties are set for a period of one semester.

29. The Economics Division of the Financial Department is responsible for ensuring that the limits of tuition fee discounts approved by order of the rector for faculties are submitted to the deans of the faculties / institute in a timely manner and published in the information system of the university in the terms specified in paragraph 20.

30. The deans of the faculty / institute ensure that when granting students discounts on the tuition fee, the discount limits approved by the rector are not exceeded.

31. Faculty administrators or managers control that in the signed study contracts or their annexes, the fee of the semester's studies is indicated already with the applied discount.

32. The annual amount of discounts granted, according to the description of this procedure, is considered to be the loss of income of the university.

33. The issues of full exemption from the tuition fee and other exceptional issues of granting discounts on the tuition fee are decided by the rector or the Vice-Rector for Studies on his behalf on the recommendation of the dean of the faculty / institute or the director of the Sports and Arts Center.

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Description of the procedure for  
applying discounts on the tuition fee  
Annex 1

\_\_\_\_\_ group student

\_\_\_\_\_  
(Student Registration No.)

\_\_\_\_\_  
(E-mail, telephone)

\_\_\_\_\_  
(Student's name and surname)

Vilnius Gediminas Technical University

Dean of the faculty \_\_\_\_\_

**APPLICATION FOR A DISCOUNT ON THE TUITION FEE**

20\_\_ - \_\_ - \_\_

Vilnius

Please reduce my tuition fee for the year \_\_\_\_\_ semester of \_\_\_\_\_.  
Justification of the request:

- I am involved in scientific activities;
- I am actively involved in the social activities of the university;
- I'm an orphan;
- I come from a disadvantaged family;
- I am not older than 25 years, I am entitled to or receive social benefits in accordance with the Law of the Republic of Lithuania on Monetary Social Assistance to Deprived Residents;
- I have a statutory working capacity of 45 percent or less or a severe or moderate level of disability;
- I am not older than 25 years old and I have been assigned custody (care) in accordance with the procedure established by law until the age of majority or my parents (owned by the only parent) are dead;
- I am an employee of VILNIUS TECH;
- family (my) financial situation unexpectedly deteriorated.

Documents \_\_\_\_\_ to \_\_\_\_\_ be \_\_\_\_\_ annexed:

**I hereby certify that:**

- 1) I have no academic debts;**
- 2) I did not use the lump sum payment to settle in accordance with the Law on Child Benefits of the Republic of Lithuania and the "Regulations on the Granting and Payment of Child Benefits", approved by resolution No. 801 of the LRV of 28 June 2004, to pay the tuition fee.**

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Full name)

Description of the procedure for  
applying discounts on the tuition fee  
Annex 2

\_\_\_\_\_ group student

\_\_\_\_\_  
(Student Registration No.)

\_\_\_\_\_  
(E-mail, telephone)

\_\_\_\_\_  
(Student's name and surname)

Vilnius Gediminas Technical University  
Director of the Sports and Arts Center

**REQUEST FOR A DISCOUNT ON THE TUITION FEE**

20\_\_\_\_-\_\_\_\_-\_\_\_\_  
Vilnius

Please reduce my tuition fee for the year \_\_\_\_\_ semester of \_\_\_\_\_.  
Justification of the request:

I participate in the activities of VILNIUS TECH art collectives. I participated in the following events:

\_\_\_\_\_

I participate in the sports activities of VILNIUS TECH. My achievements:

\_\_\_\_\_

other reasons (given) \_\_\_\_\_

\_\_\_\_\_

**I hereby certify that:**

**1) I have no academic debts;**

**2) I did not use the lump sum payment to settle in accordance with the Law on Child Benefits of the Republic of Lithuania and the "Regulations on the Granting and Payment of Child Benefits", approved by resolution No. 801 of the LRV of 28 June 2004, to pay the tuition fee.**

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Full name)