

APPROVED BY
the Resolution No 2-SN of the Senate of the
Lithuanian Academy of Music and Theatre
of 29 January 2018
REVISED BY
the Resolution No 17-SN of the Senate
of 21 June 2018
(current edition as of 18 September 2019)

PROCEDURE FOR THE PAYMENT, REFUND AND RECOVERY OF TUITION FEES AT THE LITHUANIAN ACADEMY OF MUSIC AND THEATRE

I. GENERAL PROVISIONS

1. The Procedure for the payment, refund and recovery of tuition fees (hereinafter referred to as the Procedure) at the Lithuanian Academy of Music and Theatre (hereinafter referred to as the LMTA or the Academy) shall establish the conditions and procedures for the payment of tuition fees directly related to the implementation of study programmes, the payment of admission and registration fees, the reimbursement, reduction and recovery of the fees, and the procedure for accounting and payment control.

2. The Procedure shall apply to students of the first cycle (bachelor), second cycle (master), third cycle (doctoral) studies and professional study programmes, as well as to unclassified students.

II. DEFINITIONS

3. **Price of the subject (module)** is the cost of studies determined and validated by the Academy for the individual subject (module) of the study programme. The price of the subject (module) is proportionate to its volume (number of credits) and the forms of the classroom lectures.

4. **Registration fee of the study candidate** is the amount of money determined and approved by the Academy to be paid by students invited to study in the first cycle (bachelor) study programmes.

5. **Annual tuition fee** is the cost established and approved by the Academy for one year of study under the relevant study programme.

6. **Semester tuition fee** is the cost established and approved by the Academy for studies under the relevant study programme per semester, equal to half of the annual tuition fee. The semester tuition fee is part of the annual tuition fee.

7. **Admission fee** is the amount of money specified and approved by the Academy for the purpose of applying for the second cycle (master) and third cycle (doctoral) study programmes, as well as for individuals who intend to become students in the course of their professional studies and unclassified students if they take an entrance exam.

III. SYSTEM OF TUITION FEES

8. Tuition fees may be:
- 8.1. A registration fee of the study candidate;
 - 8.2. An admission fee;
 - 8.3. A contribution for a year of studies equal to the annual tuition fee;
 - 8.4. A contribution for a semester of studies equal to the semester tuition fee;
 - 8.5. A contribution for a subject (module) of studies, equal to the tuition fee of the subject (module).

9. The amounts of the registration fee of the study candidate and the admission fee, and the calculation method of the tuition for the subject of studies of the LMTA are approved by the Rector's order. The annual tuition fees are set and modified by the Senate of the Academy.

10. The annual tuition fee and the semester tuition fee are fixed in the learning agreements concluded with the students and/or unclassified students of the Academy.

11. Contributions are paid to the Academy's bank account specified in the agreements with the student and/or unclassified student. Information on the Academy's bank account to which tuition fees are paid is also available at the Study Information and Data Office or on the Academy's website. The purpose of payment must include the name of the payment, the payment code and the name and personal identification number of the student and/or unclassified student for whose studies the payment is made.

12. Students who fail to pay the tuition fees for the annual, semester or subject studies on time (see Paragraphs 29, 33, 40, 49 of the Procedure) are not allowed to take exams (assessments).

IV. REGISTRATION FEE OF THE STUDY CANDIDATE

13. The registration fee of the study candidate shall be paid by individuals invited to study in the first cycle (bachelor) study programme.

14. The registration fee of the study candidate shall be paid before signing of the learning agreement at the Academy.

15. The registration fee of the study candidate shall not be refunded.

V. ADMISSION FEE

16. The admission fee shall be paid by individuals applying for the second cycle (master) and third cycle (doctoral) study programmes of the LMTA, as well as for individuals who intend to become students in the course of their professional studies and unclassified students if they take an entrance exam.

17. The payment order confirming the payment of the admission fee shall be submitted to the Admission Office of the LMTA in line with the application to study in the second cycle (master), third cycle (doctoral) or professional study programmes, and to attend preparatory courses. In cases where the admission fee for studies has not been paid, the application submitted shall not be examined and the person shall not enter into the admission competition.

18. The admission fee shall be paid to the bank account of the Academy. Information on the Academy's bank account to which tuition fees are paid is available in the Admission Office or on the Academy's website. The purpose of payment must include the name of the payment and the name and personal identification number of the person for whose studies the payment is made.

19. The admission fee paid shall not be refunded unless the person does not submit the application for study at the Academy after payment of the admission fee. The admission fee shall be refunded upon the person's application for reimbursement.

(Version of the Paragraph adopted by the Senate on 18 September 2019 (Minutes No 7-SE))

VI. FUNDING OF THE ANNUAL TUITION FEE BY THE STATE BUDGET

20. The tuition fee for an academic period of study equal to one year of students admitted to the state-funded studies of the first, second, third cycles and professional studies shall be paid by the State budget.

21. Students admitted to the state-funded studies do not pay for annual tuition fees to Academy.

22. Students admitted to the state-funded studies shall lose state-funding after the relevant period of studies if they do not meet the requirements set out in the Law on Science and Studies.

23. The average learning outcomes of students shall be calculated and compared in accordance with the Procedure established by the Academy.

24. First-cycle students who lose their state funding for the study period up to the next calculation and comparison of the average learning outcomes of students of the state-funded studies shall pay the annual tuition fee established in the year of admission to the Academy.

25. The State Studies Foundation¹ shall administer the payment of the tuition fees for the first, second, third cycle and professional studies funded by the State or parts thereof, as well as their repayment to the State budget. Reimbursement of all or part of third party funds to cover the tuition fees for the first, second, third cycle and professional studies not funded by the State is administered by the Academy or third parties under contracts between the Academy and third parties and/or the Academy and students/unclassified students or in accordance with applicable law.

VII. FUNDING OF THE ANNUAL TUITION FEE BY THE STUDENT

26. The annual tuition fee shall be paid by:

26.1. students whose studies are not funded by the State;

26.2. students repeating the same or a lower cycle study programme if they have acquired more than half of the credits of that study programme at the funds from the state budget;

26.3. students studying at the same time in two or more degree programmes or in professional study programmes, provided that their studies under at least one of these programmes are financed from the state budget. In this case, the annual tuition fee is paid for studies under the second and other study programmes;

26.4. aliens, except for children, grandchildren, great-grandchildren of Lithuanian emigrants and foreigners of Lithuanian descent, as well as citizens of the Member States of the European Union and other states of the European Economic Area, unless otherwise provided by international treaties or other legal acts of the Republic of Lithuania;

26.5. other individuals established in the legislation of the Republic of Lithuania.

27. Tuition fees for students whose studies are not funded by the State may be paid by the employers of working students as well as other natural or legal persons (otherwise third parties) for the study year or semester. In cases where these contributions are paid by natural or legal persons, the Office of Finance and Accounting of the Academy shall issue an invoice at the payer's request.

28. The annual tuition fee can be paid in instalments, separately for the Autumn and Spring semester.

29. The contribution for the study semester (semester tuition fee) is due within 30 (thirty) calendar days from the start of the semester for which the payment is made.

30. Students enrolled in the first cycle (bachelor), second cycle (master), third cycle (doctoral) or professional study programmes not funded by the State are required to pay a part of the semester tuition fee, equal to 20% of the total semester tuition fee, at the time of the conclusion of the learning agreement. The remaining part of the semester tuition fee shall be paid within the time limits set out in Paragraph 29 of the Procedure. Foreign nationals admitted to the first cycle (bachelor),

¹ On-line access: <https://www.vsf.lt/lt/studiju-krepselio-grazinimas>

second cycle (master), third cycle (doctoral) or professional study programmes not funded by the State shall pay the full cost of the course before the date of signing the learning agreement.

VIII. PAYMENT OF THE PRICE OF THE SUBJECT (MODULE) OF STUDIES

31. The payment for the subject (module) studies shall be made by:

- 31.1. students who voluntarily choose to study more subjects (modules) than is foreseen in their study programme;
- 31.2. students repeating individual subjects (modules) of the study programme due to academic debts;
- 31.3. unclassified students of selected subjects (modules) of studies.

32. Students named in Paragraph 31.1 of the Procedure must pay the price of the subject (module) of studies before their application for supplementary study or repetition of the (module) of studies concerned is registered in the dean office. This application for supplementary study or repetition of the (module) of studies shall be accompanied by the payment order confirming payment of the price of the subject (module) of studies. Where the contribution for the subject (module) of studies has not been paid, the application submitted shall not be considered and the student shall not be allowed to study or repeat the subject (module) in question.

33. Students named in Paragraph 31.2 of the procedure must pay for repeating the course (module) within 10 (ten) working days from the date of the Rector's order.

34. Unclassified students have to pay the price for the selected subjects (modules) before registering a request to study these subjects (modules). The application shall be accompanied by the payment order confirming payment of the price of the subject (module) of studies. Where the contribution has not been paid, the submitted application shall not be considered.

IX. DEFERMENT OF PAYMENT OF THE ANNUAL OR SEMESTER TUITION FEES

35. The time limits for the payment of the annual or semester tuition fees may be deferred. The registration fees of the study candidates, the entrance fees and payment deadlines for the subject (module) of studies (see Paragraph 31) may not be deferred.

36. A student may submit a request for a deferral of payment of the annual or semester tuition fee at the latest by the end of the relevant payment period of the contribution for which the deferral is requested. No subsequent applications shall be considered.

37. The request must state the reasons for such a request (the loan application to pay the tuition fee has been submitted, etc.) and the period for which the deferral of payment of the contribution is requested.

38. Students studying under the first cycle (bachelor), second cycle (master) and professional study programmes shall submit requests for deferral of the annual and semester tuition fees to the Study Information and Data Office and students studying under the third cycle (doctoral) study programmes must submit a request to the Doctoral Studies Office.

39. The time limits for the payment of the annual or semester tuition fees may be deferred upon the Rector's order. The time limit for the payment of the annual or semester tuition fees may be postponed for a shorter period than that requested by the student.

40. If the time limit for the payment of the annual or semester tuition fees is postponed, the later date of payment of the corresponding contribution shall be fixed. The deferred payment term

may be defined by a specific date or event (for example, prior to the receipt of the loan for the tuition fee). The deadlines for payment of the annual or semester tuition fees cannot be postponed beyond the 1st of December (in the Autumn semester) or the 1st of May (in the Spring semester).

41. Requests for deferral of payments of the annual or semester tuition fees shall not be satisfied if the applicant has not fulfilled other financial obligations to the Academy at the time of the examination of the application.

42. The student shall pay the deferred annual or semester tuition fees within the time limit specified in the Rector's order.

X. PAYMENT OF THE ANNUAL OR SEMESTER TUITION FEES IN INSTALMENTS

43. The annual or semester tuition fees may be paid in instalments. The registration fees of the study candidates, the entrance fees and the price of the subject (module) of studies (see Paragraph 31) may not be paid in instalments.

44. Prior to the submission of the application for the payment in instalments of the semester tuition fee, the student is obliged to pay 50% of the semester tuition fee specified in the learning agreement.

45. A student may submit a request for the payment of the annual or semester tuition fee in instalments at the latest by the end of the relevant payment period of the contribution for which the payment in instalments is requested. No subsequent applications shall be considered.

46. The application must state the reasons for the request. The application must be accompanied by the part payment of the semester tuition fee specified under Paragraph 44 of the Procedure.

47. Students studying under the first cycle (bachelor), second cycle (master) and professional study programmes shall submit requests for the payment of the annual and semester tuition fees in instalments to the Study Information and Data Office and students studying under the third cycle (doctoral) study programmes must submit a request to the Doctoral Studies Office.

48. The payment of the annual or semester tuition fees is set in instalments upon the Rector's order. The payment of fees may be set in different instalments or at different intervals than the ones requested by the student.

49. The fees that are allowed to be paid in instalments by the Rector's order must be paid by the 1st of December (for the autumn semester) and the 1st of May (for the Spring semester) at the latest.

50. Requests for payments of the annual or semester tuition fees in instalments shall not be satisfied if the applicant has not fulfilled other financial obligations to the Academy at the time of the examination of the application.

51. The student shall pay the instalments of the annual or semester tuition fees within the time limit specified in the Rector's order.

XI. REDUCTION OF THE ANNUAL OR SEMESTER TUITION FEES

52. For students studying arts fields (music, theatre, film and dance), whose studies are not funded by the State, the semester tuition fees can be reduced.

53. The semester tuition fees cannot be reduced for:

53.1. Students studying under the study programmes in the fields of humanitarian sciences, education sciences, business and public management, whose studies are not funded by the State;

53.2. Students who are nationals of foreign countries other than the EU member states or other countries of the European Economic Area studying under the study programme in any field of study, whose studies are not funded by the State.

54. The registration fees of the study candidates, the entrance fees and the price of the subject (module) of studies may not be reduced.

55. The fees paid by the unclassified students of the Academy for the subject (module) shall not be reduced.

56. For students, the semester tuition fee can be reduced:

56.1. Upon crediting learning outcomes acquired in the Academy and other higher education institutions where the student has fewer subjects (modules) than is foreseen in the study programme. In this case, the semester tuition fee is reduced proportionally to the cost of the completed and credited subjects (modules), which is calculated on the basis of the Academy's prices for the subjects (modules) concerned;

56.2. Upon to the student's request for a reduction of the semester tuition fee. A reduction in the semester tuition fee shall not be considered if the tuition fee is reduced in accordance with Paragraph 56.1 of the Procedure

57. Students of the Academy can apply for a reduction of the semester tuition fee within 5 (five) working days from the start of the semester for which a reduction of the tuition fee is requested. The subsequent applications of students of the Academy for a price reduction of the semester tuition fee are not considered.

58. Students of the Academy admitted to the first course of study under the first cycle (bachelor) and second cycle (master) study programmes apply for a reduction of the semester tuition fee in the Admittance Office; students of subsequent courses of study under the first cycle (bachelor) and second cycle (master) study programmes apply in the dean office of the faculty; and students studying under the third cycle (doctoral) study programmes apply in the Doctoral Study Office.

59. Once the deadlines for submitting applications for a reduction of the semester tuition fee are due, as specified in Paragraph 57 of the Procedure, all requests, except for the applications of the first-year students under the first cycle (bachelor) and second cycle (master) study programmes, shall be forwarded to the dean of the faculty of the Academy coordinating the study programme for which a reduction in the semester tuition fee is requested.

60. After examining the requests made by students and the recommendations of the heads of the departments, the dean of the faculty of the Academy provides a guidance opinion on the reduction of the semester tuition fee. The requests for a reduction in the semester tuition fees must be examined and the guidance opinion of the dean of the faculty must be adopted no later than within the 4th (fourth) week of the relevant semester.

61. The recommendation on reductions for the semester tuition fees adopted by the dean of the faculty is addressed to the Rector of the Academy.

62. The reduction in the for the semester tuition fees is documented by the Rector's order.

63. The semester tuition fee is reduced for a student whose learning outcomes fulfil all of the following conditions:

- 63.1. there are no academic debts;
- 63.2. the assessment of the subject of the student's major field of studies (speciality) is not less than 8 (eight);
- 63.3. the average of the assessments for subjects in the course of studies is at least 7.50 (seven and a half).

64. The evaluation criteria referred to in Paragraph 63 of the Procedure shall not apply to the first-year students under the first cycle (bachelor), second cycle (master) and third cycle study programmes in the Autumn (first) semester, as well as to students admitted to the subsequent course in the first semester.

65. When assessing requests for a reduction in the semester tuition fees, additional consideration may be given to the below details of the student's application for a reduction in the semester tuition fee:

- 65.1. specificity of the study programme (specialisation):
 - 65.1.1. Symphony orchestra conducting (for students repeating the same study cycle);
 - 65.1.2. Military wind orchestra conducting (for students repeating the same study cycle);
 - 65.1.3. Film art (directing) (for students repeating the same study cycle);
 - 65.1.4. Theatre art (directing) (for students repeating the same study cycle);
 - 65.1.5. Composition (for students repeating the same study cycle);
 - 65.1.6. Music performance specialisations that are lacking in the composition of the Academy's Symphony Orchestra;
 - 65.1.7. Dance (for students repeating the same study cycle);
 - 65.1.8. Study programmes for which the number of students is insufficient.

66. The semester tuition fee may be reduced by the Rector's order by:

- 66.1. up to 100%:
 - 66.1.1. for students in study programmes of the music field who are repeating the same study cycle and who have a higher education degree in the music field;
 - 66.1.2. for students in study programmes of the theatre and film fields who are repeating the same study cycle and who have a higher education degree in the theatre and film fields;
 - 66.1.3. for students in study programmes of the dance field who are repeating the same study cycle and who have a higher education degree in the dance field;
 - 66.1.4. for study programmes for which the number of students is insufficient;
- 66.2. up to 80%:
 - 66.2.1. for music performance specialisations that are lacking in the composition of the Academy's Symphony Orchestra;
 - 66.2.2. for students of the first cycle (bachelor) and second cycle (master) study programmes of theatre art (acting);
- 66.3. up to 60%:
 - 66.3.1. for students enrolled for the first time in the first cycle (bachelor) and second cycle (master) study programmes at the Academy;
 - 66.3.2. for students studying under the third cycle (doctoral) study programmes to obtain a PhD in science or in arts;
- 66.4. up to 30%:
 - 66.4.1. for students with the same higher education degree of the same cycle of studies;
- 66.5. 25% for students enrolled for the first time in the first or subsequent course of studies in the first cycle (bachelor) and second cycle (master) study programmes, in the Autumn semester.

67. Requests for reduction of the semester tuition fees shall not be satisfied if the applicant has not fulfilled other financial obligations to the Academy at the time of the examination of the application.

XIII. REIMBURSEMENT OF THE ANNUAL OR SEMESTER TUITION FEES AND THE PRICES FOR SUBJECTS (MODULE) OF STUDIES

68. The annual tuition fees and the contributions paid for subjects (module) of studies shall be reimbursed to individuals, students and unclassified students of the Academy who have paid them in the following cases:

68.1. When no learning agreement of the subject (module) of studies has been concluded. In such a case, the person applying for the studies of a particular subject (module) and having paid a contribution for this subject (module) of studies shall be reimbursed 100% of the contribution paid for the subject (module) of studies;

68.2. Following the termination of the learning agreement by the 30th of November (in the Autumn semester) or the 30th of April (in the Spring semester). Contributions to students and unclassified students shall be reimbursed according to the procedure and amounts set out in Paragraphs 69-72 of the Procedure;

68.3. When study contributions have been overpaid. In that case, a refund is to be equal to the amount paid to the Academy minus the amount of the contribution payable;

68.4. When the tuition fee has been paid by mistake (for example, twice the same contribution). In that case, 100% of the amount paid by mistake shall be repaid.

69. Upon termination of the learning agreement, the semester tuition fee or the price for the subject (module) of studies shall be reimbursed to the individuals, students and unclassified students of the Academy who have paid them under the following procedure:

69.1. If the learning agreement is terminated within the period from the beginning of the semester until the 30th of September (in the Autumn semester) or until the 28th of February (in the Spring semester), 80% of the semester tuition fee or the price for the subject (module) of studies is reimbursed;

69.2. If the learning agreement is terminated by the 31st of October (in the Autumn semester) or the 31st of March (in the Spring semester), 60% of the semester tuition fee or the price for the subject (module) of studies is reimbursed;

69.3. If the learning agreement is terminated by the 30th of November (in the Autumn semester) or the 30th of April (in the Spring semester), 40% of the semester tuition fee or the price for the subject (module) of studies is reimbursed;

70. If the learning agreement is terminated after the 30th of November (in the Autumn semester) or the 30th of April (in the Spring semester), the semester tuition fee or the price for the subject (module) of studies is not reimbursed the individuals, students and unclassified students of the Academy who have paid it.

71. Where students and/or unclassified students have paid only part of the semester tuition fee or the price for the subject (module) of studies prior to terminating the learning agreement, the amount of money paid to the Academy shall be reimbursed, less:

71.1. 20% of the semester tuition fee or the price for the subject (module) of studies, when learning agreement is terminated within the period from the beginning of the semester until the 30th of September (in the Autumn semester) or until the 28th of February (in the Spring semester);

71.2. 40% of the semester tuition fee or the price for the subject (module) of studies, when learning agreement is terminated by the 31st of October (in the Autumn semester) or the 31st of March (in the Spring semester);

71.3. 60% of the semester tuition fee or the price for the subject (module) of studies, when learning agreement is terminated by the 30th of November (in the Autumn semester) or the 30th of April (in the Spring semester).

72. In cases where the tuition fee has been reduced for the students of the Academy terminating the learning agreement, the amount of money paid to the Academy shall be reimbursed, less:

72.1. 20% of the semester tuition fee, when learning agreement is terminated within the period from the beginning of the semester until the 30th of September (in the Autumn semester) or until the 28th of February (in the Spring semester);

72.2. 40% of the semester tuition fee, when learning agreement is terminated by the 31st of October (in the Autumn semester) or the 31st of March (in the Spring semester);

72.3. 60% of the semester tuition fee, when learning agreement is terminated by the 30th of November (in the Autumn semester) or the 30th of April (in the Spring semester).

73. Where the amount to be reimbursed or the overpayment calculated per Paragraphs 69-72 of the Procedure is less than the cost of banking operations, this amount shall not be repaid.

74. Tuition fees paid by students and/or unclassified students who are granted an academic leave or whose studies are suspended shall be reimbursed according to Paragraphs 69-72 of the Procedure.

75. The annual or semester tuition fees and/or contributions for the subject (module) of studies shall be reimbursed on the basis of requests made by the individuals, students and unclassified students of the Academy who have paid them (the application form is set out in the Annex to this Procedure). Applications for reimbursement shall be submitted in the Study Information and Data Office.

76. The annual and semester tuition fees and the contributions paid for subjects (module) of studies or parts thereof shall be reimbursed upon the Rector's order.

77. Following the Rector's order, the amounts to be reimbursed shall be transferred by the Office of Finance and Accounting of the Academy. Contributions shall be repaid to the bank account referred to in the application for reimbursement. Amounts not exceeding EUR 10 can be repaid at payment office of the Academy.

XIII. RECOVERY OF THE ANNUAL OR SEMESTER TUITION FEES AND THE PRICES FOR SUBJECTS (MODULE) OF STUDIES

78. The annual or semester tuition fees and the contributions for the subject (module) of studies not paid in due time are recovered from students, unclassified students and/or other individuals with outstanding financial obligations toward the Academy.

79. The annual or semester tuition fees and the contributions for the subject (module) of studies not paid in due time are recovered in the following cases:

79.1. Upon removal from the Academy of a student or an unclassified student;

79.2. Upon termination of the learning agreement concluded by the student or the unclassified student of the Academy;

79.3. After the student or the unclassified student of the Academy has interrupted studies (learning);

79.4. In other cases, where the financial obligations under the learning agreements related to the payment of the annual or semester tuition fees and the payment of contributions for subjects (modules) of studies are not fulfilled in respect of the Academy.

80. The amount of the fees to be recovered shall be determined in accordance with the following rules:

80.1. If the student or the unclassified student is expelled from the Academy, terminates the learning agreement or interrupts the studies within the period from the beginning of the semester until the 30th of September (in the Autumn semester) or until the 28th of February (in the Spring semester), 20% of the semester tuition fee or the price for the subject (module) of studies is recovered;

80.2. If the student or the unclassified student is expelled from the Academy, terminates the learning agreement or interrupts the studies by the 31st of October (in the Autumn semester) or the 31st of March (in the Spring semester), 40% of the semester tuition fee or the price for the subject (module) of studies is recovered;

80.3. If the student or the unclassified student is expelled from the Academy, terminates the learning agreement or interrupts the studies by the 30th of November (in the Autumn semester) or the 30th of April (in the Spring semester), 60% of the semester tuition fee or the price for the subject (module) of studies is recovered;

80.4. If the student or the unclassified student is expelled from the Academy, terminates the learning agreement or interrupts the studies within the period from the beginning of the semester after the 30th of November (in the Autumn semester) or the 30th of April (in the Spring semester), 100% of the semester tuition fee or the price for the subject (module) of studies is recovered;

80.5. In accordance with the procedure laid down in legislation or/and contracts with third parties.

81. In cases where the tuition fee has been reduced for the student of the Academy, the amount of the reduced tuition fee shall not be taken into account in the calculation of the amount of money to be recovered.

82. In cases where the student and/or the unclassified student who is expelled from the Academy, terminated the learning agreement or interrupted studies has paid part of the semester tuition fee and/or the contribution for the subject (module) of studies, the amount of money shall be recovered equal to the difference between the amount to be recovered, calculated in accordance with Paragraph 80 of the Procedure, and the contribution already paid to the Academy

83. In cases where the student, having used the discount granted to him for the reduction in the tuition fee, terminates his/her studies or is expelled from the Academy, he/she must repay the discount granted to the Academy bank account, not exceeding the following limits:

83.1. 30 rates of the basic social benefit for persons who have studied under the first cycle (bachelor) study programmes;

83.2. 50 rates of the basic social benefit for persons who have studied under the second cycle (master) study programmes;

83.3. 70 rates of the basic social benefit for persons who have studied under the third cycle (doctoral) study programmes.

84. The provisions of Paragraph 83 of the Procedure shall not apply if:

84.1. The student has completed the study semester at the time set by the Academy without academic debts, and notifies the Academy in writing about the termination of the studies before the start of a new semester; or the student has fulfilled the requirements of the study programme (the doctoral plan in the case of the doctoral studies), including the submission of the final thesis (the dissertation or the art project in the case of the doctoral studies) to the Academy, but has not defended the final thesis (the dissertation or the art project in the case of the doctoral studies) or failed to defend it;

84.2. The assessment and examination session has been extended for the student and he/she has completed the study semester at the time set by the Academy without academic debts, and notifies the Academy in writing about the termination of the studies within five working days of the end of the extended term of the assessment and examination session;

84.3. The student has been gone for the part-time studies abroad, has no academic debts, and notifies the Academy in writing about the termination of the studies no later than five working days after the end of the cycle of study in a foreign higher education institution;

84.4. The student has been granted an academic leave due to illness, on the recommendation of a physician or physician advisory board; pregnancy and childbirth, childcare parental leave, and notifies the Academy in writing about the termination of the studies before the end of the period of the academic leave;

84.5. The student has been recognized as a disabled person in accordance with the procedure laid down by the law and provides evidence of disability to the Academy;

84.6. The student dies, and the obligation to repay the funds is not transferred to the heirs of the deceased student.

85. A single debt reminder with a call for financial commitments regarding the annual or semester tuition fees and the contributions for the subjects (modules) of studies shall be sent to the debtor before the forced recovery actions are taken by the Academy. Such reminder shall be sent to debtors by registered mail to the address of the debtor's place of residence as specified in the learning agreement.

86. The debt reminder shall specify the exact amount of the unpaid annual or semester tuition fees and the contributions for the subjects (modules) of studies, the amount of interest to be paid to the Academy and the deadline for settlement of the indebtedness. The time limit shall be set at least 30 (thirty) calendar days from the date on which the debt was notified to the debtor.

87. Due to failure of a timely payment of the annual or semester tuition fees and the contributions for the subjects (modules) of studies, the interest shall be payable to the Academy at 0.02% of the overdue amount for each day of delay, provided that the learning agreement does not provide for any other amount of interest.

88. If the debtor does not pay the debt within the prescribed time limit, the debt shall be recovered on a forced basis according to the legal procedure of the Republic of Lithuania.

XIV. COMPENSATION OF THE TUITION FEE

89. In accordance with the procedure and amounts established by the Government, for the best graduates of the first and second cycle study programmes whose studies are financed by the State, the tuition fee (a share of the tuition fee not exceeding the reference tuition fee) shall be compensated each year.

XV. FINAL PROVISIONS

90. The Procedure shall enter into force on the date of its approval by the Senate of the Academy.

91. In cases not provided for in this Procedure, the Rector of shall have the right, by way of exception, to make other decisions that follow legal acts and the Statute of the Academy.

92. For students studying under the first cycle (bachelor), second cycle (master) and professional study programmes, the payment of the established annual and semester tuition fees is managed and controlled by the Study Information and Data Office; and for students studying under the third cycle (doctoral) study programmes the payment of the tuition fees is managed and controlled by the Doctoral Studies Office.

93. The Procedure shall be made publicly available on the website of the Academy.

Annex to the Procedure for Payment, Refund and Recovery of
Tuition Fees at the Lithuanian Academy of Music and Theatre

.....
(full name, personal code)

.....
(phone, e-mail)

.....
(study programme, study cycle, study year)

Resolution of the Senate of the
Att. The Rector

**APPLICATION
ON THE REIMBURSEMENT OF FUNDS**

..... 20.....
Vilnius

I hereby request the reimbursement of

.....
(please indicate reason for the reimbursement of contributions)

Please transfer the funds to the bank account

(bank name and account no)

Please pay the funds in cash at the payment office of the Academy*.

**Only amounts not exceeding EUR 10 can be repaid at payment office of the Academy.*

.....
(signature)

.....
(full name)