

VYTAUTAS MAGNUS UNIVERSITY
DESCRIPTION OF PROCEDURE FOR GRANTING FEE REDUCTIONS AND
REIMBURSEMENT

I. GENERAL PROVISIONS

1. The Description of Procedure for Granting Fee Reductions and Reimbursement (hereinafter referred to as the “Description”) at Vytautas Magnus University (hereinafter referred to as the “University”) provides the procedure for granting fee reductions and reimbursement of expenses to students, employees, and other persons who are affiliated with the University for the purposes of research and study cooperation, partnership, bilateral interinstitutional agreements and other purposes.
2. Each financial year, the University shall allocate a share of the targeted funds in its annual budget plan, as well as any other funds at its disposal or received from other financial sources, which shall be used to implement the procedure for granting fee reductions and reimbursement at the University set out in this Description.
3. The granting of fee reductions (hereinafter referred to as the “Reduction(s)”) and reimbursement of expenses incurred by students shall be administered by the Student Affairs Department of the University (hereinafter referred to as “SAD”).
4. The Reductions shall be granted:
 - 4.1. by means of a competitive selection process, with the aim of implementing the mission of a socially responsible University; reducing social exclusion and increasing engagement in the activities implemented by the University community; encouraging the choice to study at the University; promoting the pursuit of the highest academic achievements and active participation in the University activities;
 - 4.2. by means of a non-competitive selection process, with the aim of encouraging students to represent the University; providing attractive financial conditions for employees and other persons to live in the University dormitories and to raise their qualifications while studying at the University.
5. The Reductions shall be granted in an amount up to 100 per cent, expressed as a percentage and specifying the period of entitlement to such Reductions and other conditions.
6. Several different Reductions can be granted at the same time. Each subsequent Reduction shall be applied to the fee amount that has already been adjusted by a previous Reduction.
7. The Reductions shall be granted by the Rector’s order, drawn up by the SAD on the basis of the decisions of the Commission, the applications from the students or official statements of the heads of the academic units, which must be approved in writing by the Rector or his/her authorised persons.

II. PROCEDURE FOR GRANTING FEE REDUCTIONS BY MEANS OF A
COMPETITIVE SELECTION PROCESS

8. Types of Reductions granted by means of a competitive selection process:

- 8.1. Social Tuition Fee Reduction;
 - 8.2. Tuition Fee Reduction Related to Community Activities;
 - 8.3. Accommodation Fee Reduction.
9. The Social Tuition Fee Reduction may be granted to students in full-time first and second cycle studies and integrated studies who are in a difficult social/financial situation and whose grade point average of the last semester (for the first year students, the admission score shall be taken into consideration) is not less than 8 (eight). Students who wish to apply for this Reduction must submit an application to the SAD together with documents proving their social/financial status.
10. The Tuition Fee Reduction Related to Community Activities may be granted to students in full-time first and second cycle studies and integrated studies whose grade point average of the last semester is not less than 8 (eight) and who were actively engaged in research, artistic, sports, civic, and social activities at the University during the last semester. Only students in their second and subsequent semesters may apply for this Reduction. Such students must submit their application to the SAD together with documents from the University units or organisations with university status that confirm their involvement in research, artistic, sports, civic, and/or social activities at the University.
11. The Accommodation Fee Reduction may be granted to students in full-time first, second, and third cycle studies and integrated studies who live in the dormitories of the University, taking into account the student's difficult social/financial situation and the type of the dormitory or room in which the student lives. Students who live in a single-occupancy dormitory room shall not be entitled to the Accommodation Fee Reduction.
12. The Accommodation Fee Reduction and/or the Social Tuition Fee Reduction may be granted to citizens of the Republic of Lithuania upon submitting an application to the SAD, along with documents proving the student's difficult social/financial situation, in the following order of priority:
- 12.1. to students being no older than the age of 25 and for whom custody/guardianship was established before reaching the age of majority in accordance with the procedure established by law or whose parents (or the only parent in the case of a single parent) have/has died;
 - 12.2. to students with disabilities;
 - 12.3. to students from families with three or more children, provided such children are minors, are studying in general education, or, being no older than the age of 25, are studying in a formal vocational training programme or at the higher education institution;
 - 12.4. to students from low-income families, taking into account the family income per person, which must not exceed the amount of 1 (one) gross minimum monthly wage approved by the Government of the Republic of Lithuania.
13. The Accommodation Fee Reduction and/or the Social Tuition Fee Reduction may be granted to citizens of foreign countries upon submitting an application to the SAD, along with documents proving the student's difficult social/financial situation, either in English or by providing an official translation of such documents into English or Lithuanian, in the following order of priority:
- 13.1. to students for whom custody/guardianship was established before reaching the age of majority in accordance with the procedure established by law or whose parents (or the only parent in the case of a single parent) have/has died;
 - 13.2. to students with disabilities;
 - 13.3. to students from families with three or more children, provided such children are minors, or, being no older than the age of 25, are studying;
 - 13.4. in other cases specified by the Commission.

14. Organisation of the competition for Reductions:

- 14.1. The competition shall be organised by the SAD at the beginning of each semester of studies. The terms and conditions of the competition and the opening and closing dates of the competition shall be announced publicly on the website of the University <http://vdu.lt>.
- 14.2. The proposal to grant the Reductions shall be submitted to the Rector by the Commission consisting of the heads of the International Cooperation Department (hereinafter referred to as the “ICD”), the Student Representative Council (hereinafter referred to as the “SRC”), and the SAD. The decision made by the Commission according to the types of Reductions must be approved by the Rector or his/her authorised person.
- 14.3. If one person is entitled to both the Social Tuition Fee Reduction and the Tuition Fee Reduction Related to Community Activities, the Social Tuition Fee Reduction shall be given priority in determining the final amount of the reduction.
- 14.4. Reductions granted by means of a competitive selection process shall be valid only for the current semester.

III. PROCEDURE FOR GRANTING FEE REDUCTIONS BY MEANS OF A NON-COMPETITIVE SELECTION PROCESS

15. Reductions of tuition fees (or other study-related fees) may be granted:

- 15.1. to students for their achievements in research, artistic, creative, sports activities and/or active participation in the activities of the University, on the basis of an official application of the head of the University academic or non-academic unit or the President of the SRC, with the mediation of the Rector or his/her authorised person;
- 15.2. to students whose principal place of employment is the University, taking into account the student’s reasoned application approved by the head of the University academic or non-academic unit where the student works, with the mediation of the Vice-Rector for Studies;
- 15.3. to students or unclassified students, taking into account the student’s reasoned application approved by the head of the University academic or non-academic unit or the official application of the head, with the mediation of the Vice-Rector of Studies.

16. The Accommodation Fee Reductions may be granted upon the request of the head of the University academic or non-academic unit or the President of the SRC:

- 16.1. to the University guests, invitees under bilateral interinstitutional agreements, etc., with the mediation of the Rector or his/her authorised person;
- 16.2. to students who represent the University, participate in social, sports, artistic, or project activities, etc., with the mediation of the Director of the SAD.

17. Reductions shall be granted to foreign citizens who come to study at the University upon the official recommendation of the ICD, as part of international programmes, projects and bilateral interinstitutional agreements aimed at promoting study mobility.

IV. PROCEDURE FOR GRANTING REIMBURSEMENT OF EXPENSES INCURRED

18. Students attending scientific conferences, seminars, or other events for scientific, public, University representation, cooperation or other University-related purposes (hereinafter referred to as the “Represented Event”) may be reimbursed for all or part of the expenses incurred.

19. All or part of expenses incurred by a student may be reimbursed if:

- 19.1. the student submits a reasoned application to the SAD, approved by the head of an academic or non-academic unit, which specifies the source and amount of the expenses to be reimbursed.
 - 19.2. the head of an academic or non-academic unit of the University submits an official application to the SAD indicating the source and amount of the expenses to be reimbursed to the student.
 - 19.3. Any application for reimbursement of expenses incurred must be approved by the Director of the SAD.
20. The Rector's order to reimburse all or part of the expenses incurred, which shall be drawn up by the SAD, shall be formalised upon the student's return from the Represented Event and upon presentation of the following documents supporting the actual expenses:
- 20.1. a document proving that the student has incurred expenses for the services provided;
 - 20.2. a proof of payment for the service (receipt or bank statement) detailing the payment for the service.

V. FINAL PROVISIONS

21. Reductions and reimbursement for expenses incurred shall be granted taking into account:
- 21.1. all University support for the student;
 - 21.2. scholarships paid and fee reductions granted to the student;
 - 21.3. the amount of fees paid to the University;
 - 21.4. State budget funds (through the Agency for the Protection of the Rights of Persons with Disabilities under the Ministry of Social Security and Labour of the Republic of Lithuania, the State Studies Foundation, etc.);
 - 21.5. support and/or scholarships provided by private legal or natural persons.
22. This Description and any amendments and/or additions thereto shall be approved by the order of the Rector of the University.
23. The Rector of the University may apply exceptions to this Description.
24. The Description shall be valid to the extent that it does not contradict the Statute of the University and/or the normative legal acts of the Republic of Lithuania and the University.
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