



RECTOR OF KAUNAS UNIVERSITY OF TECHNOLOGY

ORDER ON PROCEDURE FOR PAYMENT AND REFUNDING OF THE FEES FOR ACCOMMODATION AND ADDITIONAL SERVICES AT THE DORMITORIES, ADVANCE PAYMENT (DEPOSIT)

May 2016 No.
Kaunas

For insurance of the united procedure for amounts and payments of the fees for accommodation and advance payments (deposits) at the dormitories of Kaunas University of Technology (hereinafter – University):

1. I approve:

1.1. The following amounts of advance payment (deposit):

Range of the monthly price for one place of accommodation at the dormitories	Advance payment (deposit) for one place at the dormitory, EUR
When a monthly payment for the dormitory is 50 EUR	65,00
When a monthly payment for the dormitory is 51 - 65 EUR	80,00
When a monthly payment for the dormitory is 66 - 80 EUR	95,00
When a monthly payment for the dormitory is 81 - 95 EUR	110,00
When a monthly payment for the dormitory is 96 - 110 EUR	125,00
When a monthly payment for the dormitory exceeds 110 EUR	140,00

1.2. Attached form for refunding of the advance payment (deposit) or overpayment for the dormitory in Lithuanian and English languages;

1.3. Attached form for funding of unpaid fees for accommodation at the dormitory, other charges or damage from the advance payment (deposit) in English language.

2. I designate:

2.1. to calculate and approve monthly prices for one place of accommodation at the dormitories according to the Guidelines for Pricing of Accommodation at the Dormitories approved by the Rector's order;

2.2. to apply 1/2 of the fee for one place of accommodation at the dormitory to the resident, who wants to rent an additional place in the room;

2.3. to apply monthly fees for accommodation at the dormitory specified in p. 2.1 and 2.2 during the entire term of the contract;

2.4. at the request of the dormitory's resident to provide additional services for additional fee; list and prices of these services are approved by the Rector's order;

2.5. if an estimated period of living at the dormitory is known in advance and accommodation at the dormitory does not exceed 2 (two) months, to add VAT to the fee for accommodation at the dormitory specified in p. 2.1 and 2.2;

2.6. for the students of all study forms, who move into the dormitory after the 15 (fifteenth) calendar day of the current month (inclusive) or move out until the 15 (fifteenth) calendar day of the current month (inclusive) to pay a 1/2 of the fee for accommodation at the dormitory for a current month;

2.7. for the students of all study forms, who move into the dormitory until the 15 (fifteenth) calendar day of the current month (inclusive) or move out after the 15 (fifteenth) calendar day of the current month (inclusive) to pay a full fee for accommodation at the dormitory for a current month;

2.8. for all students of sequential studies and foreign students, accommodated under student exchange and similar programmes, to pay a monthly fee for accommodation at the dormitory, including charges for additional services at the dormitory until the 25 (twenty fifth) day of the current month at the latest. For the students, who move in after the 25 (twenty fifth) day of the months, to pay a monthly fee for accommodation at the dormitory, including charges for additional services at the dormitory until the last calendar day of the current month;

2.9. For the persons, who are accommodated at the dormitory as specified in p. 2.5 of this order, to pay a fee for accommodation at the dormitory when the dormitory is allocated, until the actual moment of moving into the dormitory. In case they leave dormitory before the target date or do not move into the allocated dormitory, the fee is not recalculated and not refunded;

2.10. For all newly accommodated students of sequential studies and foreign students, accommodated under student exchange and similar programmes, to pay an advance payment (deposit) until the actual moment of moving into the dormitory. If a student does not move into the dormitory, advance payment (deposit) is not refunded;

2.11. In case of movement into another dormitory or room and a positive difference of advance payment, to pay a difference of advance payment that has to be paid until the end of signing of the contract. In case of a negative difference of advance payment when moving to another dormitory or room, the last paid advance payment remains valid;

2.12. in case a person moves out of the dormitory and terminates a Contract on Accommodation at the Dormitory, advance payment (deposit) can be refunded only to the student's account in Lithuania-based bank indicated in the request during 30 (thirty) calendar days after a written request for refunding of advance payment (deposit), if the student has fully paid for the dormitory and has no other obligations to the University.

2.13. for the foreign students who move out of the dormitory, advance payment (depository) can be used for payment of the unpaid fees for accommodation at the dormitory and other charges at the student's written request;

2.14. Written requests for refunding of the advance payment (deposit) or unpaid fees for accommodation at the dormitory, chosen additional services, penalties, other charges or compensation of the damage from advance payment (deposit) shall be submitted in the request forms approved by this order.

3. The following orders are repealed:

3.1. Order of the Rector of Kaunas University of Technology No. A-588 "On Amounts and Procedure for Payment of the Fees for Accommodation and Advance Payments (Deposits) at the Dormitories" of 3 December 2014;

3.2. Order of the Rector of Kaunas University of Technology No. A-110 "On Amendment of the Order of the Rector of Kaunas University of Technology No. A-588 "On Amounts and Procedure for Payment of the Fees for Accommodation and Advance Payments (Deposits) at the Dormitories" of 3 December 2014" of 30 March 2016;

3.3. Decree of the Executive Director of Kaunas University of Technology No. PP-215 "On Refunding of the Advance Payment (Deposit) or Overpayment for the Dormitory" of 9 December 2014;

3.4. Decree of the Director of Infrastructure of Kaunas University of Technology No. PP-44 "On Advance Payment (Deposit) for the Dormitory" of 23 May 2013.

4. I authorise Document Management Office to email this order to Director of Services, Head of Accommodation Centre, Head of Dormitory Group, Director of Student Services, Director of International Relations, Finance Director, Senior Accountant and Chairman of Student Union.

5. I determine that this order comes into force on 1 September 2016.

Prepared by

Justina Krušniauskaitė
11-05-2016