

APPROVED BY
Order No. A-447-3 of the Rector of
Kaunas University of Technology of
31 August 2018

GUIDELINES FOR THE APPLICATION OF SPECIAL PRICES FOR DORMITORY AND PRIORITY ALLOCATION

CHAPTER I GENERAL PROVISIONS

1. The Guidelines for the Application of Special Prices for Dormitory and Priority Allocation (hereinafter – Guidelines) establish the procedure for compensation of the monthly fee for accommodation at the dormitory (hereinafter – special price) and the priority allocation for the students of Kaunas University of Technology (hereinafter – University) due to difficult financial and/or social situation.

2. The University provides the students who reside at the dormitory with the possibility to establish a special price for one residential place. The special price can be established if a monthly fee for accommodation at the dormitory for one residential place does not exceed 96 EUR.

3. The University provides its future students, who sign learning agreements at the time of their admission to the University (hereinafter – future student), with the possibility to receive a place at the dormitory in the order of priority.

4. A percentage of the special price and priority allocation is established/assigned by the Commission for Application of the Fee for Accommodation at the Dormitory and Priority Allocation (hereinafter – Commission) approved by the Rector.

CHAPTER II APPLICATION OF THE SPECIAL PRICE

5. Information for the students on the possibilities to submit requests for application of the special price for accommodation at the dormitory is announced at the dormitories' information stands and online.

6. The Student has to submit the following documents to the Commission:

6.1. A request in a specified format (Appendix 1) (hereinafter – Request);

6.2. The documents certifying the conditions specified in the request:

6.2.1. A certificate on the family composition;

6.2.2. A certificate on the salary and other payments calculated for and paid to the family/person;

6.2.3. Other documents certifying the student's financial and/social situation.

7. The scanned documents listed in paragraph 6 of the Guidelines are submitted by the student via the Academic Information System or by email klausk@ktu.lt until the 20th day of the current month at the latest.

8. When the student submits the documents listed in paragraph 6 of the Guidelines and the Commission makes a decision, a special price is applied from the next month.

9. The amount of the special price is set by the Commission and applied for one academic year, not including summer holidays (a full price for a residential place at the dormitory is applied in July and August).

10. The student is personally notified about a special price that is applied to him/her by the University's email.

11. A special price is applied to the student with special needs if his/her monthly fee for accommodation at the dormitory for one residential place (hereinafter – fee) exceeds 96 EUR.

12. A special price is not applied to the student who:

12.1. Has two or more valid academic penalties;

12.2. Has two or more academic debts;

12.3. Has two or more disciplinary penalties for violation of the Dormitory Rules of Internal Procedure of Kaunas University of Technology approved by the Rector's order;

12.4. Has more than one place at the dormitory.

13. If the student moves to another residential place and its fee does not exceed 96 EUR, he/she does not need to submit a new Request to the Commission. If the fee exceeds 96 EUR, the student submits a Request and a special price can be recalculated and applied by the Commission's decision. If the student does not submit a Request, a standard fee is applied.

14. The Dormitory Group informs the Commission about the students who have disciplinary penalties for violation of the internal rules of the dormitory until the 25th day of the current month.

15. The Commission has a right to terminate the application of the special price to a delinquent student.

CHAPTER III PRIORITY ALLOCATION

16. The Commission assesses the priority allocation annually, from 1 August to 1 September.

17. The Information on submission of Requests for the future students is announced on the University's website during admission.

18. A future student has to submit the following documents to the Commission:

18.1. A Request (Appendix 2);

18.2. The documents certifying the conditions specified in the request:

18.2.1. A certificate on the family composition;

18.2.2. A certificate on the salary and other payments calculated for and paid to the family/person;

18.2.3. Other documents certifying the student's financial and/social situation.

19. The scanned documents listed in paragraph 18 of the Guidelines are submitted by email klausk@ktu.lt in three stages stipulated by the Student Information Centre.

20. The meetings of all three stages take place from 1 August to 1 September.

21. When the future student submits the documents listed in paragraph 18 of the Guidelines, a place is allocated right after the Commission's decision.

22. The future student is personally informed about the priority allocation at the dormitory by the contact details specified in the Request and by the University's email within 2 working days after the Commission's meeting that included the making of this decision at the latest.

23. The student has to confirm that he/she accepts the allocated place to the head of the Student Information Centre or his/her authorised person by email klausk@ktu.lt within 2 working days from the receipt of the letter. If he/she fails to confirm, the Request is revoked and the student is removed from the Commission's list.

24. The student, who receives a place by the Commission's decision, has to move into the dormitory during the period specified in the Guidelines for the Allocation of a Place at the Dormitory of Kaunas University of Technology approved by the Rector's order from the date of the receipt of the check of the advance dormitory fee.

25. The student, who receives confirmation regarding the priority allocation and the application of a special price, has to pay an advance payment for the dormitory within 3 working days from the receipt of the check of the advance dormitory fee. The Department of Student Affairs provides no compensation for the advance dormitory fee. A check of the advance fee and all information about the payment is sent to the student by the email indicated by the student. If an advance dormitory fee is not paid within 3 working days and the student fails to move in on time, the reservation of the dormitory place and/or the special price for the dormitory is revoked.

26. The priority allocation can be provided to the future student with special needs if the fee for the place exceeds 96 EUR when the dormitory rooms in the lower range of prices do not provide the appropriate living conditions for the student.

27. Each year, the Dormitory Group allocates 30 places at the dormitories for the students in the order of priority, taking into consideration their social and/or financial situation. The number of places can vary depending on the number of available places at the dormitories.

28. The head of the University's Student Information Centre or his/her delegated person informs the responsible person of the Dormitory Group in writing (by email) about the specified number of the places required by the students within 2 working days from the student's confirmation at the latest.

29. The priority allocation is not provided in the dormitory if the future student requires more than one place in the dormitory room.

CHAPTER IV COMMISSION FOR THE APPLICATION OF THE FEE FOR ACCOMMODATION AT THE DORMITORY AND THE PRIORITY ALLOCATION

30. The composition of the Commission:

30.1. Director of the Department of Student Affairs (chairman of the Commission);

30.2. Social welfare coordinator;

30.3. Representative of the Dormitory Group;

30.4. Representative of the Dormitory Group;

30.5. Chairman of the Dormitory Council.

31. A representative (-s) of the Student Union can participate in the Commission's meeting as a guest.

32. Assembling of the Commission's meeting:

32.1. The Commission's meeting for the application of the special price at the dormitory is assembled by its chairman or his/her authorised person, if needed, until the 25th day of the current month;

32.2. The Commission's meeting for priority allocation for the future students is assembled by its chairman or his/her authorised person during the document submission stages set by the Student Information Centre;

32.3. A draft schedule of the meeting and the meeting's material is provided to the participants and the University's employees invited to the meeting at least one working day before the date of the meeting;

32.4. An invitation to the meeting can also be told personally to the participants or provided in another manner appropriate to the participants (for example, by telephone);

32.5. The Commission's meeting is conducted electronically, using electronic means of communication;

32.6. The Commission's meeting is legitimate if at least half of the Commission's members participate in the meeting;

32.7. The Commission's members vote in open voting, a decision regarding the additional price and/or priority allocation is made by a majority of votes;

32.8. The results of the Commission's meeting are reflected in the protocol which is the basis for the application of special prices and/or priority allocation.

CHAPTER V FINAL PROVISIONS

33. The Guidelines can be amended or repealed by the order of the University's Rector.
