

CONFIRMED
Municipal councils of Kaunas city
in 2021 September 14
decision no. T-381

**DESCRIPTION OF THE PAYMENT PROCEDURE FOR INFORMAL EDUCATION
SERVICES PROVIDED IN INFORMAL CHILDREN'S EDUCATION INSTITUTIONS
AND GENERAL EDUCATION SCHOOLS WITH INFORMAL EDUCATION
DEPARTMENTS OF KAUNAS CITY MUNICIPALITY**

**CHAPTER I
GENERAL PROVISIONS**

1. The description of the payment procedure for the non-formal education services provided in Kaunas City Municipality non-formal education institutions and general education schools with non-formal education departments (hereinafter - the Description) regulates the fee for Kaunas City Municipality non-formal children's education institutions and general education schools with non-formal education departments education department (hereinafter referred to as the Institution), providing the payment procedure for education supplementing formal education and non-formal education services for children and adults (hereinafter referred to as the Fee).

2. The tax is determined by the Kaunas Municipal Council.

**CHAPTER II
FEE PAYMENT PROCEDURE**

3. The fee is calculated for the current month.

4. The fee is paid every month and must be paid by the 25th day of the current month.

5. The fee is paid by transfer to the institution's special funds account.

**CHAPTER III
TAX EXEMPTION AND REDUCTION**

6. The following are exempt from tax:

6.1. disabled students (upon submission of supporting documents or scanned copies of them);

6.2. children of needy families receiving social support (upon submission of documents confirming this or scanned copies thereof);

6.3. children left without parental care (except for cases where temporary guardianship (care) is established at the parents' request), wards of socialization centers (upon submission of documents confirming this or scanned copies of them);

6.4. students of music schools studying in accordance with the program of extended musical education, who participate only in the activities of the groups of those schools;

6.5. students, for whose education the Institution is allocated funds for non-formal education of children in accordance with the procedure established by the Minister of Education, Science and Sports of the Republic of Lithuania. If the allocated funds do not cover the established Fee of the relevant program, it is reduced by the amount of allocated funds;

6.6. students who have not attended the Institution for the entire calendar month and have submitted a reasoned request from their parents (guardians), which indicates the objective reasons for which the pupil did not attend the Institution; 6.7. during school summer vacation;

6.8. if the Institution did not provide educational services for one calendar month or more due to objective reasons arising in the Institution.

7. The fee is reduced by 50% if the student did not attend the Institution for 2 weeks of the current month, except for the periods of autumn, winter and spring vacations regulated in the Institution's educational plan, and submitted a reasoned request from the parents (guardians) stating the objective reasons for not attending the Institution.

8. The tax is reduced by 50%. for students from families with three or more children (upon submission of supporting documents or scanned copies thereof). If funds for informal children's education are allocated to the Institution for the education of such a student in accordance with the procedure established by the Minister of Education, Science and Sports of the Republic of Lithuania and the amount of these funds does not cover the amount of the prescribed Fee, the amount of the Fee to be paid is first reduced by the amount of informal children's education funds allocated to the Institution, and then by applying the prescribed amount of 50 percent size allowance.

9. Students of music schools who play in folk instrument orchestras of other Institutions (non-formal education centers), accompanying national dance ensembles, pay the Fee only for education in a music school (upon submission of documents confirming education at a music school).

10. If the duration of education is shorter than one calendar month, the paid Fee is proportional to the number of days of educational services provided. In this case, the relief specified in point 7 does not apply.

11. If for objective reasons (extreme situation in the country and/or quarantine regime) it is impossible to provide services in full (according to the educational program) by contact and/or remote means and as a result the Institution does not provide educational services to the full extent of the program content, the paid Fee is reduced in proportion to the decreasing number of hours of services provided

3

per week for the number, taking into account the number of hours of the educational program approved by the Head of the Institution and regulated in the educational plan.

12. Parents (guardians), who may be eligible for benefits set out in point 6 of the Description, every school year by the 10th of the first month of the school year. or, if the family's financial situation changes or if the child starts attending the Institution later than the first month of the school year, by the 10th of the current month. The relevant documents (or their scanned copies) are submitted to the head of the institution:

12.1. request;

12.2. certificate of social support;

12.3. documents confirming disability;

12.4. documents confirming the status of a foster home, socialization center pupil or ward living in a family;

12.5. documents confirming that there are three or more children in the family.

13. Parents (guardians) are responsible for the correctness of the data in the submitted documents.

If the parents (guardians) do not submit the necessary documents on time, the Fee is calculated without applying the discount. 14. Exemption from the Tax is formalized by order of the Head of the Institution.

15. Tax benefits (tax exemption or reduction) do not apply to adults attending adult non-formal education programs.

CHAPTER IV FINAL PROVISIONS

16. If the Fee is not paid for more than 1 month, the Head of the Institution, after informing the parents (guardians) or an adult attending the non-formal education program, has the right to terminate the training contract.

17. Tax debts are collected from parents (guardians) or adults attending the educational program in accordance with the procedure established by the legal acts of the Republic

of Lithuania.
