

Registration number: MATE-OKT-72-1/2021  
Administrator: Szalai Ferenc  
Tel.: +36/28 522 000  
E-mail: [oktatasi.igazgato@uni-mate.hu](mailto:oktatasi.igazgato@uni-mate.hu)

**INFORMATION for all self-funded / fee-paying students of the Hungarian University of Agriculture and Life Sciences in connection with the payment of tuition fees, student loans and payment reductions that can be requested from the University**

**Dear Student,**

I would like to inform you that the deadline for the payment of tuition fees for the spring semester of the academic year 2020/2021 is **midnight on 22nd February (Monday) 2021**.

Tuition fees will be transcribed in Neptun Unified Education System from **12<sup>nd</sup> February 2021**, please check *Payment/transcribed items* in Neptun System regularly.

**I. PROCESS OF TUITION FEE PAYMENT**

Steps of tuition fee payment:

1. Bank transfer
2. Payment in Neptun System

Bank transfers can be made in person at the bank or via the bank's online interface. The amount paid will be transferred to your virtual personal joint account within approx. 3-5 business days. You can make a payment from your virtual joint account via Neptun System as follows:

*Finances – Payment – Filter terms – List items – Tick the Pay in box in Transcribed items – Select Pay in – Read pop-up window and select Yes – Select Pay from joint account (it is automatically selected) – Select Pay in*

**Please kindly note that the account number and the joint account number of the University has been changed due to the institutional transformation. Below, you will find the new bank account!**

**Please note:** You can launch the transfer, however due to technical issues, the money will appear on the Neptun joint account with delay.

**Payment as a private individual:**

Beneficiary's name: **Hungarian University of Agriculture and Life Sciences/ Magyar Agrár- és Élettudományi Egyetem (MATE)**

Beneficiary's bank account number (student joint account) (HUF): **11784009-22234797-00000000**  
(Beneficiary bank: OTP Bank Zrt.)

Beneficiary's bank account number (student joint account) (EUR): **11763842-00809885-00000000**  
(Beneficiary bank: OTP Bank Zrt.)

IBAN: (HUF): **HU0811784009-22234797-00000000**

IBAN: (EUR): **HU9511763842-00809885-00000000**

SWIFT/BIC: **OTPVHUB**

Mandatory content of the **transfer reference** (notice field): **NK-XXXXXX Student's name**  
(after "NK-" XXXXXX is the Student's Neptun code and the name is the Student's name as registered in Neptun System).

**If the student requests an invoice in his / her own name**, the invoice will be made automatically by Neptun System.

The invoice can be found in *Finances -> Accounts* in Neptun System.

**Please be very careful when entering the joint account number for the transfer, avoid entering the previous account number!**

**IF YOU ARE REQUESTING AN INVOICE FOR A COMPANY, PLEASE FOLLOW THE THESE STEPS:**

**IMPORTANT:** if the student requests an invoice for a company or if the student has to pay his / her tuition fee in foreign currency, the transfer must be made to the University's central bank account!

The central bank account number of the University: 11784009-22234797-00000000

When transferring, please make sure to include the text requested in "Other details" section of the completed invoice in the **transfer reference** (notice field). **TEMPLATE:** + NEP + 2019/ACCOUNT NUMBER+NEPTUNCODE

**Please be very careful when entering the joint account number for the transfer, avoid entering the previous account number!**

If **your tuition fee is paid by a company**, payment can only be made on the basis of an invoice. You can set the **Payer of the tuition fee** in your Neptun account (**please do so by the 7th day from transcribing the item, otherwise the invoice will be generated for your own name**). You can print the invoice in **Finances – Invoices on the day after the invoice request**.

You can check previously added partner organizations under the menu item *Finances - Settings - Organizations*.

You can add a new partner organization by clicking on **New own organization, Add new own organization** in *Finances - Settings - Organizations*.

**Adding Payer** to the given transcribed item (e.g. "Tuition fee 2020/21/2") is possible in menu item **Finances – Payment**.

- Click on **+ button** at the end of *Transcribed items* row,
- In the pop-up window, **select a Payer** and the **Organization for the type** of payer,
- **Click on the button ... (three dots) next to the Organization's name, and then select the configured organization,**
- **DO NOT tick the 'Request a transfer invoice' box,**

then click on **Save**.

The generated invoice can be downloaded and / or printed from *Finances - Invoices* on the day following the invoice request.

The electronic invoice generated on the interface can only be modified by requesting it from the Central Neptun and Educational Organization Department by email ([neptun@szie.hu](mailto:neptun@szie.hu)).

If a company pays a part of your tuition fee, it is possible to divide the transcribed item as follows:

**Finances - Payment**

- Select the given semester and click on *List* button to display the transcribed items to be paid.
- Click on the **+ sign** at the end of the line, then select *Share* from the pop-up window.
- Enter the first and second subtotals for which the system will break down the originally transcribed amount.
- After sharing, the payer for each sub-total must be given separately.

Please note **that sharing a transcribed item IS NOT a payment in instalments**.

**IMPORTANT!** If the tuition fee is not paid by the specified payment deadline (22<sup>nd</sup> February), a late fee (HUF 5,000) will be charged after the deadline.

## II. PAYMENT REDUCTIONS THAT CAN BE REQUESTED IN CONNECTION WITH TUITION FEES

The following payment reductions can be requested in connection with **tuition fees**:

- payment in instalments;
- tuition fee reduction for students having a longer study period than the length of the study programme;
- tuition fee reduction for a person in a civil servant relationship with the University or for their close relative.

**The instalment payment request and the tuition fee reduction request can be submitted between 8<sup>th</sup> February 2021 and 22<sup>nd</sup> February 2021 in Neptun System. The University does not accept requests in paper or other requests that can be submitted in Neptun System in connection with payment reduction.**

**Failure to meet the deadline will result in forfeiture of the submission.**

**A PAYMENT REDUCTION REQUEST CANNOT BE SUBMITTED IF AN INVOICE FOR A COMPANY HAS BEEN REQUESTED!**

**In connection with tuition fees, only one type of payment reduction request can be submitted per semester!**

In case of submitting a **REQUEST FOR INSTALMENT PAYMENT**, the University conducts an automatic decision-making procedure, so the tuition fee related to the instalment payment request is automatically broken down as follows in Neptun System on the day following the application:

1<sup>st</sup> instalment: 40% of the tuition fee until 15<sup>th</sup> February 2021

2<sup>nd</sup> instalment: 30% of the tuition fee until 15<sup>th</sup> March 2021

3<sup>rd</sup> instalment: 30% of the tuition fee until 15<sup>th</sup> April 2021

The students of Károly Róbert Campus who started their present study programme at Károly Róbert College before 1<sup>st</sup> July 2016 can pay their tuition fees **in 5 instalments** according to the previous regulations of Károly Róbert College upon their request as follows:

1<sup>st</sup> instalment: 20% of the tuition fee until 10<sup>th</sup> February 2021

2<sup>nd</sup> instalment: 20% of the tuition fee until 10<sup>th</sup> March 2021

3<sup>rd</sup> instalment: 20% of the tuition fee until 10<sup>th</sup> April 2021

4<sup>th</sup> instalment: 20% of the tuition fee until 10<sup>th</sup> May 2021

5<sup>th</sup> instalment: 20% of the tuition fee until 10<sup>th</sup> June 2021

**REQUEST FOR TUITION FEE REDUCTION FOR STUDENTS HAVING LONGER STUDY PERIOD THAN THE LENGTH OF THE PROGRAMME:** the request can be submitted or assessed positively if the number of active semesters of the student in the study programme covered by the request (i.e. during the current study programme) exceeds the length of the study programme.

A student having a longer study period may receive a tuition fee reduction as follows:

- a) in case of taking 0-5 credits, up to 20% of the (full amount of) the tuition fee
- b) in case of taking 6-10 credits, up to 33% of the (full amount of) the tuition fee
- c) in case of taking 11-20 credits, up to 66% of the (full amount of) the tuition fee
- d) in case of taking more than 20 credits, no reduction can be given

**A PERSON EMPLOYED BY THE UNIVERSITY** may receive a maximum of 50%, and a close relative of the employed person may receive a maximum of 25% reduction on the tuition fee. This kind of request can also be submitted in the request form for tuition fee reduction.

**EVALUATION DEADLINES FOR TUITION FEE REDUCTION REQUESTS (NOT RELEVANT FOR PAYMENT IN INSTALMENTS):**

- the Educational Directorate checks the reduction requests of students having a longer study period than the length of the programme, and draws up a list for all submitted reduction requests for the University Student Welfare Committee: **26<sup>th</sup> February 2021 (Friday)**;
- the University Student Welfare Committee gives an opinion on the reduction requests (prepares decision): **5<sup>th</sup> March 2021 (Friday)**;
- the Educational Directorate prepares a summary of reduction requests based on the preparation of the University Student Welfare Committee, which will be sent to the Rector and the Director-General for Economic and Financial Affairs: **8<sup>th</sup> March 2021 (Monday)**;
- the Rector of the University decides on the reduction requests with the consent of the Director-General for Economic and Financial Affairs: **12<sup>th</sup> March 2021 (Friday)**;
- the Educational Directorate records the decisions on requests in Neptun Unified Education System: **16<sup>th</sup> March 2021 (Tuesday)**;
- Modified deadline for the payment of tuition fees related to reduction requests: **23<sup>rd</sup> March 2021 (Monday)**.

**The requests for the instalment payment or reduction of the transcribed tuition fee can be submitted in Neptun System as follows:**

**In *Finances / Payment / Transcribed items*, there is a + sign at the end of the row, if you click on it, you can access *Submit request* option. Payment reduction request forms will appear in the pop-up window, you can submit only one of them.**

**The status of the submitted request and the decision can be accessed in *Administration / Requests / Submitted requests* tab.**

**The decisions on payment reduction requests are always communicated in Neptun Unified Education System and via email.**

**A reasoned appeal request in connection with payment reduction requests can be submitted to the University Appeals Committee within 15 days of the notification of the decision, in Neptun System unless otherwise specified. Appeal request is not possible in connection with the timing and amount of instalment payment!**

Gödöllő, 5th February 2021

Ferenc Szalai  
Director of Education  
Hungarian University of Agriculture and Life Sciences  
Educational Directorate