

## Financial Procedures in the online study system (Neptun)

An important change from the 2018-2019 academic year is that pay-in slips are no longer used for payments (the yellow piece of paper you take to the post office to pay for a lost access card, etc.).

From then on, you can settle payments in Neptun with a bank card, and you can also transfer to a joint account. Transfer to the main account will remain as it was, and in certain special cases it is possible to pay in cash, at the cashier's office.

There are certain cases when the students themselves are entitled to transcribe an item (create a payment) in the online Neptun system which they can immediately carry out (for example paying the fee for retaking an exam, etc.). The management of instrument rental/lending fees is now also integrated into Neptun.

Regarding the joint account number please see the separate notification about the payment procedures.

In the „Finances”>”Payment” menu students can see the list of settled payments, as well as the items to be paid. The interface makes it possible to list payments by term or status.

If you click on the name or the “+” sign of one of the listed items you will see all the details of the given item. Carrying out different payments may require different payment methods.

Payment title	Payment method
Önköltség (külföldi hallgatók) [Tuition fee for international students]	Transfer to joint account/main account
Önköltség (magyar hallgatók) [Tuition fee for Hungarian students]	Transfer to joint account/main account
Sikertelen vizsga ismétlésének díja [Fee of repeating a failed exam]	Transfer to joint account/main account/SimplePay
Sikeres vizsga vizsgarenden kívüli javításának díja [Fee of repeating a successful exam outside the exam schedule]	Transfer to joint account/main account/SimplePay
Költségtérítés/önköltség befizetési határidejének elmulasztási díja [Late tuition fee penalty]	Transfer to joint account/main account/SimplePay
Késedelmes hangszerleadás díja [Late return of rented instrument]	Transfer to joint account/main account/SimplePay
Késedelmes beiratkozás, regisztráció díja [Late registration, late enrolment fee]	Transfer to joint account/main account/SimplePay
Hangszerkölcsönzési díj (passzív hallgató) [Instrument rental fee (for passive students)]	Transfer to joint account/main account/SimplePay
Hangszerkölcsönzési díj (aktív hallgató) [Instrument rental fee (for active students)]	Transfer to joint account/main account/SimplePay
Halasztott vizsga díja [Postponed exam fee]	Transfer to joint account/main account/SimplePay
Belépőkártya pótlás [Replacement of lost/damaged access cards]	Transfer to joint account/main account/SimplePay

## Carrying Out Payments

### SimplePay Method– Bank Card Payment through the OTP Bank's system

1. Log in to your Neptun account
2. Go to “Finances” > “Payment”
3. Tick the box at the end of the row for the item you want to pay
4. Click “Pay in”
5. A window pops up, confirm your intent to pay
6. Select the SimplePay (paying with bank card) option, confirm
7. It navigates you to the SimplePay OTP website
8. Enter the required bank card data (card number, name, CVC)
9. Finalize the payment  
(You also have the option to reload previously entered bank card data but for safety reasons we suggest you do not approve saving such details.)

### Joint Account Payment method

1. Transfer the amount needed to the institution's joint account (**not** the same as the main account!)
  - 1.1. For people with Hungarian bank accounts: 1003 2000 0142 6768 0112 0008
  - 1.2. For students with international bank accounts (IBAN): HU41 1003 2000 0142 6768 0112 0008  
Students can transfer to the above account number a) personally, by going to a branch office of their bank and asking for a transfer (payment) order, or b) electronically, through their netbank. When transferring a payment through either of these means please quote your data, following the NK-[Neptun/ETR code] space Name format (e.g. NK-ABC123 Name1 Name2).
2. The transfer usually takes 2-3 working days. After the amount arrives to the joint account, students have to finalize the payment in Neptun.
  - 2.1. Go to “Finances” > “Payment”
  - 2.2. Check the box at the end of the row, then click “Pay in”
  - 2.3. After confirming the payment, choose the joint account payment method.
  - 2.4. Finalize the payment.

(It is also possible to have your settings changed to automatic payment when your balance has enough credit. In “Finances > Settings > Automatic execution” > check the box “Enable automatic execution”, then click save.)

### Main Account Payment Method

You can transfer the amount of payment through netbanking system or by going to a bank asking for a transfer order. You do not need to use Neptun for this.

IBAN number for international bank accounts: HU22100320000142676800000000  
For Hungarian bank accounts: 10032000-01426768-00000000

When transferring an amount please quote your payment accordingly: NK-Neptun code space payment title (NK-ABC123 Name1 Name2 Access Card)