Szalai Ferenc
Director of Education

INFORMATION

for all self-financed / fee-paying students at the Hungarian University of Agriculture and Life Sciences in connection with the payment of tuition fees, payment reductions, other fees

From 2022/23 academic year, you may pay with bank transfer to collective account or with bank card in Neptun. Bank card payment turns "fulfilled" almost immediately; collective account payment might take a few days.

We would like to inform you that the deadline for the payment of tuition fees, for the spring semester of the academic year 2023/2024 is **midnight on 19th February 2024.**

1. Steps of payment with bank card

For paying with bank card, first you need to enter: Neptun Student profile, Finances menu, Payment submenu.
Put checkmark in the space at the end of the selected item's line, then press   button (at the top or the bottom of the page). The System asks: Are you sure to pay the selected amount? Please, select option, YES. In the next step you can choose the payment method: Collective account or Bank card.
If you choose the Bank card option, then press   button, The Neptun System will automatically direct you to OTP Simple Pay surface. Here you can add your bank card data or use OTP Simple Pay account or app.
The fulfilment of active item is almost immediate (3-5 seconds). Neptun system sends a note of fulfilment to your inbox. It is a fast and convenient way of payment
If due to technical problems, you were not able to pay by Simple Pay surface (e.g. you have set a limit for online/virtual purchases); please, check your bank account settings or wait about 10 minutes and try to repeat your payment.

In order to speed up the process, we definitely recommend using a bank card payment! The University assumes no responsibility for possible disadvantages arising from late transfers using the collective account payment!

2. Steps of tuition fee payment via bank transfer to collective account:

1. 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.
2. 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) – press   button

Tuition fee payment in EURO is possible only when it is transcribed in EUR on your Neptun. All other fees can be paid in HUF only. Please transfer all fees in the currency given on the transcribed item list. (HUF items in HUF, EUR items in EUR)

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.)
If you transfer from abroad in HUF, please use: IBAN: (HUF): **HU0811784009-22234797-00000000**
If you transfer from abroad in EUR, please use: IBAN: (EUR): **HU9511763842-00809885-00000000**
SWIFT/BIC: **OTPVHUHB**

Mandatory content of the **bank transfer reference** (announcement 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 -> Invoices* in Neptun System.

3. Requesting invoice for a company

IF YOU ARE REQUESTING AN INVOICE FOR A COMPANY, PLEASE FOLLOW THESE STEPS:
IMPORTANT: If the student requests an invoice for a company, the transfer must be made to the University's central bank account!
The central bank account number of the University: **11784009-22234780-00000000**
When transferring, please make sure to include the text requested in the "Other details" section of the completed invoice in the **transfer reference** (announcement field). **Example**: **+ NEP** +BANK ACCOUNT NUMBER+NEPTUNCODE

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 counting from day of transcribing the item, otherwise the invoice will be generated for your own name). You can print or download 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 2023/24/2") 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 neptunpenzugy@uni-mate.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 splitting a transcribed item IS NOT EQUIVALENT TO a payment in instalments. Deadline for payment of all split items remains 19th February 2024.**

IMPORTANT! If the tuition fee is not paid by the specified payment deadline (19th February 2024), a late fee (HUF 5,000) will be charged after the deadline.

Gödöllő, 24th January 2024

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

Székhely: 2100 Gödöllő,
Páter Károly u. 1.

Levélcím: 2100 Gödöllő, Páter Károly u. 1.
Weboldal: www.uni-mate.hu

Tel.: +36 28 522 000
E-mail: oktatasi.igazgato@uni-mate.hu