

Reference number: MATE-OKT/380-8/2024
Administrator: Ferenc Szalai
Phone: +36/28 522 000
E-mail: oktatasi.igazgato@uni-mate.hu

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, and payment reductions that can be requested from the University (academic year 2023/24, spring semester)

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 2023/2024 is **midnight on 19th February (Monday) 2024**.

Tuition fees will be transcribed in Neptun Unified Education System from 29 **January 2024**, please check *Payment/transcribed items* in Neptun System regularly.

Payment of the Tuition fee can be done by credit card payment or you can pay it in from your Neptun joint account. More information on the links here: <https://ed.uni-mate.hu/credit-card-payment> and <https://ed.uni-mate.hu/joint-account-payment>

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.

In case of passive enrolment for academic year 2023/24, spring semester, tuition fee is not needed to be paid. (If you are passive, but tuition fee has been transcribed in to your Neptun account, in Finance menu, payment submenu, please inform your educational administrator at your campus. Registrar's officer's access is available here <https://ed.uni-mate.hu/department-of-education1>

If you apply or have applied to be reclassified from a self-financed status to a state-founded status from the spring semester of the academic year 2023/24, you will not have to pay the self-financing fee until the application has been evaluated and decision made.)

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 program;
- tuition fee reduction for a person in an employee relationship with the University or for their close relative.

WARNING!

The instalment payment request and the tuition fee reduction request can be submitted until 19 February 2024 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 shall result in forfeiture.

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 divided into three instalments in Neptun System on the day following the application as it can be seen below:

- 1st instalment: 40% of the tuition fee until 11th February 2024
2nd instalment: 30% of the tuition fee until 15th March 2024
3rd instalment: 30% of the tuition fee until 15th April 2024

REQUEST FOR TUITION FEE REDUCTION FOR STUDENTS HAVING LONGER STUDY PERIOD THAN THE LENGTH OF THE PROGRAMME: the request can be submitted or could be accepted 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:

- in case of taking 0-5 credits, a minimum of 20% of the original fee should be paid. (Up to an 80% discount of the original fee)
- in case of taking 6-10 credits, a minimum of 33% of the original fee should be paid. Up to a 67% discount of the original fee)
- in case of taking 11-20 credits, a minimum of 66% of the original fee should be paid (Up to 34% discount of the original fee)
- in case of taking more than 20 credits, no reduction can be given

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

STEPS AND DEADLINES OF EVALUATION PROCEDURE FOR TUITION FEE REDUCTION REQUESTS (NOT RELEVANT FOR PAYMENT IN INSTALMENTS):

- the Educational Directorate verifies 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: **5th March 2024 (Tuesday)**;
- The University Student Welfare Committee shall give its opinion on the requests for tuition fee reduction (preparation of decision) **8th March 2024 (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: **12th March 2024 (Tuesday)**;
- the Rector of the University decides on the reduction requests with the consent of the Director-General for Economic and Financial Affairs: **20th March 2024 (Wednesday)**;
- the Educational Directorate records the decisions on requests in Neptun Unified Education System: **25th March 2024 (Monday)**;
- Modified deadline for the payment of tuition fees related to reduction requests: **2nd April 2024 (Tuesday)**.
-

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 the *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 the *Administration / Requests / Submitted requests* tab.

The decisions on payment reduction requests are always communicated in the Neptun Unified Education System (see Inbox) and via email.

Any justifiable request for review regarding the tuition fee requests can be submitted for the Student Welfare Committee via e-mail hfb@uni-mate.hu not later than within 15 days of obtaining knowledge of the decision. The schedule and extent of instalments are not subject to any further appeal.

Gödöllő, 24th January 2024

Ferenc Szalai
Educational Director