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## INFORMATION

**for all self-financed 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 2024/25, 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 2024/2025 is **midnight on 17th February (Monday) 2025**.

Tuition fees will be transcribed in Neptun Unified Education System from **27 January 2025**, 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 is on the link below: <http://oig.uni-mate.hu> in Finance/Payment menu.

**IMPORTANT! If the tuition fee was not paid by the specified payment deadline (17th February), a late fee (HUF 5,000) will be charged one day after the deadline.**

**In case of passive enrolment for academic year 2024/25, spring semester**, tuition fee is not needed to be paid. (In this case, please, select passive status at enrolment in Neptun.)

### 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 exceeded their study period of the study program,
- tuition fee reduction for a person in an employee relationship with the University or for their close relative.

The instalment payment request and the tuition fee reduction request can be submitted until **17 February 2025** in Neptun System. The University does not accept requests on 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:

- 1<sup>st</sup> instalment: 40% of the tuition fee until 16<sup>th</sup> February 2025
- 2<sup>nd</sup> instalment: 30% of the tuition fee until 15<sup>th</sup> March 2025
- 3<sup>rd</sup> instalment: 30% of the tuition fee until 15<sup>th</sup> April 2025

**REQUEST FOR TUITION FEE REDUCTION FOR STUDENTS HAVING EXCEEDED THEIR STUDY**

**PERIOD OF THE PROGRAM:** 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 program) exceeds the length of the study program (master: from 5<sup>th</sup> active semester, bachelor from 8<sup>th</sup> active semester).

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

- a) 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)
- b) 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)
- c) 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)
- 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 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.

**EVALUATION DEADLINES 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: **28 February 2025 (Friday)**,
- The University Student Welfare Committee shall give its opinion on the requests for tuition fee reduction (preparation of decision) **5 March 2025 (Wednesday)**,
- 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: **10 March 2025 (Monday)**
- the Rector of the University decides on the reduction requests with the consent of the Director-General for Economic and Financial Affairs: **17 March 2025 (Monday)**,
- the Educational Directorate records the decisions on requests in Neptun Unified Education System: **21 March 2025 (Friday)**,
- Modified deadline for the payment of tuition fees related to reduction requests: **31 March 2025 (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 of active item, 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 and via email.

Any justifiable request for appeal regarding the tuition fee requests can be submitted for the Student Welfare Committee via e-mail [hfb@uni-mate.hu](mailto: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, 21<sup>st</sup> January 2025

Ferenc Szalai  
Educational Director