



PAYMENT OF FINANCIAL OBLIGATIONS (TUITION FEE, ADMINISTRATIVE FEES)

At Corvinus University, payment of transcribed, financial obligations can be made in two ways:

1. The **tuition-fee and (if applicable) the foreign language training fee** can be paid in **only via bank transfer to the Neptun joint account**
2. **All other administrative fees** can be paid in **either by bank transfer to the Neptun joint account, or – also via Neptun – with the SimplePay method (i.e. with debit/credit card)**

PAYMENT THROUGH THE NEPTUN JOINT ACCOUNT

Corvinus University has 2 Neptun joint accounts: 1) HUF/Hungarian Forint, and 2) EUR/Euro.

IMPORTANT:

- 1) **All payments must be paid in the currency in which the item has been transcribed as it is not possible to transfer amounts between the two joint accounts.** (I.e. Tuition fees transcribed in EUR, must be paid in via bank transfer in EUR to the EUR Neptun joint account. Items transcribed in EUR cannot be paid in from the HUF joint account and those transcribed in HUF cannot be paid in from the EUR joint account. Active financial items must be paid in in the currency in which they were transcribed.
- 2) All bank transfer fees must be borne by the person paying in the amount. **The amount arriving to the joint account must be exactly the same as that transcribed in Neptun.**

Payment to the HUF/Hungarian Forint joint account:

Account holder's name:	Neptun gyujtoszamla
Bank account number:	11784009-22229913-00000000
Bank:	OTP Bank
IBAN number:	HU64117840092222991300000000
SWIFT (BIC) code:	OTPVHUHB
In the „Comments” section you must include:	NK-your NEPTUNCODE(space)YOUR FULL NAME (e.g.: NK-DKV8EW PITT BRAD)

Payment to the EUR/Euro Neptun joint account:

Account holder's name:	Neptun EUR gyujtoszamla
Account number:	11763842-00687881-00000000
IBAN:	HU93117638420068788100000000
SWIFT (BIC) code:	OTPVHUHB
In the first row of the „Comments” you must put:	NK-your NEPTUN CODE(space)YOUR FULL NAME (e.g.: NK-DKV8EW PITT BRAD)

Payment to the Neptun joint account must always be made from an identifiable bank account number by bank transfer to the joint bank account in the currency in which the payable amount has been transcribed in Neptun. Due to security reasons, any payment made in any form other than bank transfer (e.g. postal cheque, cash payment, VIBER transfer) will be refused, no claims or complaints will be accepted. In such cases, the student will be liable for any disadvantage, inconvenience or penalty resulting from not adhering to the rules of payment.



IMPORTANT:

- 1) In order for the payment to be identifiable, it is essential that the first row of the “Comments” section contain the information given previously.
- 2) The first character in the “Comments” section cannot be a space. After typing in “NK-“ continue without space with your Neptun code, then space and then your full name. Any items that cannot be identified will be returned.
- 3) Make sure to use the correct characters in the Neptun code (do not mix “0” /zero/ with the letter “o” or “O”).

IMPORTANT: Immediate crediting does not apply to bank transfers made to the joint accounts. At least one workday is required from the date the transfer is initiated to the time that it is credited to the joint account. Bank transfers arriving to OTP Bank until 15:30 h (CET) will be handed over to the university on the next workday. Bank transfers arriving to OTP Bank after 15:30 h (CET) will be handed over only on the second workday (i.e. payment arriving to the OTP Bank by 13:00 h CET on Thursday will be credited to the student’s joint account the earliest on Friday, but payment made on Thursday at 17:00 h CET will only be credited to the student’s joint account the earliest on next Monday).

As the amount transferred will be credited to the student’s joint account only with at least one workday’s delay, it is important to ensure (especially during the examination period, when the student may have to pay a fee for a retake exam) that the student have some money on his/her joint account.

FINALIZING PAYMENT FOR THE TRANSCRIBED ITEM

Transferring the amount to be paid in for the transcribed amount to the joint account does not mean that the item has been paid in. To finalize the payment, the student must initiate the payment of the active item in Neptun.

Students can find all transcribed items under “Finances/Payments”

The screenshot shows the 'Payment' section of the Neptun system. It includes a navigation bar with 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Payment' section has a 'Filters' area with dropdowns for 'Terms' (set to 'All terms') and 'Status' (set to 'All'), and a 'List' button. Below the filters are 'Actions' for 'Add to favourites' and 'Transcribe item'. A message states: 'Attention! Collective account payment is not possible for you, because you have not transferred amount to the account yet!'. There are 'Payments' and 'Pay back' buttons. A table titled 'Transcribed items[All terms, All]' contains one row with the following data:

Name	Term	Type	Subject code	Amount	Imposition date	Date of deposit	Deadline	Status	Invoice number	SL1 State	SL2 State
Onkto_2020/21/1	2020/21/1			390,000 HUF	8/17/2020		8/26/2020	Active			

Under “1.) Choose items to pay in” you will see the amount available on your Neptun joint account, so you will be able to check easily whether or not there is a sufficient credit on your account to pay in the transcribed active item. (You can either to choose to see all transcribed active and already fulfilled items or you can filter by semester and status. If you wish to filter the items, you can choose the semester and/or status and click on the “List” button.

Paying in an active item can be achieved by clicking on the empty checkbox at the end of the row, clicking on the “Pay in” button and choosing “Joint account payment” and then clicking on the “Pay in” button again.