

Application for regular social grant 2nd semester 2023/2024

**Pursuant to Article 28 and Annex 1
of the Regulation on Student Fees and Benefits, the Corvinus University of Budapest
announces an opportunity
for the students of the University to apply for regular social grant
for the 2nd semester of
2023/2024**

1. The regular social grant is a financial benefit provided for students on the basis of their social situation.
2. Any full-time (day-time) student with an active status attending a bachelor's degree programme or a two-cycle or single cycle master's degree programme in the particular semester may apply for the grant from the 1st semester of his/her first year.
3. A student with an active status who participates in more than one programme simultaneously may only apply for the grant with regard to one programme.
4. The regular social grant is a monthly financial benefit provided for one semester on the basis of the student's social situation through application.
5. Applications should be submitted in the Neptun Unified Education System (hereinafter: "Neptun") under the menu "Administration/Requests/Available Request Forms" using the application form "**2023/2024/2 - Application for Regular Social Grant**". The announcement of the grant opportunity can be accessed on the University's website. Student Services (hereinafter: "SS") shall reject an application without further examination if it is not submitted using the application form and/or the platform indicated in this Article.
6. The application period (including the supporting documents necessary to prove the circumstances specified in the application):
 - a) a) for students who are also applying for dormitory **08.01.2024 10:00 am - 12.01.2024 12:00 pm;**
 - b) for all students requesting a social grant who did not apply in the 1st round: **06.02.2024 10:00 am - 12.02.2024 12:00 pm.**
7. The time limit is mandatory, beyond which no consideration shall be applied. Applications submitted after the deadline shall be rejected by the head of SS without further examination.
8. **No applications due to late or incomplete submission shall be granted.** No supporting documents including correction or replacement of certificates already submitted or any supplement may be submitted after the deadline for applications set out in Article 6. Applications submitted in accordance with Article 5 shall be assessed by the head of SS on the basis of the documents supplied.
9. All circumstances indicated in the application must be supported. **The documents necessary to establish the social status of students and any additional certificates to be submitted during the dormitory application procedure** are specified in **Decree No.**

3/2023 of the Vice-Rector for Education. Only the circumstances for which the student has uploaded a certificate shall be properly assessed. During the assessment procedure any circumstances for which the student has failed to upload a certificate shall be disregarded by the head of SS.

- a) The certificates to be attached to the application must be scanned in PDF format and none of them may exceed 2048 kB.
- b) All household income must be certified if the applicant also wishes to be awarded an income score, except for the net income of the applicant (if not self-supported) or of a dependent living in the same household who is a student and has an active full-time student status from employment or scholarship. Regularly received income for the months of **October, November and December 2023** (this usually means the monthly salary payments received in November, December and January) must be certified.
- c) **The list of supporting documents is set out in Decree No. 3/2023 of the Vice-Rector for Education on the certificates required to establish the social status of students and on the additional certificates to be submitted during the dormitory application procedure (<https://www.uni-corvinus.hu/fooldal/egyetemunkrol/szabalyzatok-utasitasok/utasitasok/vezetoi-rendelkezesek>) The declarations submitted with the application must comply with the formal requirements set out in Annexes 3 to 9 to these provisions.**
- d) The fixed amount of food expenditure for self-supporting students shall be **HUF 52 080**, determined on the basis of Article I/11.e) of Annex 2 to Decree No. 3/2023 of the Vice Rector for Education.
- e) If the student does not submit Annex 4 referred to in Article III/2.a) of Annex 1 (i.e. in the case of dependent applicants, the supporting person does not declare other income), and its submission is not mandatory under any provision or regulation, then it shall be deemed by the head of SS that by submitting the application, he/she declares under penalty of perjury that he/she has no other income.
- f) Any communication regarding submitted applications (deadlines, documents) shall be sent to the applicant via Neptun, and it is therefore the applicant's responsibility to regularly monitor the messages received throughout the application process. The applicant shall be responsible for any disadvantage resulting from failure to do so and shall bear the consequences thereof.
- g) In order to ensure that applications and the necessary certificates and documents are fully submitted, personal consultancy shall be available in Student Administration at the following times:

08.01.2024-11.01.2024 from 9.00 to 16.00

29.01.2024-01.02.2024 from 9.00 to 12.00, and from 13.00 to 15.00

05.02.2024-08.02.2024 from 9.00 to 16.00

In addition to the above, the Student Social Committee shall also offer online consultancy, the details of which shall be provided to students via Neptun and the Student Social Committee Facebook page.

10. The amount of the regular social grant shall be determined using the score system specified in the Annex.
11. The monthly amount of the grant per student may not be lower than 10% of the statutory minimum wage applicable for full-time employment (minimum wage), and may not be higher than 50% of the minimum wage.

Minimum amount that can be awarded: HUF 26 680/month

Maximum amount that can be awarded: HUF 133 400/month

12. Decision on grants:
 - a) The applications shall be checked and ranked by the Student Social Committee. The Student Social Committee may involve additional staff in the administrative work related to the ranking process, while ensuring the confidentiality of the applications and respecting data protection laws and the Presidential Board Regulation on the rules of data management.
 - b) Once the Student Social Committee has established all the sub-scores for each applicant, it shall summarise and determine the student's overall score.
 - c) Based on the number of applicants and the students' overall scores, the Student Social Committee shall propose thresholds with the corresponding amount of the regular social grant.
13. The award of the grant shall be decided by the Head of Social Services. The resulting decision shall not constitute a discretionary decision.
14. During the period of disbursement, recipients of the grant shall be obliged to notify Student Services of any change affecting disbursement as promptly as possible, but not later than within 8 days.
15. Disbursement of the grant in the event of termination or suspension of the student status: during the period of eligibility, the student shall receive the grant for each month started in which she/he has an active student status and has not yet requested suspension or has not been ordered to take a passive semester. If the student terminates his/her student status or requests suspension thereof, or is ordered by the University to take a passive semester:
 - a) in the event of termination of the student status, eligibility for the grant shall cease on the last day of the month of termination,
 - b) in the case of suspension, eligibility for the grant shall cease retroactively, for the entire duration of the suspension period, on the last day of the month in which the suspension is notified or the passive semester is ordered. In this case, if payment has been made for

any month of the semester affected by suspension, the student shall be obliged to repay the amount concerned.

16. The payment of student benefits shall be made exclusively via Neptun. The payment of benefits established in HUF shall be subject to holding a default bank account in the student's own name, denominated in HUF, the details of which the student shall provide through Neptun. Disbursement shall further be subject to supplying a valid tax identification number and a permanent address in Neptun.
17. In the absence of payment the University shall not be liable if the student has failed to report his/her bank account details and/or any change therein, or has failed not report them as required. All responsibility for failing to report a change in the bank account number, for providing an incorrect number or incorrectly setting the default account number shall be borne by the student. If the student fails to record or correct in Neptun the data necessary for payment despite a notice sent via Neptun and to his/her electronic mailing address, the University shall not be obliged to make further attempts at payment until the student provides evidence of compliance to the responsible unit.
18. If the student fails to provide the data required for payment within forty-five (45) days from the date of the final decision on eligibility, the student shall lose his/her grant eligibility without further action in accordance with the Regulation on Student Fees and Benefits. The relevant decision shall be taken by the officer responsible for Neptun and Student Finances at Student Services. The decision shall be communicated to the student via Neptun.
19. If an erroneous bank transfer has been made to the student for any reason or if the student has a repayment obligation, the student shall be obliged to reimburse the relevant amount in full as soon as he/she becomes aware of it, but not later than within fifteen (15) days of receiving the relevant notice from the University.
20. For more information on the application process, please visit the platform **Do It Online!** or send an email via hszb@uni-corvinus.hu.
21. Requests for remedy must be submitted to the Student Appeals Committee within 15 days of the decision being notified through Neptun. It will not be possible to submit additional documents during the appeals procedure.

Budapest, 2023. December 18.

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Dr. Réka Franciska Vas (signed)
Vice-Rector for Education