

 <b>CORVINUS UNIVERSITY</b> of BUDAPEST	<b>PROVISIONS OF THE HEAD OF FINANCE</b>	1/2025 Version Number: 01.
<b>ON THE FINANCIAL TASKS ASSOCIATED WITH THE COMMENCEMENT OF THE AUTUMN (1ST) AND THE SPRING (2ND) SEMESTER</b>		

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**Preamble**

**1.§**

- (1) Pursuant to the provisions of the Regulation on Student Fees and Benefits (hereinafter: RSFB) the following responsibilities and deadlines are hereby defined with regard to the financial tasks associated with the start of the autumn (1st) and spring (2nd) semester.

**Scope**

**2.§**

- (1) The scope of the present provisions covers all students pursuing a bachelor, a two-cycle or single-cycle master, a specialist postgraduate or a doctoral study programme, students taking courses at another higher education institution, taking part in training with the purpose of acquiring specialised knowledge, preparatory courses as well as future students who gained admission or were accepted by transfer for the autumn (1st) and spring (2nd) semester.

**Administration of the payment obligations of self-financed students, students supported through the Corvinus scholarship, or other institutional scholarship and through the Hungarian state scholarship in Neptun**

**3.§**

- (1) A payment item in Neptun may be imposed as of 1 May for the autumn (1st) semesters and as of 1 December for the spring (2nd) semester, taking into account the provisions of the present section. The date of performance of the service is also the date of imposing the payment item.
- (2) Student Administration Services is responsible for imposing payment items for all students, with the exception of doctoral students. In the case of students taking part in doctoral programmes, Corvinus Doctoral Schools (collectively: organisational units in charge of imposing items) is responsible for imposing payment items.
- (3) The payment items of students participating in bachelor, in two- and single cycle master programmes, in specialist postgraduate programmes postgraduate programmes starting in the first week of the semester, in doctoral programmes must be imposed in the Neptun system after the last day of the registration period, by 15 October for the autumn (1st) semester and by 14 March for the spring semester, with an 8-day payment deadline.
- (4) For students funded through the Corvinus scholarship, and other institutional scholarships, the deadline for imposing payment items is 15 October for the autumn (1st) semester and 14 March for the spring (2nd) semester, the payment deadlines being 30 October and 30 March, respectively.



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- (5) The settlement of the imposed item is possible only in the currency in which it was imposed and in the case of a payment through the joint account, only from the joint account denominated in the same currency as the currency in which the item was imposed.
- (6) In the case of specialist postgraduate programmes not commencing in the first week of the semester, the payment deadline shall be set to precede the date of enrolment by eight (8) days.
- (7) The payment items of students participating in courses taken at another higher education institution, training with the purpose of acquiring specialised knowledge, preparatory courses as well as students admitted for the autumn (1st) semester under the central admission procedure, must be imposed in the Neptun system after 1 May for the autumn (1st) semester (considering that the admission process already begins in February of the current year) and after 1 November for the spring (2nd) semester, but no later than the end of the registration period, with a payment deadline of 8 days from the date on which the item was imposed. If this is necessary for the purposes of applying for a visa, the items may be imposed from 14 March and 1 October at the earliest.
- (8) <sup>1</sup>In the case of international students applicant through the institution's own admission procedure, notwithstanding the provisions set forth in this paragraph, the payment obligation may be issued in the Neptun at any time prior to the deadline specified in paragraph (3). The date of service performance shall be the date of issuance, and the payment deadline shall be at least 8 days following the issuance.
- (9) Information on submitting invoice requests:
- a) In Neptun, an invoice made out in the name of the student is automatically generated for each financially settled cost item. The invoice will be marked "No financial execution required", indicating that the payment has been made.
  - b) Invoice requests may only be submitted in connection with an active item before the payment deadline for the item in question. In this case, Revenue and Expenditure Finances shall issue an invoice made out in the name of the partner featured on the invoice request, with a payment deadline of 8 days from the date of issue. At the same time, the payment deadline in Neptun shall be changed.
  - c) Invoices issued for payment items that have already been settled cannot be amended subsequently.
- (10) Revenue and Expenditure Finances shall be in charge of the tasks set out in subsection (9).
- (11) In the case of financing through a student loan, the payment deadline must be modified in Neptun. Unit in charge: Student Administration Services, in the case of doctoral students Corvinus Doctoral Schools, deadline: third (3rd) working day after the contract number is recorded. The revised payment deadline is 30 October and 30 March for contract numbers sent by the DHK (student loans company) and recorded by the student by 14 October in the autumn (1st) semester and by 14 March in the spring (2nd) semester, respectively. For contract numbers certified by the DHK after the dates specified above, the payment deadline is the 16th day after the contract number is recorded.

<sup>1</sup> Amended by: Head of Finance, effective from: 16 September 2025



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- (12) At the request of the student, the item may be imposed earlier than the deadlines set out in this section, with a payment deadline of at least 8 days from the date on which the item was imposed.
- (13) Deviations from the above payment deadlines are permitted in the case of a contract with a partner, subject to the deadlines set out in the contract.

**Payment in instalments**

**4.§**

- (1) Payment in instalments is possible, taking into account the provisions of the RSFB, with the first instalment due on 15 October and the second on 31 October in the autumn (1st) semester. For the spring (2nd) semester, the first instalment is due on 14 March and the second on 31 March.

**Tasks related to monitoring imposed items**

**5.§**

- (1) The predictability of revenue requires that the items imposed pursuant to Sections 3-4 are checked for accuracy and completeness.
- (2) In order to carry out the monitoring task, Revenue and Expenditure Finances shall send the analytical records of the expired active items to the organisational units in charge of imposing them at the latest by 20 October for the autumn (1st) semester and by 20 March for the spring (2nd) semester.
- (3) The data cleaning and data checking will be carried out by the organisational units responsible for imposing the items at the latest by 20 November for the autumn (1st) semester and 20 April for the spring (2nd) semester, and they will declare the completion of the task by returning the analytical records sent to Revenue and Expenditure Finances with their comments.
- (4) It is important that the comment "deletion due to ....." must be entered when deleting an item already imposed (the reason for the deletion may be, for example, incorrectly imposed item, failure to register).
- (5) Random checks shall be performed on the returned tables by Revenue and Expenditure Finances no later than the last day of the study period of the semester in question.
- (6) In accordance with the provisions of the RSFB, in the case of a legitimate but unpaid overdue debt, the student must be called on to pay by the organisational responsible for imposing the item
- (7) In case of failure to meet the payment deadline:
- a) If the amount owed is less than HUF 30,000, the organisational unit responsible for imposing the item will send two messages via Neptun to the student, reminding him/her to pay the overdue amount immediately, but not later than within fifteen (15) days or certify his/her social situation by that date. In the event of an unsuccessful procedure,



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the organisational units responsible for imposing the items must initiate the write-off of the debt as a bad debt with Revenue and Expenditure Finances and at the same time select the "bad debt" entry in the additional field of the relevant items in Neptun. It is prohibited to delete items in Neptun. The cancellation of items is carried out in Neptun by Revenue and Expenditure Finances after the write-off of the bad debts.

- b) If the amount owed by the student is more than HUF 30,000, the rules of the Provisions of the Head of Finance on the process of recovering claims shall apply. In such a case, the comment "Transferred to LPS for recovery" should be entered in the comment field of the analytical records sent to Revenue and Expenditure Finances for the items concerned. It is prohibited to delete items in Neptun.

**Closing and Miscellaneous Provisions**

**6.§**

- (1) Student Administration Services and Corvinus Doctoral Schools shall inform students about deadlines via Neptun.
- (2) The present provisions issued by the Head of Finance shall enter into force on the day of their publication.