

## Student loan administration

You can find more information at <https://diakhitel.hu/english-page/>

### Contract

#### **Where?**

You can contract on-line via the Student Loan Centre website or in person at the Student Loan Centre. You can find more information at the website of the Student Loan Center.

### Once you have signed a contract

Important things to do in Neptun

- **Verification**

Verify that the amount requested from the Student Loan Centre covers the amount of the item to be paid from DH2. If the amount requested from the Student Loan Centre is different from the amount of the item to be paid, please notify the Student Loan Centre by completing the data modifier in the Student Loan Direct interface.

- **Record DH2 contract number**

In Neptun, under the " Finance/Data and Settings/Student Loan2" menu at the Student Loan2 part, you can record the DH2 contract number, which you must do once during your studies. As the contract number is also an identification number, before finalising the entered contract number, you should check it carefully, as it will be used by the system to identify the amounts transferred by the Student Loan Centre! The recording and the linking to an item is followed by an institutional reconciliation, after which the payment deadline is modified to a later date, i.e. the payment deadline is not modified immediately after the contract number has been linked to an item.

- **Link DH2 contract number to a payable item**

Under the " Finance/To be paid/Details/Signing up with a student loan " menu, click on the (+) "Options" button in the line of the item you have posted, and select "Student Loan2" from the drop-down menu to link the contract number to the DH2 payable item. You will need to do this at the beginning of each semester in which you want the item to be fulfilled from DH2.

- **Important**

It is not possible to delete or modify your DH2 contract number, you must make your request via the *Do It Online!* interface.

The DH Centre transfers the amounts to the University weekly, after the reconciliation. It may take up to 2-3 working days after the transfer to be processed through Neptun and for the self-financing item to be completed.