

## **Information on the changes in student payment handling**

From January 1st, 2021 in relation with laws on issuing invoices Budapest University of Technology and Economics (BME) put into force the following changes about inflicting service and other fees for students and issuing invoices for these reasons:

1. Deadline of payments for the University inflicted by the Data Controller can not be bank holiday.
2. The student can submit a complaint about an inflicted payment until only its deadline at the latest. After its deadline it is considered as an accepted liability. Complaint can be submitted about a given item solely in a request in the Study Administration System (Neptun) before its deadline.
3. The student can request a transfer invoice for another person or organization for the fee inflicted in Neptun until its deadline. This deadline is term of preclusion i.e. if the student misses it then the invoice is automatically issued for his/her name and the name of the customer can not be changed any more. Request for a transfer invoice can be executed solely in case of a completed request submitted in Neptun before its deadline. An attached statement signed by the organization requesting an invoice is needed in which the organization declares that it takes over the liabilities. In case of a domestic organization in Hungary its data are checked in the registry of the Hungarian National Tax and Customs Administration and the requested invoice can be issued by only the data registered there. The student has to submit the comments in his/her request in Neptun which should be included in the invoice.
4. In case of training programmes in English the tuition fee for a term converted into Hungarian Forint is inflicted in Neptun, in case of autumn term according to the official daily exchange rate of the Hungarian National Bank on June 15th of the current year, in case of spring term according to the official daily exchange rate of the Hungarian National Bank on December 15th of the previous year, respectively. If the above dates are bank holidays then the rates of the closest days are considered. The invoice is issued in Hungarian Forint and the tuition fee should also be paid in Hungarian Forint to the bank account of the University in Hungarian Forint.
5. Costs according to the bank transfers commenced in currency other than Hungarian Forint to the bank account of the University in Hungarian Forint should be paid by the paying partner.
6. Students not having bank accounts in Hungarian Forint can enter bank account numbers in other currency than Hungarian Forint into Neptun. In case of items paid in Neptun credits can be done to only these bank accounts.
7. Self-financing fee (according to 10. § in BME Regulations on Student Fees and Benefits) and residence hall fee (according to 11. § in BME Regulations on Student Fees and Benefits) can be paid from only Neptun joint account, service fee (according to 12. § in BME Regulations on Student Fees and Benefits) and extra administration fee (according to 13. § in BME Regulations on Student Fees and Benefits) can be paid either from Neptun joint account or by bank card. In case of items for which the student requested transfer invoice in advance the payment can be done by only money transfer to the bank account included in the invoice.

Budapest, February 23rd, 2021

BME Central Academic Office

BME Directorate of Student Services

BME Directorate of Finance and Accounting