FINANCES IN NEPTUN – FULFILLING A LIABILITY

According to BME's REGULATIONS ON STUDENT FEES AND BENEFITS, every student's tuition fee is charged in Hungarian Forints (HUF) (using the semester's official exchange rate -link). The liabilities (tuition, accommodation, library, exam or course retake fees etc) are charged to the students by BME in the NEPTUN system and students may check and pay the inflicted items by their deadlines.

The unpaid items with expired deadlines block students from registering for their exams or for the upcoming term with an active legal status. After the fulfilment of any liability, a downloadable invoice is available to all students. It is bilingual (Hungarian/English) and provided in HUF.

Please understand, that the tuition fee is a fixed amount and because of that, all the additional bank charges should be paid by the sender. In case the transfer has been made directly from a non-HUF bank account, please transfer 10-15 EUR more for the additional bank charges, otherwise, the arriving amount may not be enough for the liabilities. The overpaid tuition fee amount can be used to fulfil other outstanding liabilities later.

Each student at BME has a bank account inside NEPTUN (joint account system). These accounts can only be accessed through the NEPTUN system. The amounts on these accounts do not earn interest but can be transferred to any bank account in HUF free of charge. Any amount can be transferred to the NEPTUN account at any time independently of the liabilities' deadlines. Transferring money to the NEPTUN account does not mean the fulfillment of the liabilities.

The current, active (unpaid) liabilities can be seen in NEPTUN at the Finances/Payment menu. Please set the Terms to "All terms" and Status to "Active" then click the "List" button. To access the detailed data of the financial item please click the "+" sign at the end of the given line.

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Please note, that tuition and accommodation fees cannot be paid by bank card, BME accepts fulfilment of these items only through the NEPTUN joint account system or through pre-paid invoices (available only for students, whose tuition is paid by a company).

Making a payment:

The first step of making any payment in NEPTUN is a bank transfer of a certain amount of money to the student's own NEPTUN account. BME does not take responsibility for the amounts lost during the transferring procedure.

NEPTUN accepts payments from Hungarian and international bank accounts too, but the transferred amount will be changed into HUF (using the Hungarian National Bank's official daily exchange rate).

How to use the NEPTUN joint account system:

The student needs to wire transfer the amount as a normal bank transfer from a personal bank account to the personal NEPTUN joint account in the following way.
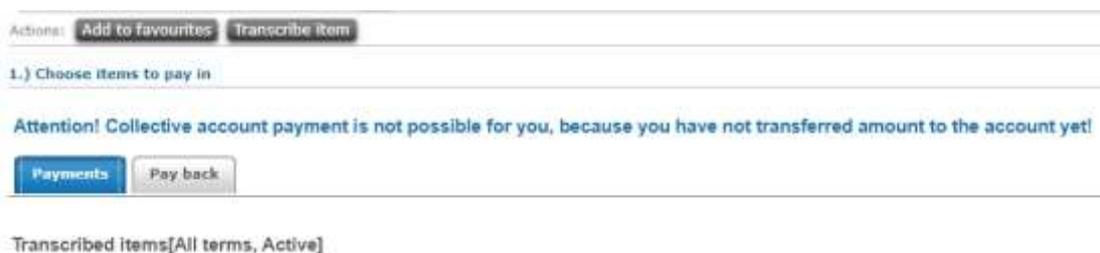
Bank details:

Beneficiary name:	**BME NEPTUN GYUJTOSZAMLA**
Beneficiary's bank account number:	**10032000 - 01425279 - 01120008**
Beneficiary's IBAN account number:	**HU97 1003 2000 0142 5279 0112 0008**
Swift code for countries outside of the European Union:	**MANEHUHB**
Swift code for countries of the European Union:	**HUSTHUHB**
Comment:	**Name and NEPTUN code in the required format**

A really important thing about the transfer is **filling out the „comment/note/details of payment/purpose/information for the Beneficiary" field, otherwise, payments may not be identified.** It has to be the student's NEPTUN code and name in the required format: „NK-" as NEPTUN code and the code itself without space

(e.g. **NK-A1B2D3, John Doe).**

Please note, that BME does not recommend Revolut or TransferWise (or any similar services), because using those ways means that the identity of the original sender stays hidden, and if there is a problem BME cannot identify the student.

The amount will appear in the student's own profile in 3 working days, and can be seen at the NEPTUN/ Finances/ Payment menu.

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Fulfilling an active liability:

When the amount has appeared, please go to NEPTUN/Finances/Payment menu, mark the given liability by clicking on the box at the end of the line, then click the "Pay in" button.

On the next page you can choose from the payment options but in this case please leave the basic setup (via NEPTUN joint account) and click the "Pay in" button again.
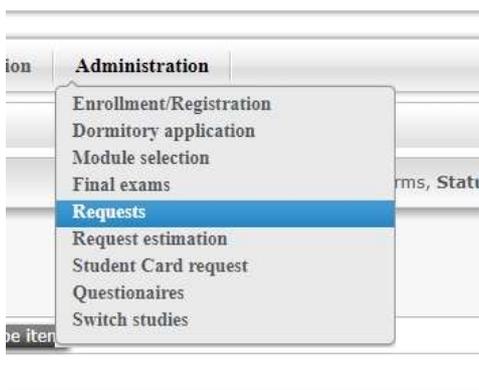
After the liability's status has changed from "active" to "fulfilled" the invoice regarding the payment will be available at the NEPTUN/Finances/Invoices menu.

Missing wire transfer:

When 3 working days have passed, and you still can't see your amount in NEPTUN, it means, that the transfer was not commented properly, the item cannot be identified and assigned to you automatically.

To gain access to it and prove that the transfer was made by you at the same time, you need to submit the request "E111 Request to examine money transfer to Neptun account" in NEPTUN. Please do not forget to attach your bank debit note to it, too.

The request E111 is available at the NEPTUN/Administration/Requests menu

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> E111 Request to examine money transfer to Neptun account

E111 Request to examine money transfer to Neptun account

Dear Coordinator!

Undersigned   would like to request you to examine why my referred money transfer to my Neptun account has not been executed yet.
After successful identification according to the given data please enter the transferred amount of money to my Neptun account.

I declare that the referred amount of money was transferred at least 3 working days ago.

Data of the money transfer:

Transferring person's name:
Transferring person's bank account number (in 12345678-12345678-12345678 form):
Transferred amount in HUF:
Reference number of transaction:
Comment/Payment details/Announcement:
Beneficiary's bank account number (in 12345678-12345678-12345678 form):
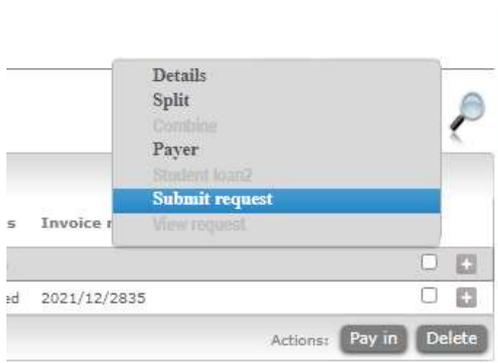Date of transfer:
○ Attachment   Attachment

Please do not forget to **attach the proving documents of the referred money transfer. Your request cannot be processed without them.**
Please attach all your documents in 1 pdf file whose size cannot be larger than 500K.

[Previous] [Next] [Submit request] [Suspend filling in] [Assign document] [Back]

If the student's transfer is arrived, the amount (in HUF) will be available after the request has been closed by the authorized personnel.

Problem with a liability:

In case a fee has been unrightfully imposed, please submit the „007 Opposition to payment obligation" request through NEPTUN.

To submit a request, please go to the given liability, click to the sign "+" and choose the "Submit request option".

| Details |
| Split |
| Combine |
| Payer |
| Student loan2 |
| **Submit request** |
| View request |

Name |▲|

007 Opposition to payment obligation.

106 Invoice request

Number of results:1-2/2 (813 ms)

s Invoice r

ed 2021/12/2835

Actions: [Pay in] [Delete]

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The authorized personnel will examine the case and if their decision is positive, the student will receive a refund to a personal bank account (not to the NEPTUN bank account).

Contact details:

If you have any problem with fulfilling your NEPTUN liability, please do not hesitate to contact us at: neptun@bme.hu.

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Office of International Education

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