

FINANCES IN NEPTUN – COLLECTIVE ACCOUNT PAYMENT

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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). 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 (collective 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 fulfilment of the liabilities.

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).

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.



Exams | Finances | Information | Administration

Payment

Filters Terms: All terms, Status: All

Terms: All terms
Status: Active

Actions: Add to favourites | Transcribe item

1.) Choose items to pay in

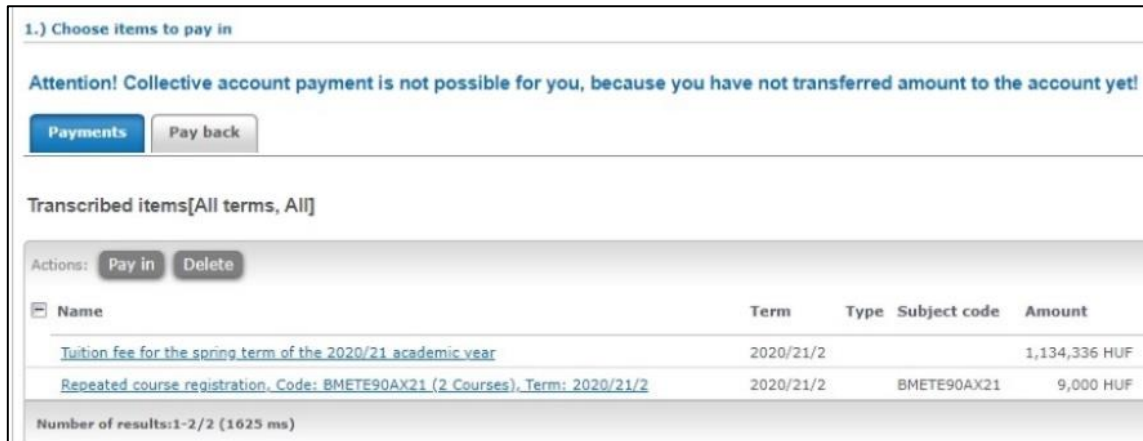


Financial Item

Item details

- Amount: 1,134,336 HUF
- Type
- Status: Active
- Description: Tuition fee for the spring term of the 2020/21 academic year
- Imposition date: 4/8/2021
- Service fulfillment: 4/8/2021
- Deadline: 4/30/2021
- Payer
- Financial code: VI SHAAR ONKOLTSEG
- Notes
- Subject code
- Subject name
- State of student loan
- Extra1
- Extra2
- Extra3
- Invoice number
- SimplePay identification

Print | Back



1.) Choose items to pay in

Attention! Collective account payment is not possible for you, because you have not transferred amount to the account yet!

Payments | Pay back

Transcribed items[All terms, All]

Actions: Pay in | Delete

Name	Term	Type	Subject code	Amount
Tuition fee for the spring term of the 2020/21 academic year	2020/21/2			1,134,336 HUF
Repeated course registration. Code: BMETE90AX21 (2 Courses), Term: 2020/21/2	2020/21/2		BMETE90AX21	9,000 HUF

Number of results:1-2/2 (1625 ms)



How to use the NEPTUN collective account system?

The student needs to wire transfer the amount as a normal bank transfer from a personal bank account to the personal NEPTUN collective 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**

Beneficiary's address: 1111 Budapest, Műegyetem rakpart 3., Hungary

Beneficiary's bank name: Magyar Nemzeti Bank

Beneficiary's branch name: -

Beneficiary's bank address: 1013 Budapest, Krisztina körút 55., Hungary

Swift code for countries of the European Union: **HUSTHUHB**

Beneficiary's address: 1111 Budapest, Műegyetem rakpart 3., Hungary

Beneficiary's bank name: Magyar Államkincstár

Beneficiary's branch name: -

Beneficiary's bank address: 1054 Budapest, Hold utca 4., Hungary

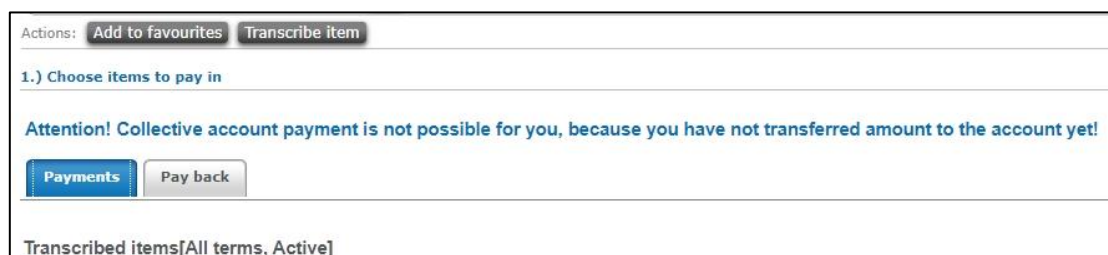
Comment: **NK-Neptun code and name**

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.



Actions: [Add to favourites](#) [Transcribe item](#)

1.) Choose items to pay in

Attention! Collective account payment is not possible for you, because you have not transferred amount to the account yet!

[Payments](#) [Pay back](#)

Transcribed items[All terms, Active]



How can I pay in the inflicted payment from my collective account?

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 collective account) and click the “Pay in” button again.

Status	Invoice number	SL1 State	SL2 State	<input type="checkbox"/>
Active				<input checked="" type="checkbox"/> +
Actions:				<input type="button" value="Pay in"/> <input type="button" value="Delete"/>

➤ **Payment**

2.) Payment type - Pay in transcribed item

Select payment method

 **simplepay**
by  **otf Mobil** Payment by credit card

Collective account payment

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.



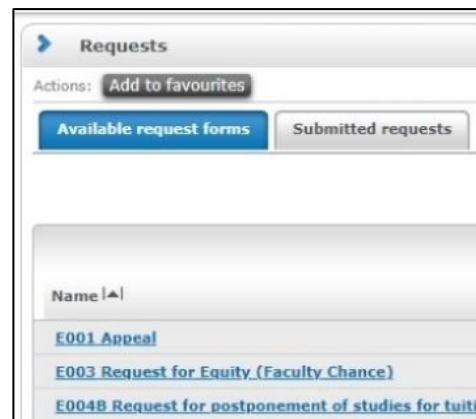
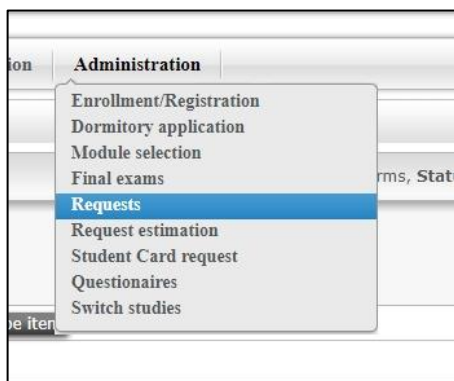
The amount I transferred does not appear on my collective account

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 111 to examine money transfer to Neptun account" in NEPTUN. Please do not forget to attach your bank debit note to it, too, which should contain the following informations:

- Source account number (your bank account)
- Target account number (referred to)
- Amount
- Date of reference
- Public Field
- Transaction number

The 111 request is available at the "NEPTUN/Administration/Requests" menu



111 Request to examine money transfer to Neptun account

111 Request to examine money transfer to Neptun account

Dear Coordinator!

Undersigned **Younan Joelle (UDYCOX)** 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


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.

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

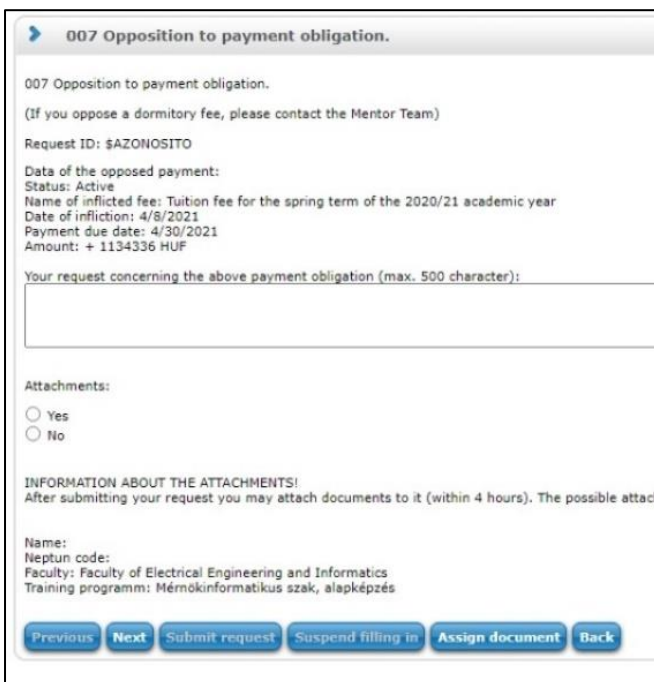
Problem with a liability

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".



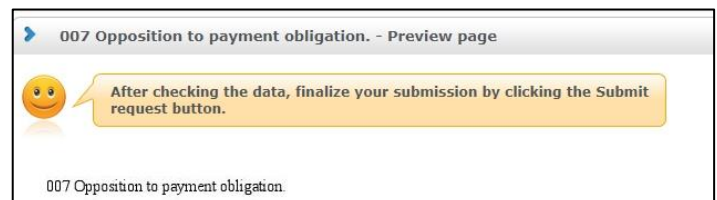
The screenshot shows a user interface for submitting a request. On the left, a dropdown menu is open over an 'Invoice' entry, with 'Submit request' highlighted. On the right, a list of request types is displayed: '007 Opposition to payment obligation.', '101 Request to pay the tuition fee in installments and/or to modify the deadline of tuition fee paym', and '106 Invoice request'. Below this, a row of navigation buttons includes 'Previous', 'Next', 'Submit request', 'Suspend filling in', 'Assign document', and 'Back'.



This screenshot shows the '007 Opposition to payment obligation' form. It includes the following fields and information:

- Title: 007 Opposition to payment obligation.
- Instruction: (If you oppose a dormitory fee, please contact the Mentor Team)
- Request ID: \$AZONOSITO
- Data of the opposed payment: Status: Active
- Name of inflicted fee: Tuition fee for the spring term of the 2020/21 academic year
- Date of infliction: 4/8/2021
- Payment due date: 4/30/2021
- Amount: + 1134336 HUF
- Text area: Your request concerning the above payment obligation (max. 500 character):
- Attachments: Yes, No
- INFORMATION ABOUT THE ATTACHMENTS!: After submitting your request you may attach documents to it (within 4 hours). The possible attach
- Name: Neptun code: Faculty: Faculty of Electrical Engineering and Informatics Training program: Mérnök informatikus szak, alapképzés

Navigation buttons at the bottom: Previous, Next, Submit request, Suspend filling in, Assign document, Back.



This screenshot shows the 'Preview page' for the '007 Opposition to payment obligation' request. It features a yellow callout box with a smiley face icon that says: "After checking the data, finalize your submission by clicking the Submit request button." Below the callout, the text '007 Opposition to payment obligation.' is visible.

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: financial@bme.hu.

BME Central Academic Office

