



ELTE

FACULTY OF
INFORMATICS

Transferring the tuition fee in EUR to the joint account

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Transferring funds to the joint account

Tuition fees and other possible fees related to your studies can be paid in the Neptune system. After enrollment, the student will automatically have access to the so-called joint account, which is a "virtual student bank account". Payments to the collective account can only be made via transfer through your bank account. You can top up your Neptun balance by transferring to ELTE's account, from which the system automatically deducts the amount in the second step - if there is adequate coverage - when a debt expires. You can keep any amount in your joint account during your studies. If you have funds accumulated in your Neptun account and you no longer need the amount left on your balance, you can initiate its return at any time by pressing a button. The funds you transferred to your joint account will arrive on your Neptune balance in 1-2 business days, so this option does not offer immediate payment!

General information regarding transferring funds

- The time it takes to receive an international bank transfer, the expected transfer time may vary. It typically ranges **from a few business days to up to a week, depending on the banks and the countries involved**. However, please keep in mind that some factors can influence the transfer time, **including intermediary banks and the chosen transfer method**. To get a more accurate estimate for your specific situation, it's advisable to **check with your bank**, as they can provide more precise information based on the details of your transfer.
- it may take **1-2 business days** to receive your payment in your Neptun account **when transferred (HUF) from a Hungarian bank account**.
- If you have not paid your fees and are in debt to the University we may take some or all of the following actions unless and until the debt is cleared:
 - charge you a **late payment administration fee (3500 HUF)**
 - you will be **unable to register for exams/next semester or receive an official degree**
- Since the **Automatic payment is turned on**, this should not happen **if you initiated the transfer calculating with the processing time and the money arrived to your joint account at least on the final day of the deadline**.
- However, if you did transfer to the account in time and you still have received late payment fee, please contact the **Education Office**.
- You can check the status of your obligation by logging into your Neptun account and selecting the **Finances/Payment menu**. If it says **"Fulfilled"** you've paid your obligation. If the status still shows **"Active"** it means the payment is pending.
- **IMPORTANT:** Transferring money to your Neptun account alone doesn't fulfill your payment obligations! You need to either manually or automatically fulfill them.

Tuition fee transcribed in EUR



Recipient's name: **EOTVOS LORAND TUDOMANYEGYETEM**

Name and address of the account provider bank: **MAGYAR ALLAMKINCSTAR**

(Hungarian State Treasury Ltd.)

Hungary, 1054 Budapest, Hold utca 4.

Neptun EUR bank account number: IBAN: **HU68 1003 2017 0142 6201 0603 0012**

BIC (SWIFT): **HUSTHUHB**

Announcement/ Note to transfer/ Topic: **NK-YOUR NEPTUN CODE**

- **The online surfaces of the banks may use different names for the different banking services.** Please be careful and choose the option meaning transferring foreign (not domestic) currency and/or give the currency (EUR) during the transfer.
- **BIC or SWIFT?** Both of these identifications represent the recipient bank. The choice between them depends on your bank. If your bank accepts both, either one is suitable.
- **Correspondent Bank Details**
When paying your tuition fee from an international bank, you may need to use our university's correspondent bank (Magyar Nemzeti Bank) if your bank does not have a direct relationship with our bank (Magyar Allamkincstar). Please check with your bank to see if this is necessary, and if so, make sure to use the following correspondent bank details provided by our university. This will help ensure that the payment is processed smoothly and reaches our account without any delays.
Name and Address of the Correspondent Bank:
Magyar Nemzeti Bank
Hungary, 1013 Budapest, Krisztina krt. 55.
BIC (SWIFT) Code: MANEHUHB
- **International transfer fees:** Different banks may apply various types of fees for international transfers. **Before initiating an international transfer, we recommend using an online bank calculator or contacting your bank to determine the transfer fee(s) and calculate the total amount you need to transfer.** Skipping this step may result in a shortfall in your Neptun account, as the deducted fees could leave you with less money than expected to fulfill your obligation.

What can I do if the transferred funds have not arrived to my joint account?

Please note that a domestic forint transfer arrives at the joint account in 1-2 business days, in the case of an international bank account the transfer may take up to 4-5 business days.

If the transferred fund has not arrived in your joint account, first check if your transfer data was correct (correct bank account, correct announcement (NK-your Neptun code). Without the correct announcement, the transferred funds will not arrive!

In case the funds have not arrived initiate a case via [Complaint about transferred yet unreceived payment](#), in the comment section add the description of your issue, then click on Save, do not forget to attach the screenshot of the proof of payment (bank statement) via (attach new picture option), **do not forget to Submit the case! Until the case is submitted, the administrators will not see your case therefore they will not be able to assist your problem.**

When the case is closed, you will receive a Neptun notification.



Automatic payment (Auto-payment)

If you have sufficient funds in your Neptun account, and any of your liabilities are due, **this system will automatically fulfill those obligations, preventing them from becoming overdue.**



Information about the invoice request

In case you have any questions about your issued invoice, or regarding invoice requests, please submit a case [here](#).



Information about the Income Certificate

In case you need an Income Certificate and you would like to receive it in person, you do not need to submit a case just come to the Quaestura Office where you can get it right away.

If it is not possible for you to come to the Office in person, you may authorize someone to act on your behalf. In this case, please do not forget to fill in the authorisation sample provided [here](#).

The Office can also send the Certificate by mail. This requires paying a service fee. Note, that it cannot be sent to a foreign address. You can ask for the delivery [here](#).

If you suspect that the Income Certificate, sent in a personal message in Neptun, contains false information (amount, personal data), report it [in the same case category](#).



Where can I check my debts in Neptun?

- Neptun sends an automatic message whenever a new debt is incurred. After entering Neptun, you will receive a notification in a pop-up window if you have an overdue debt.
- You can check your current finances/debts here: Neptun, **Finances** / **Payment** menu. Use **All terms** and **Active** status filters to list your Active fees.

The screenshot displays the Neptun web application interface. At the top, there is a header bar with 'Admin.' and 'Neptun Meet Street'. Below this is a navigation menu with tabs: 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Finances' tab is highlighted with a blue box and an arrow. A dropdown menu is open under 'Finances', showing options: 'Payment' (highlighted with a blue box and an arrow), 'Invoices', 'Transaction list', 'Scholarship, payouts', and 'Settings'. To the right of the dropdown, there are filter options: 'Terms: All terms, Status: All'. Below these, there are two dropdown menus: 'All terms' and 'Active', both with arrows pointing down. A blue 'List' button is located below the dropdowns, with an arrow pointing to it. At the bottom, there are 'Actions:' buttons: 'Add to favourites' and 'Transcribe item'.



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What can I do if i would like to have the funds on my joint account to be refunded to my bank account?

- If you do not have Active debts in Neptun, the funds on the joint account can be refunded to the bank account registered as default in Neptun.
- You can initiate the refund via Finances/ Transaction list menu, choose the university's joint account then click on the **Transfer back** button.
- Choose the bank account where you request the funds to be refunded to.
- **You can add your bank account if needed via Finances > Settings > Bank accounts menu, Add bank account number menu.**
- Please note that by submitting the refund request you only initiate the procedure, the refund is not immediate, it may take **up to 10 business days** in the study term and the exam period, **up to 20 business days** during the summer holidays.
- The actual refund will be initiated by the Department of Student Finances.