



Financial Regulation of fee-paying international Applicants and Students

Faculty of Humanities
Eötvös Loránd University

Last modified June 15, 2016

Definitions:

(1) **International Applicant:** an applicant is a person who has submitted his or her application documents electronically to the Department of International Affairs until the official application deadline. Applicants have no legal student status with the University until they register during the registration period as indicated on the official website of ELTE (www.elte.hu/en).

(2) **International Student:** an international student is a person who already has a legal status with the University, appears in the electronic student database (Neptun), has a valid Adult Education Agreement with the Faculty of Humanities and has either an active or passive student status in a given semester.



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1. Application fee

- 1.1. In addition to the tuition fee charged for the participation in a given program, an initial one-off application fee of **EUR 150** must be paid by each incoming student.
- 1.2. The application fee is non-refundable, and must be transferred to the university's bank account alongside the submission of all application documents, or whenever instructed.
- 1.3. The payment of the application fee does not guarantee the applicant's admission to the selected program.
- 1.4. In case an applicant re-applies for a program, he or she must pay the application fee again. No exception to this rule can be made under any circumstances.
- 1.5. Applicants are allowed to make the payment of their application fees through an authorized third person (a representative, educational consultant, family member, friend, etc.). In case the authorized third person handles the payment of more than one applicant, he or she must ensure that each application fee is transferred in a separate bank transaction. No group collection order (payment in bulk) is allowed.
- 1.6. The payment of the application fee must be made in EUR (no other currency is accepted). Bank charges must be covered by the applicant. No cash payments will be accepted under any circumstances.
- 1.7. The application fee must be paid independently from the tuition fee.
- 1.8. Transfer order forms ("átutalási megbízás" in Hungarian) must be duly completed by providing the name of the beneficiary in the "narrative" or "message" section of the order. Also, the University's sub-account number must be included in this section: AC9201/04. Faultily completed transfer order forms will substantially slow down the admission and the visa process.

1.8.1. The bank account details of the University are as follows:

IBAN Bank Account: HU 03 1003 2000 0142 6201 0000 0000
Swift code: MANE HU HB
BIC: HUST HUHB
Name of the University: EÖTVÖS LORÁND UNIVERSITY, ELTE BTK
Address: 1088 Budapest, Múzeum krt. 4/a, Hungary
Name of the Bank: Hungarian State Treasury Ltd.
Address of the Bank: 1139 Budapest, Váci út 71.
Account number: 10032000-01426201-00000000

1.8.2. Message / Közlemény (in Hungarian):

Applicant's name
AC9201/04 APP. FEE FOR AY 2016/2017 FALL [name of the program and level of studies, i.e. BA or MA]

For example:
John Smith
9201/04 APP. FEE for AY 2016/17 SPRING, BA in German Studies



2. Tuition fees

Tuition fee structure

2.1. Our new tuition fee structure is effective of 28 January 2016 and applies to all programs from the beginning of the Fall Semester of AY 2016/2017:

2.2. EU and non-EU citizens alike must pay the following fees (per semester):

2.2.1. Pre-university studies

2.2.1.1. Tuition amount: *subject to conditions*

The tuition fee is dependent on class size, personal demands, and the intensity of the course. Inquiries about the tuition fee should be addressed directly to the Department of International Affairs (iso@btk.elte.hu). Alternatively, we encourage applicants to enter into contact with one of our designated agents.

2.2.1.2. Applicable programmes: (1) English for Specific Purposes (in Pre-Medical, Applied Economics, and Information Technology), (2) Foundation Training in English, and (3) Intensive Hungarian Course

2.2.2. Bachelor studies

2.2.2.1. Tuition amount: *1500 EUR / semester*

2.2.2.2. Applicable programmes: all Bachelor programmes available to international students

2.2.3. Master studies

2.2.3.1. Tuition amount: *2200 EUR / semester*

2.2.3.2. Applicable programmes: all Master programmes available to international students

Tuition fees payment

2.3. The tuition fee must be paid independently from the application fee.

2.4. Tuition fees cannot be paid in instalments.

2.5. Tuition fees must be paid against the Payment Notice only **after** you have received your Offer of Admission (non-EEA applicants) or Letter of Acceptance (EEA applicants). In other words, **do not** transfer the tuition to the universities account before receiving this letter.

2.6. Transfer order forms ("átutalási megbízás" in Hungarian) must be duly completed based on the instructions provided in the Offer of Admission provided to the student. Faultily completed transfer order forms will substantially slow down the admission and the visa process.

2.7. Applicants are allowed to make the payment of their tuition fees through an authorized third person (a representative, educational consultant, family member, friend, etc.). In case the authorized third person handles the payment of more than one applicant, he or she must ensure that each application fee is transferred in a separate bank transaction. No group collection order (payment in bulk) is allowed.

2.8. The tuition fee is only refundable under the circumstances stipulated by section 3 of this documents, as published on the website of the Faculty of Humanities.



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- 2.9. Should the Embassy of Hungary require a verified or notarized copy of the Letter of Acceptance, please ask us to send the Letter of Acceptance to the embassy directly.

Payment deadlines

- 2.10. Once the Applicant arrives in Hungary and is registered as an active student, he or she must pay the amount of the tuition fee until **15 October** in the Autumn Semester (first semester) and **16 March** in the Spring Term (second semester).
- 2.11. Non-EEA Applicants are strongly requested to settle the tuition fee up to **two** semesters in advance, as to facilitate to the entry visa and Residence Permit procedure. The student is likely to be denied his or her entry visa and Residence Permit if the tuition fee is not settled **before** submitting the entry visa and Residence Permit application.

Special provisions in the case of refund requests submitted by applicants who were admitted to a foundation / preparatory program:

- 2.12. Admission to any Pre-university programme (Foundation Course, Preparatory Year, English for Specific Purposes) program happens on a rolling basis.
- 2.13. The duration of the training described in Section 2.12. is one academic year.
- 2.14. In the case of non-EEA Applicants, applicants for the programmes described in Section 2.12. must pay the tuition fee all at once (also known as a "lump sum payment") prior to the commencement of the academic year,
or, in the case of EEA Applicants, until the deadline specified in the Section 2.10. of this regulation.

- 2.15. *These financial stipulations are subject to change without notice, from time to time upon the approval of the Faculty Council and is provided at the discretion of the Faculty of Humanities of Eötvös Loránd University. The Faculty will notify you of amendments to these terms and conditions by posting them to this website.*



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3. Refunds of tuition fee

General provisions:

- 3.1. Any refund of tuition fees and or reduction in tuition fee liability is at the discretion of the Faculty of Humanities of ELTE.
- 3.2. 2% (two percent) handling costs are deducted from the requested refund amount.
- 3.3. Applicants and Students should allow **12 weeks** from the date of submitting their request for the Faculty to honour or deny their request.
- 3.4. *Academic Regulations for Students (Volume 2)* of 1 January 2016 governs the Faculty's obligations and liabilities of refunding tuition fees in the case of fee-paying students. The regulation in effect applies to both Hungarian and foreign nationals.
- 3.5. Should your request of the refund of tuition fees not be in keeping with the effective regulations provided on this website or within the Academic Regulations for Students, under no circumstances will the Faculty of Humanities of ELTE refund any tuition fee.
- 3.6. ***In case the Applicant is denied an (entry) visa***
 - 3.6.1. Non-EEA **Applicants** that are denied an entry visa will be eligible to receive a full refund (under the conditions stipulated below), while no refund whatsoever will be made if one's visa application is approved and he or she does not commence his or her studies for any reason.
 - 3.6.1.1. In case the visa application of a non-EEA applicant has been denied at both instances by the relevant authorities (i.e. after the applicant has filed an appeal), he or she will be eligible for a full refund only if and only if the request for the refund of the tuition fee is submitted electronically or postmarked, in case the request is send per post, **30 calendar days after the date of issue of the relevant authority's decision at second instance.**
 - 3.6.1.2. If the limitation deadline in Section 3.6.1.1. is missed, the applicant will not be eligible for the refund.
 - 3.6.1.3. If the relevant authorities claim that the applicant's visa has been denied due to reasonable grounds of suspected fraud or financial irregularity on the part of the applicant, the Faculty will exercise its right to file a police report against the applicant. In such a case, the applicant's payment of the refund of the tuition fee might be suspended by the Faculty until further notice.
- 3.7. ***In case the international Student withdraws, suspends, or discontinues his or her studies***
 - 3.7.1. International **Students** (already registered in the Neptun system and having signed the Adult Learning Agreement) are eligible for a refund in accordance with Section 353 ad 131. § (9) of *Academic Regulations for Students (Volume 2)* of 1 January 2016.
 - 3.7.2. In special cases, like serious illnesses, accidents, or extraordinary, unexpected circumstances, the Student or his/her representative can request the cancellation/withdrawal of his/her previous registration for the semester within **one month** after the start of the semester. He/she needs to present the original documents attesting the unexpected event at the Department of International Affairs. The request will be considered by the Board of Studies of the Faculty. No justifiable excuse may be provided beyond the deadline.



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- 3.7.3. As students completing their first semesters are not allowed to request a "gap" or "passive" semester, unless mitigating circumstances apply (Section 3.8.), students completing their first semester at the University will not be eligible for a refund.
- 3.7.4. Students paying tuition fees are entitled to a refund of their tuition fees according to the following:
- 3.7.4.1. 100% (2% deducted as handling costs), if the student's registration is invalid based on this regulation. Furthermore, if the Student requests the withdrawal of his or her registration until the time specified in this regulation, and the Committee for Education of the Faculty approves.
 - 3.7.4.2. 50%, if Students ask in writing to **suspend** their studies for the particular semester until the end of the twelfth week of the semester.
 - 3.7.4.3. 30%, if Students ask in writing to **terminate** their studies for the particular semester until the end of the twelfth week of the semester.
 - 3.7.4.4. After the thirteenth week tuition cannot be refunded.

3.8. ***In case of exceptional mitigating circumstances***

Consideration may be given to making refunds to Applicants or Students who do not fall in the above two categories (Section 3.6. or Section 3.7.) due to exceptional mitigating circumstances. The Faculty shall consider each case on merit. Cases based on serious medical conditions or bereavement of next of kin are usually accepted (if properly proved), but academic and financial difficulties are not regarded as justifiable reasons for any refund or reduction in fee liability.

3.9. ***In case of expulsion from Hungary***

In case the International Applicant or Student is made to leave Hungary by force of law (expulsion, etc.), he or she will not be eligible for the refund of his or her fees.

3.10. ***Requesting a refund***

- 3.10.1. Each request for the partial or full refund of the tuition fee must be addressed to the Department of International Affairs in writing by e-mail: international-finances@btk.elte.hu. Also, applicants may apply for a refund by sending a registered and recommended ("ajánlott és elsőbbségi" in Hungarian) mail to:

Eötvös Loránd University
Faculty of Humanities / Bölcsészettudományi Kar
Department of International Affairs / Nemzetközi Kapcsolatok Irodája
Finance Unit
1088 Budapest, Hungary
Múzeum krt. 6-8., III. em. 316.



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3.10.2. When submitting a refund, we must be furnished with the following particulars:

- Refund Data Sheet

Addressed to the Finance Unit, stating why you would like to request the refund of your tuition fees

- Official request letter

Addressed to the Finance Unit, stating why you would like to request the refund of your tuition fees. Do not forget to sign the letter and affix the place and date of its issuance (for example: Algiers, Algeria, 4 August 2014).

- Copy of your passport

Please scan the biodata page of your passport. In case your visa was refused, one page in your passport was stamped by the Embassy. Scan the stamped page as well.

- Confirmation of Payment

Please attach the proof of payment that you received from the Financial Department, showing that you have paid the tuition fee.

- Payment Slip

Please attach the proof of payment you received from your bank, showing from which account the payment was made

- Offer of Admissions and/or Final Letter of Acceptance

Please attach the Offer of Admissions and/or Final Letter of Acceptance you received from the Department of International Affairs

- Documents supporting your case (at least one!), if applicable

- **Refusal Letter** from the Authorities, in case, at second instance, your **appeal** was denied by the Hungarian authorities ("határozat" from the Hungarian Immigration Office, issued in Hungarian language).

- **Approved Withdrawal of Registration or Suspension of Studies**

- **Medical certificate**

- **Death certificate**

- **Any other documents** proving extraordinary, unexpected circumstances.

- Letter of Authorization

Give a Letter of Authorization to the person who paid the fees on your behalf, allowing him or her to collect the tuition fee. This letter is only needed if you did not pay the fee(s) from your own bank account.

3.10.3. The request counts as "submitted" if the applicant has received written confirmation from the Faculty of the receipt of their e-mail or regular mail.

3.11. ***Receiving the refund***

3.11.1. If the request has been honoured, applicants and students should allow at least **4 weeks** for the tuition fee to be transferred.

3.11.2. Refunds are not made in cash under any circumstances.



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- 3.11.3.* All refunds will be calculated in Hungarian forints (HUF) and the amount will be transferred to the payee by strictly following the financial regulations of the Financial Department.
- 3.11.4.* In addition to a 2% reduction from the total amount to be refunded, the Financial Department will calculate the amount of the refund based on the average HUF/EUR exchange rate (of the Hungarian National Bank) on the day when the original payment was made.
- 3.11.5.* If the refund of one's tuition fee is requested, the amount will only be made to the bank and account holder that originally paid the fee. In case the amount needs to be refunded to a third party, refund will only be made if the applicant submits a Letter of Authorization at the Department of International Affairs, which must be signed (in blue ink) by the applicant and two other witnesses (names in full, signatures, addresses; the signed document must be notarized at the nearest Hungarian diplomatic mission or by a notary public) and sent to us in the original by priority and recommended mail.



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4. Deferral of the Tuition Fee

- 4.1. The deadlines in Article (2.10) of this document are specified as the limitation deadline for the submission of any request for the deferral of the tuition fee in accordance with Article (1) of Paragraph 36 of the *Academic Regulations for Students (Volume 2)* of 1 January 2016
- 4.2. If the applicant is unable to commence his or her studies at the beginning of the study period (either in September or February), he or she will be allowed to request a "gap" or "passive" semester. Any request in this regard must be submitted no later **one month** after the start of the semester.
- 4.3. As students completing their first semesters are not allowed to request a "gap" or "passive" semester, unless mitigating circumstances apply, these Students will not be eligible for a deferral.
- 4.4. If the amount of the tuition fee is deferred (i.e. pushed forward) for the next semester, the applicant must request the deferral in the study period of the **same academic semester** when the tuition fee is originally paid.
- 4.5. The amount of the tuition fee cannot be deferred more than once.
- 4.6. The paid tuition fee can be deferred for the next semester on the basis of the fair and equitable judgment of the Dean.