**Charges and service fees valid for the 2020/2021 academic year**

Valid from August 1, 2020

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|  | **Title** | **Fee** |
| 1 | Fee for missing an administrative deadline | HUF 3,500 |
| 2 | Fees for issuing academic verification forms from the Neptun system (taking into consideration exceptions laid out in Chapter 14 of Government Decree no. 87/2015. (IV. 9.))\* | HUF 1,000/copy |
| 3 | Fees for issuing academic verification forms from a platform other than the Neptun system (taking into consideration exceptions laid out in Chapter 14 of Government Decree no. 87/2015. (IV. 9.))\* | HUF 2,000/page, max. HUF 10,000\* |
| 4 | Issuing a duplicate degree certificate, duplicate attachment of the degree certificate, duplicate programme certificate | HUF 10,000 (+HUF 2,000 extra charge) |
| 5 | Issuing a new degree certificate due to a change made in the birth certificate | HUF 10,000 |
| 6 | Missing a payment deadline (late payment fee) | HUF 3,500/item |
| 7 | Change in the payment deadline of a fee issued by the Quaestura Office of Student Services | HUF 1,000 |
| 8 | Submission of a transfer request (students requesting transfer from another higher education institution) | HUF 8,000 |
| 9 | Registration for a subject after the expiration of the course registration period | HUF 3,000/subject |
| 10 | Failure to submit verification of completion of training practice, or submission of the verification after the expiration of the deadline through the fault of the student (except in the case of teacher training courses subject to the Nftv.) | \*\* |
| 11 | Second retake exam (third exam from the same course within the same exam period) | HUF 3,500 |
| 12 | Absence from an exam without official justification | HUF 3,500 |
| 13 | Submission of a new thesis/portfolio in the case of a thesis/portfolio graded failed or rejected over plagiarism | HUF 10,000 |
| 14 | Fee payable for a repeat final exam in the case of an unsuccessful final exam, failure to show up to a final exam (except if the student has failed to obtain the pre-degree certificate until the final exam), or failure to de-register for the final exam by the specified deadline | HUF 10,000 |
| 15 | Second registration for a course[[1]](#footnote-1) | HUF 3,000/course |
| 16 | Third and any additional registration for a course[[2]](#footnote-2) | HUF 7,000/course |
| 17 | Fee payable for the organisation of a repeat training practice in the cases of disciplinary pedagogical training or the cohesive independent pedagogical training module | HUF 12,000 |
| 18 | Credit exceeding fee (over 110%)  Excluded from the 110%:   * 2nd, 3rd or additional registration of a course which the student paid for * Specialised college courses | HUF 4,300/credit |
| 19 | Repeated validation of a student ID within the same semester | HUF 3,500 |
| 20 | Postage of a new or validated student ID as certified mail | HUF 1,200 |
| 21 | Postage of the verification form replacing the temporary student ID from 1 January 2012 as registered mail | HUF 1,000 |
| 22 | Postage of a Neptun ID and password as registered mail | HUF 1,000 |
| 23 | Postage of a verification form concerning the student status as registered mail | HUF 1,000 |

The titles above do not cover the tuition for self-financed students, the credit over-registration fee or dormitory fees. For information about those fees, students can visit the website of the faculty in question or contact their student service clerk.

**\* Documents to be issued free of charge:**

- the first issuance of all documents concerning the training programme and the obtainment of the doctoral degree are free of charge [Nftv.[[3]](#footnote-3) Article 81 (1) point f)], in addition:

- the first issuance of a degree certificate and its attachment not issued throughout the duration of the student status (shall also be free of charge for former students) [Vhr.[[4]](#footnote-4) Article 34 (6)];

- the issuance of all forms pertaining to a student’s status with the University shall be free of charge throughout the duration of the student status [Vhr. Article 40 (7)];

- the certification of the details of subjects and curricular units registered for in a given semester (name, code, name of instructor, credit value, method of assessment, contact hours, class type, evaluation, class hours, name of instructor responsible for evaluation) and the details of the completion of a semester per programme (date of completion, number of registered credits, number of credits completed, (cumulative) weighted academic average, credit index, corrected credit index, totalised corrected credit index) shall be free of charge once per semester [Vhr. Article 41 (1) point d)]

1. To be calculated by taking into account earlier course registration. [↑](#footnote-ref-1)
2. To be calculated by taking into account earlier course registration. [↑](#footnote-ref-2)
3. Nftv.: Act CCIV of 2011 on National Higher Education, <http://njt.hu/cgi_bin/njt_doc.cgi?docid=142941> [↑](#footnote-ref-3)
4. Vhr.: Government Decree 87/2015. (IV.9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education,

   <http://njt.hu/cgi_bin/njt_doc.cgi?docid=174936.367315> [↑](#footnote-ref-4)