

RULES OF REIMBURSEMENTS AND BENEFITS FOR STUDENTS
/abridged version for foreign nationals applying for admission to foreign-language
educational programs/

In conformance to Act CCIV of 2011 on National Higher Education, the University Council of Pázmány Péter Catholic University has set out the provisions defined in the relevant government decrees and other legal regulations to frame the following Rules as an appendix to the By-Laws.

Part I
General provisions

Scope and interpretation of the Rules

§ 1 (1) These Rules shall be applicable to all the educational programs attended by university students at the University.

(2) These Rules shall be applicable to all persons in university student status with the University, including guest students and students participating in any educational program for the obtainment of partial knowledge. The provisions of these Rules shall be applied in relation to fees, as well as the rules and procedures of payments to

a) persons who intend to take closing exams without their having the legal status of university students, and

b) other persons obliged to pay administrative fees under these Rules,
as irrespective of the fact that they have the legal status of university students.

(3) With respect to the application of financial funds associated with the supports and payments of students, as well as the operation of the associated systems for the provision of information, control and legal remedies, the scope of these Rules shall cover the competent organizational units of the Faculty and the Students' Union.

(4) In view of the characteristics of purely theological education and on the basis of the particular regulations stipulated for the proper observance of the mandatory requirements of the Holy See, the Faculty of Theology and the Postgraduate Institute of Canon Law may deviate from the provisions of these Rules.

(5) Within the framework defined in these Rules, the Faculties have the right to set out complementary provisions to these Rules. The complementary provisions created by the Faculties may not be in conflict with the provisions of these Rules – unless it is required expressly otherwise by these Rules –, and shall be applicable solely to the students studying at the Faculty concerned, and only in relation to the education provided by the given Faculty.

(6) In the event of any doubt, the Rector has the right to interpret these Rules authentically, and issue provisions needed for the enforcement of the Rules as required, without prejudice to the Gran Chancellor's right set out in the University's By-Laws to give authentic interpretation of the University's rules and regulations.

[...]

Part V
Payments by students

Common rules of payments by students

§ 29 (1) Only the fees and payments that are defined in these Rules may be claimed from the students of the University in association with their university student status. Any claim not arising from the university student status shall be governed by the general rules of civil law.

(2) Based on these Rules, fees may be claimed from such persons not having university student status with the University who rely on educational services that can as well be demanded in the framework of university student status.

(3) The rules set out in this Chapter and pertaining to students participating in fee-paying educational programs and tuition fees shall be appropriately applicable to

- a) participants of educational programs with cost reimbursement and the amounts of their cost reimbursement, and
- b) participants of partial state scholarship and the amounts of their tuition fees not covered by the state scholarship.

(4) The individual payments of the students shall be made electronically, with bankcard payment via the Neptun system. In association with certain other types of payments, in the form of their amendatory provisions to these Rules the Faculties – may as well allow other forms of payment, especially when the payer has no university student status with the University, or is not registered in the Neptun system.

(5) If a student makes any fee payment outside of the Neptun system – or in deviation from any other prescribed form of payment –, it cannot be deemed as the performance of payment, and therefore shall not form a basis of the provision of services. The student has the right to claim the refunding of such a payment in line with the general rules.

Tuition fee

§ 30 (1) For the upcoming educational period, the amount of the tuition fee that is due in the first academic year shall be determined and published by the dean of the Faculty having competence in the given major in the Admission Information Notice or Educational Information Notice individually for each major or work order.

(2) The amount of the tuition fee – that is due in the first academic year – may be determined

- a) as a specific amount relating to one semester, as irrespective of the actual study-related activities, or
- b) as an amount calculated on the basis of the number of credits for which the student has signed up in the given semester.

(3)¹

(4)² The amount of the tuition fee may not be modified during the term of the education.

(5)³ The amount of the tuition fee shall be set out in the student educational contract.

(6)⁴ For a student becoming obliged to pay a tuition fee for any reason, the amount of the tuition fee shall correspond to the amount of the tuition fee established for first-year students in the academic year when student becoming obliged to pay a tuition fee commenced the first semester of studies in fee-paying education. If in the given academic year the educational program concerned is not announced in fee-paying form, the amount of cost reimbursement shall correspond to the amount of the tuition fee payable for the fee-paying educational program that carries the smallest amount of tuition fee from among the fee-paying educational programs with the same educational period or work order – or otherwise with the same educational cycle – announced by the Faculty that is competent in the education program in question. This rule shall also be applicable to students commencing their studies in fee-paying

¹ Repealed by Resolution no. ET 2016/2015.06.04. Invalid since 15.08.2015.

² Modified by Resolution no. ET 2016/2015.06.04. Effective from 15.08.2015.

³ Modified by Resolution no. ET 2016/2015.06.04. Effective from 15.08.2015.

⁴ Modified by Resolution no. ET 2016/2015.06.04. Effective from 15.08.2015.

education, and then admitted to state scholarship education in case they become fee-paying students again for any reason.

Payment of the tuition fee

§ 31 (1)⁵ The tuition fee shall be payable by the due date of payment determined within the schedule of the academic year. Should the due date of payment be ignored, the student's enrollment/registration for the given major shall be deemed as invalid, and in case the student is not entitled to continue studies at any other major during the given semester, the university student status shall be suspended.

(2) Unless it is otherwise required in these Rules, tuition fees shall be payable with bankcard payment via the Neptun system.

Other service fees

§ 32 (1) Persons demanding the following services may be obliged to pay the associated fees:

a) Teaching any subject described in Hungarian and determined in the curriculum of the B.Sc. education and M.Sc. education as to be taught in Hungarian in any language that is different from Hungarian.

b) Things created with the University's assets, and transferred to the student's ownership.

c) Use of the University's facilities in any manner that is not closely associated with education.

(2) Fee payment may as well be required from students who in state-subsidized education or education with cost reimbursement exceed the credit number needed for the fulfillment of the educational and study requirements defined for the given educational program by more than 10%.

(3) For the given academic year, on the fees defined in Section (1)–(2) the University Council shall decide by 31 May of the previous academic year in view of the proposal of the Finance and Technical Directorate General and Educational Directorate consulted with the deans of the Faculties. This decision may also extend to the establishment of certain fees solely at specific Faculties, or the release of fee payment for certain services in the given academic year. The decision shall also prescribe which fees have to be paid via the Neptun system.

§ 33 (1) A service fee shall be payable by anyone who – by way of their conduct or any other reason under their control – forces the institution to administer any separate procedure in addition to the services financed from the cost reimbursement or state subsidies as defined in this Paragraph.

(2)⁶ Fees that are collectible on the basis of these Rules:

1. Application fee to the dean: It is a fee payable in relation to procedures to be administered on the basis of any application that is submitted in matters belonging at the first instance to the scope of the dean or competent assistant dean's competence pursuant to the provisions of the Code of Studies and Exams.
2. Student card surcharge: It is a fee payable for the replacement of student cards or stickers.
3. Fee payable for the obtainment of PhD degree without having student status: It is a fee payable by any person who initiates the procedure for the obtainment of a degree after the termination of PhD student status.
4. University student printer usage fee: It is a fee payable for the printing services performed for the student with the use of any printer operated by the University.

⁵ Modified by Resolution no. ET 2016/2015.06.04. Effective from 15.08.2015.

⁶ Modified by Resolution no. ET 2016/2015.06.04. Effective from 15.08.2015.

5. Permitted course cancellation: It is a fee payable for the cancellation of any course – in the framework of the procedure defined in the Code of Studies and Exams – for which the student has registered beyond the course registration period.
6. Admission institutional administrative fee: It is a fee payable for application for specialized further education, religious education and PhD education.
7. Habilitation administrative fee: It is a fee payable for the habilitation procedure to be administered by the University.
8. Habilitation certificate issuance fee: It is a fee payable for the issuance of the certificate based on the habilitation procedure to be administered by the University.
9. Application fee for the recognition of work experience: It is a fee payable for the procedure to be administered for the recognition of any knowledge earned earlier or work experience as part of the studies in the framework of the relevant procedure defined in the Code of Studies and Exams.
10. Default fee: It is a fee that is collected for the supplemental administration from persons who fail to arrange study matters or fulfill the tuition fee payment obligation in a timely manner, and that can be established in different amounts in association with certain specific study-related case types.
11. Library default fee: It is a fee determined for cases when borrowed books are returned with delay.
12. Application fee for the recognition of credits: It is a fee payable for the procedure to be administered on the basis of any application for the recognition of credits, as to be submitted to the Credit Transfer Committee pursuant to the relevant provisions of the Code of Studies and Exams.
- 13.⁷
14. Licentiate comprehensive exam fee: It is a fee payable in conformance to special faculty rules.
15. Certificate delivery ceremony fee: It is a fee that is specified for the non-obligatory ceremonial delivery of the certificate, and that may comprise various fee items.
16. Document copy issuance fee: It is a fee that is payable for the issuance of copies of certain study-related documents, and that may be established in different amounts for the individual types of documents.
17. Certified document copy issuance fee: It is a fee payable for the issuance of certified copies demanded from the original documents that can be found among the records of the University.
18. Replacement fee: It is a fee payable for the replacement of certain small-value devices (e.g. entrance card) provided to students as free of charges in association with the university student status. This fee may be determined in different amounts for the individual types of devices.
19. Application fee for the rector's decision on equity: It is a fee payable for the procedure to be administered on the basis of any application for the rector's decision on equity pursuant to the relevant provisions of the Code of Studies and Exams.
20. Fee for the modification of the cost payer of invoices: If a third person has agreed to pay the student's tuition fee, but the student has failed to fulfill its associated registration obligation in a timely manner, the student is obliged to pay this fee.
21. Application fee to the Study Committee: It is a fee payable in relation to procedures to be administered on the basis of any application that is submitted in matters belonging at the first instance to the scope of the Study Committee's competence pursuant to the provisions of the Code of Studies and Exams.

⁷ Repealed by Resolution no. ET 2016/2015.06.04. Invalid since 15.08.2015.

22. Course registration fee after the deadline: It is a fee payable for course registration after the permitted deadline pursuant to the relevant provisions of the Code of Studies and Exams.
23. Course registration fee from the third registration: It is a fee payable for course registration from the third or any further registration.
24. Fee for the procedure of recognition for further education: It is a fee payable for the recognition of studies in foreign countries for the purpose of further education.
25. Nostrification of scientific degrees: It is a fee payable for the nostrification of scientific degrees obtained abroad.
26. Exam fee: It is a fee payable for the third or any further exam taken on the same subject. In view of the establishment of the fee, all such exams shall be taken into consideration that the student has started, or that the student has failed to attend without the withdrawal of registration in line with the relevant regulations. This fee may be determined in different amounts for the individual types of exams.
27. Closing exam fee: It is a fee payable for the second or any further registration for the closing exam.

(3) For the given academic year, on the fees defined in Section (2) the University Council shall decide by 31 May of the previous academic year in view of the proposal of the Finance and Technical Directorate General and Educational Directorate consulted with the deans of the Faculties. This decision may also extend to the establishment of certain fees solely at specific Faculties, or the release of fee payment for certain services in the given academic year. The decision shall also prescribe which fees have to be paid via the Neptun system.

§ 34 (1) Unless it is required in these Rules, the evaluation of applications or the use of other services shall be conditioned on the payment of the prescribed fee.

(2) In association with the services fees that are payable via the Neptun system, before the payment of the fee the student shall provide for entering the necessary item of payment to the Neptun system. The student has the right to cancel any entered item until 3.00 p.m. on the day of posting without any consequences.

(3)⁸ If the student does not cancel the financial item entered by the student in the Neptun system as required in Section (2), or fails to pay it by 12.00 a.m. on the day following the date of entry, it shall be canceled *ex officio*.

Students' hostel fee

§ 35 The regulations relating to the fees of students' hostel services are set out in the Students' Hostel Regulations of Pázmány Péter Catholic University.

Takeover of the payment obligations to be fulfilled by the students

§ 36 (1) With respect to the payment obligations to be fulfilled by students, the University accepts the takeover of the payment of tuition fees by business entities of private entrepreneurs.

(2) It shall be deemed as an instance of the takeover of payables in case the student as a private entrepreneur wishes to settle his/her payment obligations that are due to the University.

(3) Beyond the cases described in Section (1), the University may not give its consent to any other takeover of payables even upon special request.

(4) When the payment of the tuition fee is taken over, based on the relevant invoice it shall be paid via bank transfer to the University's bank account specified in the invoice.

⁸ Modified by Resolution no. ET 2016/2015.06.04. Effective from 15.08.2015.

(5)⁹ When the payment of the tuition fee is taken over, the student is obliged to submit an invoice request to the competent organizational unit by using the dedicated form.

(6) The due date of payment shall be met even when such payables have been taken over.

(7) In the event of any failure to or delay in making the payment in part or full, the University shall apply study-related sanctions vis-à-vis the student even if the payment has been taken over by a third person. The student and the person taking over the payables shall be jointly and severally liable for the payment of the tuition fee.

Allowances

§ 37 (1) Upon the student's request, as allowances in justified cases exemption, payment in installments or deferred payment may be granted in relation to the payment of the tuition fee.

(2) Payment in installments or deferred payment may be granted solely for the current academic year.

(3) Any student may be given only one type of allowances at a time.

(4)¹⁰ No allowance may be granted to students who settle their tuition fees by means of the takeover of payables, or pay the tuition fees by themselves as private entrepreneurs after requesting the associated invoices, with the additional condition that in case the takeover of payables is only partial, and the student as a private person remains obliged to pay the tuition fee at least in an amount of HUF 100,000, for the amount not taken over the student is entitled to request payment in installments or deferred payment under the general rules.

(5) Unless it is otherwise required in these Regulations, for the payment of the service fees no allowance may be granted.

§ 38 (1) Any student granted the allowance of payment in installments is obliged to pay the tuition fee in three installments. One-third of the amount of the tuition fee shall be due by the last day of the time limit of payment that is applicable to fee-paying students not given any allowance of payment, on-third of the amount shall become due by 31 March or 31 October, whereas the remaining part shall be payable by 15 November or 15 April.

(2) Any student granted the allowance of deferred payment is obliged to pay the total amount of the tuition fee by 31 October or 31 March.

(3) Any student paying the tuition fee by way of the assignment of his/her student loan shall be given the option of deferred payment until the disbursement of the student loan. The underlying condition is that the student shall fulfill its administrative obligations in relation to the assignment in a timely manner. If the Student Loan Center refuses to pay, the Registrar's Office shall give a written prompt notice to the student to require the total amount of the tuition free within eight days following the delivery of the prompt notice. In the event of any failure to make the payment, the student shall be deemed as not having fulfilled the obligation to pay the tuition fee by the deadline granted for the deferred payment.

(4)¹¹ Any request for payment in installments or deferred payment shall be submitted in writing to the competent organizational unit of the Faculty by the last day of the registration period at the latest.

(5)¹²

§ 39 (1) If the student given the allowance of payment in installments fails to pay the first installment by the last day of the payment period, the student's legal relation shall be

⁹ Modified by Resolution no. ET 2016/2015.06.04. Effective from 15.08.2015.

¹⁰ Modified by Resolution no. ET 2016/2015.06.04. Effective from 15.08.2015.

¹¹ Modified by Resolution no. ET 1194/2015.04.17. Effective since the academic year of 2015/2016.

¹² Repealed by Resolution no. ET 1194/2015.04.17.

suspended – in the case of any student attending concurrent studies at more than one major, his/her registration for the given major shall be invalid.

(2) Until students given the allowance of payment in installments or deferred payment fail to pay the total amount of the tuition fee in due time as specified in these Rules, they may not be allowed to take exams in the current semester, but their university student status shall not be suspended, meaning that they may use the support period covered by partial state scholarship, and are obliged to pay the total amount of the tuition fee for the semester in question. In the event of any failure to meet the due dates of payment, the student is obliged to pay a default fee.

Refunding procedure

§ 40 (1) If the student has made any erroneous payment to the University, s/he has the right to claim the refunding of the payment within the time limitation specified in these Rules.

(2) In case the student withdraws his/her registration for an active semester – or for any specific major when studies are concurrently attended at more than one major – within the time limit specified in the Code of Studies and Exams, or suspends his/her university student status – or studies at any specific major –, then the amount of the tuition fee that has already been paid – or settled in relation to any specific major – may be claimed for refunding.

(3) If the student does not withdraw his/her registration for an active semester – or for any specific major when studies are concurrently attended at more than one major – within the time limit specified in the Code of Studies and Exams, no part of the tuition fee that has already been paid may be refunded, or in case as a result of any allowance of payment in installments or deferred payment the total amount of the tuition fee has not been paid, then the student is obliged to pay the total amount of the tuition fee even when during the academic year the student aborts his/her studies.

(4) If the student becomes unable to fulfill his/her study-related obligations due to child-birth, accident or other unexpected cause occurring beyond his/her own fault, and the dean permits the suspension of the university student status upon the student's request, in line with the provisions of the Code of Studies and Exams, the student shall have the right to claim the refunding of the time-proportionate amount of the tuition fee that has been paid for the current semester.

(5) If during the semester the student's status as a university student terminates, then

- a) the student shall have the right to claim the refunding of the total amount of the tuition fee provided that the university student status has been terminated within time limit for the withdrawal of registration, or
- b) the student is not entitled to claim the refunding of the tuition fee, and shall remain obliged to pay any unpaid part of the tuition fee if the university student status has been terminated beyond time limit for the withdrawal of registration.

(6) The refunding of the paid service fee may be claimed only if it is ascertained that the student has not been provided with the given service.

(7) The request for refunding shall be submitted to the Financial Group of the Finance and Technical Directorate General in writing, with the use of the dedicated form.

(8) Any claim for refunding by persons who do not have university student status with the University shall be governed by the general rules of civil law.

Part VI

Special provisions pertaining to certain groups of students

§ 41 §¹³ (1) The provisions of these Rules shall be applicable to students who participate in foreign partial studies with scholarships on the basis of any international or institutional agreements /hereinafter referred to as foreign partial studies/ – unless it is otherwise required in the competent Faculty's complementary provisions to these Rules –, as well as students who have been admitted to educational programs announced solely for foreign nationals in foreign languages in admission procedures administered within the scope of the institution's competence, with the deviations set out in this Section.

(2) The issuance of certificates for the purpose of the visa applications for students who have been admitted to educational programs announced solely for foreign nationals in foreign languages in admission procedures administered within the scope of the institution's competence shall be conditioned on the payment of the total amount of the tuition fee for the given semester.

(3) Before the completion of the first active semester, students who have been admitted to educational programs announced solely for foreign nationals in foreign languages in admission procedures administered within the scope of the institution's competence may not be granted allowance of payment in installments or deferred payment for the payment of the tuition fee.

(4) Students who have been admitted to educational programs announced solely for foreign nationals in foreign languages in admission procedures administered within the scope of the institution's competence may not claim the refunding of their paid tuition fees with reference to the withdrawal of registration. In these cases, the paid amount of the tuition fee may be spent on the settlement of the tuition fee of the next active semester.

(5) The fees payable by students learning under interinstitutional agreements are set out in the respective agreements.

Part VII Definitions

§ 42 For the purposes of these Rules:

[...]

12. Overdue payment obligation: Any financial debt outstanding to the University where the payment term has expired. Overdue payment obligations shall also include financial items entered by the student in the Neptun system, but thereafter not paid, as irrespective of its enforceability.

Part VIII Miscellaneous provisions

§ 43 Unless it is required otherwise in these Rules, the time limitation for the valuable receivables of students from the University shall be one year.

¹³ Modified by Resolution no. ET 45/2016.06.10.