301 APPLICATION FOR DEFERRED ENROLL-MENT/REGISTRATION

Student Information Notice

Starting from the spring semester of the academic year 2020/21, students may submit applications for deferred enrollment/registration to the Study Committee using the Neptun system only.

Who may submit the application?

Students who were unable to enroll/register until the end of the registration period specified in the schedule of the academic year approved by the University Council (hereinafter: schedule). Only those students may submit the application who have no overdue debts owed to the University and who have not already submitted form 301 for the given program in the given semester.

When can the application be submitted?

From the end of the enrollment/registration period specified in the schedule until the end of the second week of term time, as laid out in Section 15 (5) of the Education and Exam Policy.

What information is included in the application?

The applicant's information as recorded in the Neptun system:
- Student personal data:
    - o Name,
    - o Neptun code,
    - o Contact information (email address and phone number).
- Data of the student's training program:
    - Faculty code,
    - Program name and code,
    - Financial status,
    - Neptun code, name of educational administrator.
- A list of overdue amounts owed by the student to the University.

Process

Submission of the application

The application can be submitted by opening *'301 Application for deferred enrollment/registration'* on the *'Available request forms'* tab under the *'Administration' / 'Requests'* menu item in HWEB. The start and end of the submission period (validity) is displayed in the application row.

An essential condition for enrolling/registering for the active semester is that the student have no overdue debts owed to the University. Although students can complete the form if they have any such debts, the application can only be submitted if the debts are settled (paid/cancelled). The system sends a confirmation message about the amount owed.

A justification has to be provided when submitting the application. Documents supporting the reasons can be added with the use of the pop-up window that appears after clicking the *'Attachment'* button. Documents can be attached as JPG, JPEG, or PDF files, and the maximum size of each is 10 MB.

After completing the form, it can be submitted by clicking *'Next'* and then the *'Submit request'* button on the preview page. The applicable service fee is automatically assigned when submitting the application. (Information on the amount of the service fee is available [here](#).) The system sends the applicant a confirmation message. The name of the assigned item is identical to the ID of the submitted application. Use the *'All terms'* function when listing the items to be paid. The application's status remains *'Waiting for pay in'* until the student pays the item under the *'Finances'* / *'Payments'* menu item. The item can be paid only by using the item assigned by the system; items cannot be paid by bank transfer.

The application is considered submitted if it receives the status *'Being processed'*, which students can check on the *'Submitted requests'* tab under the *'Administration/Requests'* menu item.

Decision

Submitted applications are forwarded to the Study Committee for approval.

Before making its decision, the Study Committee may return the application to request missing information, on one occasion. In this case, the student has to resubmit the application with the requested additional information/changes no later than three days following the submission deadline. Otherwise, the application will be submitted to the Study Committee in its original format. The applicant is notified of the application being returned for corrections by way of a Neptun message (or email, if the user has enabled email notifications).

After evaluating the student's reasons for the application, the Study Committee may:

- **accept**, or
- **reject** the application.

The system will generate an official decision on the Study Committee's decision, which the student can view under the *'Submitted requests'* tab in the *'Administration/Requests'* menu item, by selecting the *'View resolution'* menu point after clicking the + sign at the end of the row of the application. At the end of the application process, the applicant will be notified of the positive or negative decision in a Neptun message (or email, if the user has enabled email notifications).