

510 APPLICATION FOR PAYMENT IN INSTALMENTS OR DEFERRED PAYMENT

Student Information

The application is available in electronic format in the [Neptun](#) system starting from the 2019/2020 school year. The application for payment in instalments or for deferred payment can be submitted in electronic format only.

Who may submit the application?

- Self-funding/fee-paying students registered as active for the semester in which the application is submitted.
- Due to the different deadlines, students admitted to postgraduate specialist training programs in the given semester should use the separate form '*510-S Application for payment in instalments or deferred payment.*'

When can the application be submitted?

According to the schedule approved by the University Council, the application can be submitted from the start of the registration period until 11:59 PM of the last day of the registration period. Failing to meet this time limit results in the forfeiture of rights; the application may not be submitted after the deadline. No opportunity is provided for correcting or amending submitted applications or for submitting additional information.

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 Email address,
 - o Phone number.
- Data of the student's program:
 - o Faculty code,
 - o Program name and code,
 - o Financial status for the given semester,
 - o Start of program status,
 - o Educational administrator,
 - o Specification of the change in majors, transfer between full-time and correspondence education, or transfer between institutions (if this is the student's first semester in the new program).

Information to be provided by the applicant:

- Application type (application for payment in instalments or deferred payment; mark one).
- Justification (required, free-text field).
- Attachment (not required; the 'Attachment' button becomes active when the justification is entered).

Process

Submission of the application

The application can be submitted by opening the *'501 Application for payment in instalments or deferred payment'* under the *'Administration' / 'Requests'* menu item in HWEB. (Due to the different deadlines, students admitted to postgraduate specialist training programs in the given semester should use the separate form *'510-S Application for payment in instalments or deferred payment.'*)

When completing the application, the applicant can select one of the application types with the *'Application for payment in instalments'* and the *'Application for deferred payment'* radio buttons. The free text justification field then has to be filled out. The applicant can and should select one application type. After selecting the application type, the page displays the payment deadline specified by the Student Reimbursement and Benefit Policy for the given application type (allowance).

The *'Justification'* field has to be filled out, without which the application cannot be submitted. An error message warns the applicant if the Justification is missing. The *'Attachment'* button becomes active when the justification is entered; an attachment is not required.

An error message also warns the applicant about having to accept the statement (*'I have familiarized myself with and acknowledge the contents of the Institution's regulations and the information.'*), if the applicant forgets to do so.

After completing the form, it is submitted by pressing *'Next'* and then the *'Submit request'* button on the preview page. A confirmation message confirms that the submission was successful, i.e. *'Application 510 for payment in instalments/22 has been successfully submitted.'*

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

The applications cannot be submitted after the deadline and no opportunity is provided for correcting or amending submitted applications or for submitting additional information, in light of the short period of time available for assessing submitted applications.

No service fee is payable for the submission of the application.

Administration and decision

After the application has been submitted, the Student Welfare Committee passes a decision by the deadline specified by the University Council in the schedule for the semester. The applicant is notified of the decision by way of a Neptun message (or by email, if the user has enabled email notifications).

Students can check the results of applications on the *'Submitted requests'* tab under the *'Administration/Requests'* item on HWEB.

- If the application is adjudged favorably, it receives the **'Approved'** status. After the decision, the type of payment allowance awarded is recorded in the Neptun system. The tuition/reimbursement fee is assigned in the period specified in the schedule for the semester, in accordance with the specified payment allowances.

- If the application is denied, a decision is prepared in the Neptun system and the application receives the **'Rejected'** status. The applicant can view the decision from the 'Submitted requests' tab in the 'Administration/Requests' menu point in HWEB by selecting the '*View decision*' menu point from the pop-up menu displayed after clicking the + sign at the end of the row of the application.