

## Step-by-step guide of fee-paying with credit card in the Neptun system

As stated in the *Rules of Reimbursements and Benefits for Students* 27. § (1), the fee-paying of students is to be done by credit card payment in the Neptun system.

The payment of studies should be done in the following order in the Neptun system:

1. The fee-paying requirement of the given semester – if it is paid by private individual – appears in the Neptun system if the registration of active semester is completed.

If you wish to receive an invoice as a company or private enterprise of your payment, please contact our staff member responsible for student payment issues via the contact information provided at the bottom of the page.

2. The fee-paying requirement can be fulfilled in the Neptun system with choosing the **Finances&Payment** and complete the following steps

**After entering the Payment surface please choose the given semester at „Filters” and „Terms”, with active status ticked in and then please press „List”.**

After selecting these option the fee-paying requirement will appear. Tick „Pay in” and click on „Yes”.

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Transcribed items[2015/16/2, All]



Actions: Pay in Delete

Name:	Term	Type	Subject code	Amount	Imposition date	Date of deposit	Deadline	Status:	Invoice number	SL1 State	SL2 State	1
<a href="#">költségtérítés/önköltség</a>	2015/16/2			230,000 HUF	2/8/2016		2/22/2016	Active	2016/NJ/2760	Compliance		<input type="checkbox"/>
<a href="#">Próba tétel</a>	2015/16/2			33 HUF	4/28/2016		4/30/2016	Processing				<input checked="" type="checkbox"/>

Number of results:1-2/2 (1844 ms) Actions: Pay in Delete



- Only items transcribed by the student can be deleted.
- You can only delete an item until there is no reference to it.

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Payments Pay back

Transcribed ite

Question

Are you sure you want to pay it?

Yes No

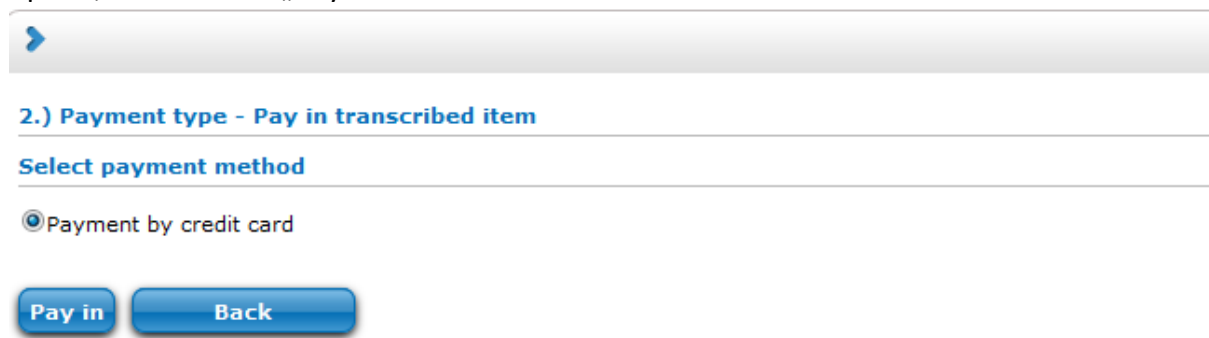
Number of results:1-2/2 (1844 ms) Actions: Pay in Delete

Smiley face icon

- Only items transcribed by the student can be deleted.
- You can only delete an item until there is no reference to it.

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At „Payment type – Pay in transcribed item” choose the ‘Payment by credit card’ payment option, then click on „Pay in”.



The screenshot shows a web interface for selecting a payment method. At the top, there is a blue arrow icon pointing right. Below it, the heading "2.) Payment type - Pay in transcribed item" is displayed in blue. Underneath, the text "Select payment method" is shown. A radio button is selected next to the option "Payment by credit card". At the bottom of the form, there are two blue buttons: "Pay in" and "Back".

Following this step the OTB Bank online payment page will appear where you can fill out the credit card information needed for the transaction.

For more information about which credit cards are eligible for payment please see the [following link](#).

3. After completing the transaction, click on „Vissza a bolti oldalra” (back to previous page) and return to the Neptun system, where you can check if the payment was successful and noted by the system by choosing given semester at „Filters” and „Terms”, as it should read „Fulfilled” in the „Status” line.

(If your card was billed but the status still shows active payment, please re-enter the Neptun system and after choosing Finances&Payment **click on** „List” to refresh the page.)

If you have any question regarding the payment in the Neptun system, please contact our staff member on this phone number 06 - 1 – 429-72-59 or the e-mail address [hallgatoipenzugy@ppke.hu](mailto:hallgatoipenzugy@ppke.hu).