SZTE HALLGATÓI SZOLGÁLTATÓ IRODA
hszi@hszi.u-szeged.hu, www.hszi.u-szeged.hu

Dear Student,

Below, you can find information about the different options for fulfilling payment obligations.

Preparation of payments announcement
The Faculty Administration Offices (TOs) set the payment obligations (the amount and the title) based on the University's relevant regulations. The electronic payment notices are fixed in Neptun by the IT department of the Students' Service Office.

Payment of the charged fees:
You can fulfil your payment obligations in several ways: via SimplePay in Neptun, via the POS terminal at the Students' Service Office, or by bank transfer.

Payment by credit card via SimplePay in Neptun website:
1. Within Neptun (finance / payment) via SimplePay, you can use a credit card to fulfil your payment obligations. Payment via SimplePay is convenient as it is not limited in space and time, your payment will be credited immediately and it is secure because you do not have to hand your credit card over to anyone.

   The SimplePay payment option can be used to pay for any payment obligation with any credit card suitable for electronic payment. Before paying with the card, we recommend checking the amount of the purchase limit of the card – in case of a lower purchase limit than the payable fee, the transaction will be rejected by the account holding bank.

2. **Payment via credit card at POS terminal:**
   Besides the web interface, the payment obligations can be settled with a normal credit card payment at the Students' Service Office. Any kind of HUF based payment obligation fixed in Neptun can be settled by credit card payment - in the case of a successful transaction, the payment will be credited immediately in Neptun.

3. **Payment via bank transfer:**
   In case of payment by bank transfer, please write the Neptun code and the fee title in the comment section of the transfer. Payment via bank transfer is processed within 5 to 10 working days.

   Bank account details of University of Szeged:
   https://u-szeged.hu/english/tuition-fees/payment-methods

Please note that according to the 2nd annex of the Regulation of Students' Benefits and Fees (HJTSZ), if a student pays the cost 10 days after the deadline or later, the University imposes a service charge according to the regulations.

Checking your payment status:

You can check your payment status on Neptun 5-10 working days after paying via bank transfer, or immediately after making payments via SimplePay or in person via POS. In order to deal with any problems, you should always keep a paper or electronic certificate about your payments.

Request invoice for payments:

With our automatic billing system, all payments are invoiced. Invoices are issued in electronic format and are available in the Neptun student interface under Finance/Invoices. Provided your payment was done via bank transfer, please indicate the invoice number in the comment section of the transfer.

Students can only pay their announced fees online before the invoice is issued. In case of service fees (administration fees, exam fees) students will have 7 days after the fee announcement to pay their obligations on the Neptun interface. After this period, they will be able to pay in person in case of HUF based installments via POS, or via bank transfer. If you need an invoice with specific billing data (eg: you need the invoice for your employer or your company), please submit your request at the Students' Service Office.

For further questions, please contact Students' Service Office staff from 9 am to 3 pm on weekdays on +36 62/54-HSZI (54-4794) or at hszi@hszi.u-szeged.hu.

Szeged, January 25. 2022

Yours faithfully,

Csaba Fekete
Office Manager