



ELTE

FACULTY OF
INFORMATICS

Transferring funds to the joint account

- Transferring HUF for other fees via transferring funds to the joint account
- Transferring HUF via SimplePay
- What can I do if the transferred funds have not arrived to my joint account?
- Automatic payment, Invoice request, Income certificate
- Refund

Transferring funds to the joint account

Tuition fees and other possible fees related to your studies can be paid in the Neptune system. After enrollment, the student will automatically have access to the so-called joint account, which is a "virtual student bank account". Payments to the collective account can only be made via transfer through your bank account. You can top up your Neptun balance by transferring to ELTE's account, from which the system automatically deducts the amount in the second step - if there is adequate coverage - when a debt expires. You can keep any amount in your joint account during your studies. If you have funds accumulated in your Neptun account and you no longer need the amount left on your balance, you can initiate its return at any time by pressing a button. The funds you transferred to your joint account will arrive on your Neptune balance in 1-2 business days, so this option does not offer immediate payment!

[Transferring HUF for other fees via transferring funds to the joint account](#)

[Transferring HUF via SimplePay](#)



General information regarding transferring funds

- The time it takes to receive an international bank transfer, the expected transfer time may vary. It typically ranges **from a few business days to up to a week, depending on the banks and the countries involved**. However, please keep in mind that some factors can influence the transfer time, **including intermediary banks and the chosen transfer method**. To get a more accurate estimate for your specific situation, it's advisable to **check with your bank**, as they can provide more precise information based on the details of your transfer.
- it may take **1-2 business days** to receive your payment in your Neptun account **when transferred (HUF) from a Hungarian bank account**.
- If you have not paid your fees and are in debt to the University we may take some or all of the following actions unless and until the debt is cleared:
 - charge you a **late payment administration fee (3500 HUF)**
 - you will be **unable to register for exams/next semester or receive an official diploma**
- Since the **Automatic payment is turned on**, this should not happen **if you initiated the transfer calculating with the processing time and the money arrived to your joint account at least on the final day of the deadline**.
- However, if you did transfer to the account in time and you still have received late payment fee, please contact the **Education Office**.
- You can check the status of your obligation by logging into your Neptun account and selecting the **Finances/Payment menu**. If it says **"Fulfilled"** you've paid your obligation. If the status still shows **"Active"** it means the payment is pending.
- **IMPORTANT:** Transferring money to your Neptun account alone doesn't fulfill your payment obligations! You need to either manually or automatically fulfill them.

Fees transcribed in HUF

Recipient's name: **EOTVOS LORAND TUDOMANYEGYETEM**

Name and address of the account provider bank: **MAGYAR ALLAMKINCSTAR**

1139 Budapest Váci út 71.

(Hungarian State Treasury Ltd.)

Neptun HUF Bank account number:

from Hungarian bank account**: **10032000-01426201-01120008**

from foreign bank accounts***: **IBAN: HU22 1003 2000 0142 6201 0112 0008**

SWIFT: MANEHUHB

BIC: HUSTHUHB

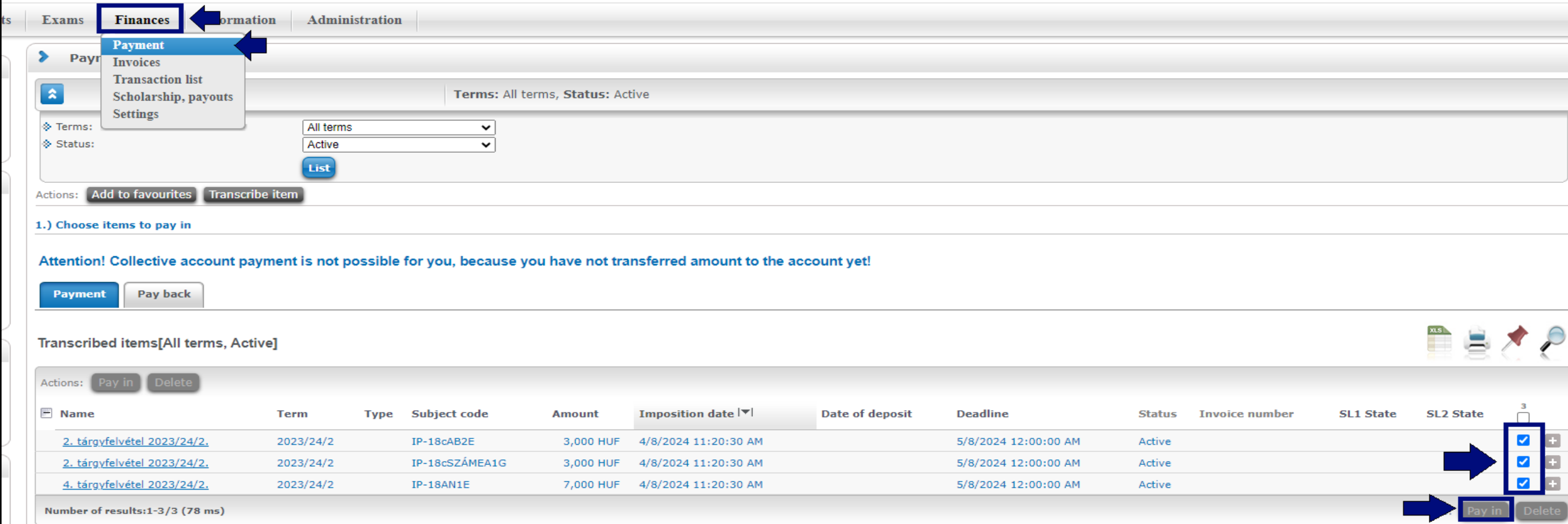
Announcement/Note to transfer/Topic/Notice: **NK-YOUR NEPTUN CODE**

In the transfer's comment field (notice/announcement/topic), you must provide your Neptun code in the following format: NK-followed by your Neptun code (e.g., 'NK-ABCD12').



Transferring HUF via SimplePay

In the **Finances >Payment** menu tick in the fees (liabilities) you would like to pay in. (You can pay in multiple fees in one transaction if needed), then click on **Pay in**.



The screenshot shows the SimplePay interface. At the top, there are navigation tabs: 'Exams', 'Finances', 'Information', and 'Administration'. The 'Finances' tab is selected, and a dropdown menu is open, showing 'Payment', 'Invoices', 'Transaction list', 'Scholarship, payouts', and 'Settings'. The 'Payment' option is highlighted. Below the menu, there are filters for 'Terms: All terms' and 'Status: Active', and a 'List' button. The main content area is titled '1.) Choose items to pay in' and contains an attention message: 'Attention! Collective account payment is not possible for you, because you have not transferred amount to the account yet!'. Below this, there are 'Payment' and 'Pay back' buttons. The 'Transcribed items[All terms, Active]' section shows a table with columns: Name, Term, Type, Subject code, Amount, Imposition date, Date of deposit, Deadline, Status, Invoice number, SL1 State, and SL2 State. The table contains three rows of items. At the bottom right, there are 'Pay in' and 'Delete' buttons, and a 'Number of results:1-3/3 (78 ms)' indicator.

Actions: Add to favourites Transcribe item

1.) Choose items to pay in

Attention! Collective account payment is not possible for you, because you have not transferred amount to the account yet!

Payment Pay back

Transcribed items[All terms, Active]

Actions: Pay in Delete

Name	Term	Type	Subject code	Amount	Imposition date	Date of deposit	Deadline	Status	Invoice number	SL1 State	SL2 State
2. tárgyfelvétel 2023/24/2.	2023/24/2		IP-18cAB2E	3,000 HUF	4/8/2024 11:20:30 AM		5/8/2024 12:00:00 AM	Active			
2. tárgyfelvétel 2023/24/2.	2023/24/2		IP-18cSZÁMEA1G	3,000 HUF	4/8/2024 11:20:30 AM		5/8/2024 12:00:00 AM	Active			
4. tárgyfelvétel 2023/24/2.	2023/24/2		IP-18AN1E	7,000 HUF	4/8/2024 11:20:30 AM		5/8/2024 12:00:00 AM	Active			

Number of results:1-3/3 (78 ms)

Transferring HUF via SimplePay

From the displayed payment methods, select the SimplePay Payment by credit card option and click on the **Pay in** button. A Data Transfer Statement will appear, if **accepted**, the web will redirect you to the SimplePay webpage. You will be redirected to the SimplePay payment interface. Here you can directly enter your credit card details or log in and use a previously provided credit card information.

The screenshot shows a navigation menu at the top with 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. Below the menu is a sidebar with 'news' and 'mobile' sections. The main content area is titled 'Payments' and contains the following elements:

- Section: 2.) Payment type - Pay in transcribed item
- Section: Select payment method
- Radio button: Joint account payment
- Selected option: **simplepay** by otp Mobil Payment by credit card
- Dropdown menu: Joint accounts
- Buttons: **Pay in** (highlighted with a blue arrow) and Back

The screenshot shows the SimplePay payment interface with the following elements:

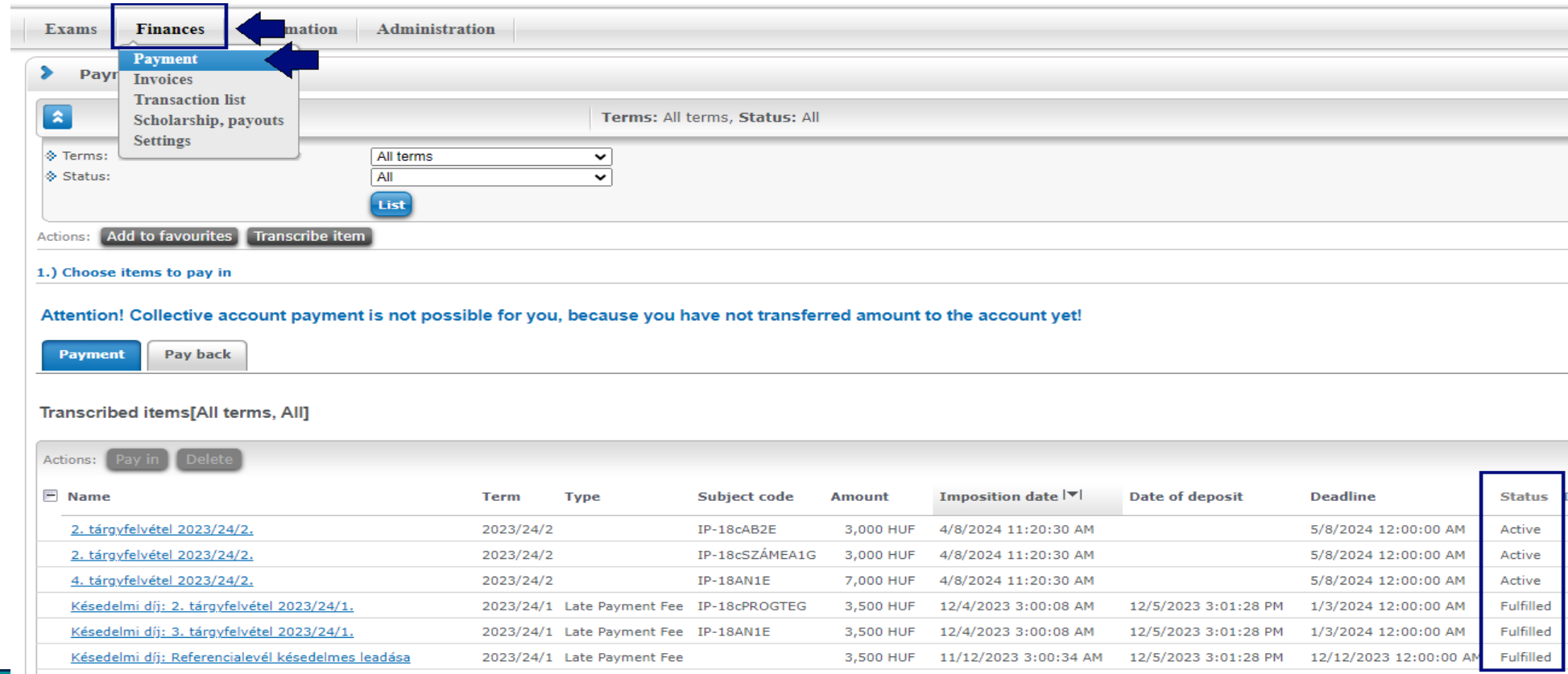
- Header: If you already have a Simple account
- Buttons: **simple** PAY WITH SIMPLE ACCOUNT > and PAY WITH QR CODE >
- Form: A simulated credit card payment form with fields for card number, name, and expiration date, and a 'VISA' logo.
- Checkbox: REGISTER SIMPLE ACCOUNT
- Text: Next time, you will be able to pay without having to enter your card details, by simply using a password!
- Button: **PAY**

Transferring HUF via SimplePay

A pop-up window window will verify whether the transaction was successful or unsuccessful.

If the transaction was successful the liabilities' status (transcribed fees) will appear as **Fulfilled**.

If the transaction is unsuccessful the the fees will appear as **in Progress**. In this case you have to wait a few minutes until the status of the fee turns **Active** again and then you can attempt to pay the fee again.



The screenshot shows the SimplePay interface. At the top, there are navigation tabs: Exams, **Finances**, Information, and Administration. The 'Finances' tab is active, and a dropdown menu is open, showing options: Payment, Invoices, Transaction list, Scholarship, payouts, and Settings. Two blue arrows point to the 'Finances' tab and the 'Payment' option in the dropdown.

Below the navigation, there are filters for 'Terms: All terms' and 'Status: All', and a 'List' button. Below that, there are action buttons: 'Add to favourites' and 'Transcribe item'.

The main content area has a heading '1.) Choose items to pay in' and a warning message: 'Attention! Collective account payment is not possible for you, because you have not transferred amount to the account yet!'. Below the warning are 'Payment' and 'Pay back' buttons.

Underneath, there is a section titled 'Transcribed items[All terms, All]' with 'Pay in' and 'Delete' action buttons. A table lists the transcribed items with columns: Name, Term, Type, Subject code, Amount, Imposition date, Date of deposit, Deadline, and Status. The 'Status' column is highlighted with a blue box.

Name	Term	Type	Subject code	Amount	Imposition date	Date of deposit	Deadline	Status
2. tárgyfelvétel 2023/24/2.	2023/24/2		IP-18cAB2E	3,000 HUF	4/8/2024 11:20:30 AM		5/8/2024 12:00:00 AM	Active
2. tárgyfelvétel 2023/24/2.	2023/24/2		IP-18cSZÁMEA1G	3,000 HUF	4/8/2024 11:20:30 AM		5/8/2024 12:00:00 AM	Active
4. tárgyfelvétel 2023/24/2.	2023/24/2		IP-18AN1E	7,000 HUF	4/8/2024 11:20:30 AM		5/8/2024 12:00:00 AM	Active
Késedelmi díj: 2. tárgyfelvétel 2023/24/1.	2023/24/1	Late Payment Fee	IP-18cPROGTEG	3,500 HUF	12/4/2023 3:00:08 AM	12/5/2023 3:01:28 PM	1/3/2024 12:00:00 AM	Fulfilled
Késedelmi díj: 3. tárgyfelvétel 2023/24/1.	2023/24/1	Late Payment Fee	IP-18AN1E	3,500 HUF	12/4/2023 3:00:08 AM	12/5/2023 3:01:28 PM	1/3/2024 12:00:00 AM	Fulfilled
Késedelmi díj: Referencialevél késedelmes leadása	2023/24/1	Late Payment Fee		3,500 HUF	11/12/2023 3:00:34 AM	12/5/2023 3:01:28 PM	12/12/2023 12:00:00 AM	Fulfilled

What can I do if the transferred funds have not arrived to my joint account?

Please note that a domestic forint transfer arrives at the joint account in 1-2 business days, in the case of an international bank account the transfer may take up to 4-5 business days.

If the transferred fund has not arrived in your joint account, first check if your transfer data was correct (correct bank account, correct announcement (NK-your Neptun code)). Without the correct announcement, the transferred funds will not arrive!

In case the funds have not arrived initiate a case via [Complaint about transferred yet unreceived payment](#), in the comment section add the description of your issue, then click on Save, do not forget to attach the screenshot of the proof of payment (bank statement) via (attach new picture option), **do not forget to Submit the case! Until the case is submitted, the administrators will not see your case therefore they will not be able to assist your problem.**

When the case is closed, you will receive a Neptun notification.



Automatic payment (Auto-payment)

If you have sufficient funds in your Neptun account, and any of your liabilities are due, **this system will automatically fulfill those obligations, preventing them from becoming overdue.**



Information about the invoice request

In case you have any questions about your issued invoice, or regarding invoice requests, please submit a case [here](#).



Information about the Income Certificate

In case you need an Income Certificate and you would like to receive it in person, you do not need to submit a case just come to the Quaestura Office where you can get it right away.

If it is not possible for you to come to the Office in person, you may authorize someone to act on your behalf. In this case, please do not forget to fill in the authorisation sample provided [here](#).

The Office can also send the Certificate by mail. This requires paying a service fee. Note, that it cannot be sent to a foreign address. You can ask for the delivery [here](#).

If you suspect that the Income Certificate, sent in a personal message in Neptun, contains false information (amount, personal data), report it [in the same case category](#).



Where can I check my debts in Neptun?

- Neptun sends an automatic message whenever a new debt is incurred. After entering Neptun, you will receive a notification in a pop-up window if you have an overdue debt.
- You can check your current finances/debts here: Neptun, **Finances / Payment** menu. Use **All terms** and **Active** status filters to list your Active fees.

The screenshot displays the Neptun web application interface. At the top, there is a header with "Admin." on the left and "Neptun Meet Street" on the right. Below the header is a navigation bar with several tabs: "Courses", "Subjects", "Exams", "Finances", "Information", and "Administration". The "Finances" tab is highlighted with a blue box and a blue arrow pointing to it. A dropdown menu is open under "Finances", with the "Payment" option highlighted in blue and a blue arrow pointing to it. The dropdown menu contains the following items: "Payment", "Invoices", "Transaction list", "Scholarship, payouts", and "Settings". Below the navigation bar, there are filter options for "Terms" and "Status". The "Terms" dropdown is set to "All terms" and the "Status" dropdown is set to "Active", both with blue boxes and blue arrows pointing to them. Below the filters is a blue "List" button with a blue arrow pointing to it. At the bottom of the interface, there are two buttons: "Add to favourites" and "Transcribe item".

What can I do if i would like to have the funds on my joint account to be refunded to my bank account?

- If you do not have Active debts in Neptun, the funds on the joint account can be refunded to the bank account registered as default in Neptun.
- You can initiate the refund via Finances/ Transaction list menu, choose the university's joint account then click on the **Transfer back** button.
- Choose the bank account where you request the funds to be refunded to.
- **You can add your bank account if needed via Finances > Settings > Bank accounts menu, Add bank account number menu.**
- Please note that by submitting the refund request you only initiate the procedure, the refund is not immediate, it may take **up to 10 business days** in the study term and the exam period, **up to 20 business days** during the summer holidays.
- The actual refund will be initiated by the Department of Student Finances.

