

Appendix 7

List of Reimbursements and Fees

For students with a legal relationship

No.	Item	Amount (HUF)
2.	Late exam registration	2,000
3.	Course deletion/registration	2,000/course
4.	Late seminar registration, late submission of certificates and work diaries	3,500
5.	Course registration with administrative permission (after the registration period)	2,000
6.	Late thesis topic choice/modification	3,000
7.	Late submission/uploading of thesis	5,000
9.	Verification of course record book (second or numerous further occasions) for a semester	200/semester
10.	Issuing or verifying course record book or registry sheet (second or numerous further occasions)	2,000/semester
11.	Additional credits (state-financed and (partial) scholarship students shall exceed the number of required credits with 10% for free)	3,000 (maximum 5%)
12.	Third exam retake of the same course	3,000
13.	Fourth and further exam retake of the same course	5,000
14.	Late submission of invoice request, modification of invoice address (in case of a new invoice)	3,000
15.	Request of handing a new student ID authorization stamp (one occasion maximum with justified reasons!)	5,000
16.	Late payment (tuition fee, dormitory fee, other fees) up to max. 10,000 HUF	1,000/item
17.	Late payment (tuition fee, dormitory fee, other fees) 10,001 HUF and above	2,500/item
18.	Request of handing course syllabus second or numerous further occasions (for the same course)	500/syllabus
19.	Unjustified absence from an exam	3,000
20.	Unjustified absence from a comprehensive exam	4,000

21.	Third and further registration for the same course	4,000
22.	Payment that is different from the mode stipulated in Neptun	2,500
23.	Requesting a new student-loan application form (in case of an incorrect application)	1,000
24.	Missing the obligation of providing information	2,000
25.	Missing the deadlines stipulated by the Registrars' Office, the Dean's Office and other relevant departments	2,000

For students without a legal relationship

No.	Item	Amount (HUF)
1.	Duplicate of the successful final exam certificate	3,500
2.	Handing course syllabus	500/syllabus
3.	Course record book verification	200/semester
4.	Issuing or verifying course record book or registry sheet	2,000/semester
5.	Final examination after the termination of legal relationship	15,000
6.	Duplicate of degree/degree supplement or duplicate of degree in case of a change in birth certificate	10,000
7.	Verification of degree, certificate, certificate of successful final exam	1,000
8.	Participation at the degree ceremony (for BA/BSc/MA/Msc/Undivided Teacher Training/Postgraduate Specialist students who get their degree). This fee includes the laundry of gowns, the price of magister hat and scarf). (Starting from academic year 2018/19!	2,000
9.	Participation at the degree ceremony (for higher-level vocational training students who get their certificate). This fee includes the laundry of gowns and the price of scarf). (Starting from academic year 2018/19	1,500
10.	Fee of Europass degree supplement in a foreign language	5% of the minimum wage

11.	The fee of issuing the degree for alumni students (non-teacher training students)	1,500
12	Dormitory disciplinary actions	10,000-20,000

Clause:

Procedures not attributable to the students shall not include any fees. Issuing a degree duplicate is subject to a 2,000 HUF tax stipulated in Act XCIII. of 1990.