

Procedure for fulfilling the tuition fee in the Neptun system

The tuition fee can be fulfilled in four ways.

1. The student pays the tuition fee through the Neptun collection account.

Procedure:

- Transfer the amount of the payable tuition fee to the Neptun Collection Account via bank transfer. Please make sure to fill in the correct information in the reference section. Only bank transfer is accepted! (Transferring the amount to the Collection Account does not equal completing the payment of the specified fee; after the transfer, the item must be paid through the Neptun system!)

For assistance with the transfer, visit the following link on the Neptun <https://neptun.uni-obuda.hu/> and go to Collection Account/Financial Information, transfer to the collection account menu. (The transfer time is 1-3 business days. Upon the arrival of the amount to the Collection Account balance, you will receive a notification through the Neptun system.)

- Log in to the Neptun system: <https://neptun.uni-obuda.hu/hallgato/login.aspx>
- The payment of the item is done in the Finances/Payments menu by checking the checkbox on the right side of the specified item and clicking on the "Pay" button below. The system will request confirmation for the actual payment. You will receive a notification in a pop-up window about the successful payment, and the status of the item will change from "Active" to "Fulfilled," and the amount will be deducted from the Collection Account balance.
- Electronic invoices for the specified items can be downloaded in the Finances/Invoices menu.

2. The student pays the tuition fee through online bank card payment using the OTP SimplePay system.

Procedure:

Detailed instructions regarding online bank card payment can be found on the website <https://neptun.uni-obuda.hu/> under the menu "Information" ("SimplePay bank card payment").

3. The student's tuition fee is paid by a company or economic entity based on an invoice.

Procedure:

Detailed description of the process for requesting a company invoice and the payment process by the company can be found on the website <https://neptun.uni-obuda.hu/> under the menu "Application Management" ("Invoice request process with the submission of requests").

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Neptun Office
Óbuda University