

Fees and service fees (Annex 1 to Section 51 of the Regulation)				
Grounds for payment		Remarks	Amount	Utilisation of revenue
LINE	Omission or late completion of administrative obligations			
1.	Late submission of Registration Book	within 8 days	HUF 2,000	90 % Faculty Student Union 10 % Registrar's Office
2.		over 8 days	HUF 2,000 Ft +from day 9 HUF 600/day, but HUF 11,000 at most	
3.	Late submission of certificates	within 8 days /Sections 55 (4), 57 (2) of the AER [TVSZ] /	HUF 2,000	90 % Faculty Student Union 10 % Registrar's Office
4.		over 8 days /Sections 55 (4), 57 (2) of the AER [TVSZ] /	HUF 2,000 Ft +from day 9 HUF 600/day, but HUF 11,000 at most	
5.	Repeated issuance of EHA code or ETR password	unless it can be arranged online	HUF 250 Ft/occasion	100 % Registrar's Office
	Missing the deadline of payment obligations			
6.	Defaulting on tuition fee payment		HUF 3,000 Ft/week started	100 % Faculty
7.	Late payment of dormitory fee	within 8 days	HUF 400	100 % Dormitory
8.		over 8 days	HUF 1,200	100 % Dormitory
	Omission or late completion of academic requirements			
9.	Late completion of mid-term assignments	If late completion is permitted by the announcement under Section 40 (3) of AER [TVSZ], <i>but not more than two weeks</i>	HUF 1,000/week	90 % Faculty Student Union 10 % Registrar's Office
10.	Late submission of degree thesis	with regard to the stipulations concerning deadlines in Section 59 (9) of the AER [TVSZ], <i>but not more than one week</i>	HUF 1,000/day	90 % Faculty Student Union 10 % Registrar's Office

Enrolment and examination fees				
11.	Differential fee for instructing a course not in Hungarian	If the course-unit is in Hungarian in the curriculum, on student's choice. The Faculty shall publish the amount.	cost price	100 % Faculty
12.	Enrolment in courses in excess of 10%	Fee shall be paid for enrolling (upon student's request) in course-units with credit value in excess of 10% of the total number of credits prescribed in the curriculum of the given programme.	cost price	100 % Faculty
13.	Third and any further examination in the same course-unit	under Section 125 (4) of the HEA [Ftv.]	HUF 2,500	100 % Faculty Student Union
14.	Comprehensive/complex/proficiency examination fee	on the first two occasions free of charge, all further examinations	HUF 3,000	100 % Faculty Student Union
15.	Final examination fee	the first attempt to take the final examination is free of charge for students having student status	HUF 10,000	100 % Faculty Student Union
16.		every examination for students not having student status		100 % Faculty
17.	Course taken up in visiting student status	in the case of fee-paying students payable by the student / in the case of state-funded students payable by the sending institution	HUF 5,000-35,000/credit	80%Faculty 20% Registrar's Office
18.	Course to be completed simultaneously with graduate training	in the case of courses prescribed during the admission procedure by the CTC [KÁB] on the basis of the programme completion and exit requirements	cost price	100 % Faculty
19.	Unjustified non-attendance at an examination under Section 49 (9) of the Academic and Examination Regulations	If the student does not attend the examination s/he has registered for and fails to name and certify the cause of non-attendance.	HUF 2,000	45 % Faculty Student Union, 10 % Student Union of the University, 30 % development of sports facilities, 15 % Registrar's Office

Replacement, translation and authentication of academic documents, certificates				
For students having student status				
20.	Reproduced materials	Materials produced with the tools and equipment of the institution (Section 125 (3) b) of the HEA [Ftv.]).	cost price	100 % Faculty
21.	Forms used for issuing documents relating to training	On the first occasion free of charge (Section 125 (1) f) of the HEA [Ftv.]. To be published in an announcement at the Faculty	Cost of the form/rounded up to 100	100 % Registrar's Office
22.	Authentication of the photocopy of a Registration Book		HUF 50/page	100 % Registrar's Office
23.	Issuance of a duplicate of a Registration Book in Hungarian language		HUF 500/page	100 % Registrar's Office
For students NOT having student status				
24.	Forms used for issuing documents relating to training	On the first occasion free of charge (Section 125 (1) f) of the HEA [Ftv.]. To be published in an announcement at the Faculty	Cost of the form/rounded up to 100	100 % Registrar's Office
25.	Authentication of the photocopy of a Registration Book		HUF 250/page	100 % Registrar's Office
26.	Issuance of a duplicate of a Registration Book in Hungarian language		HUF 500/page	100 % Registrar's Office
27.	Certification of the term of study and student status in Hungarian language		HUF 1,000 Ft/piece	100 % Registrar's Office
28.	Certification of the term of study and student status in English language		HUF 1,000 Ft/piece	100 % Registrar's Office
29.	Authentication of the photocopy of a diploma		HUF 2,000 Ft/piece	100 % Registrar's Office
30.	Issuance of the duplicate of a diploma	a duty of HUF 2,000 under point VIII of the Appendix of Act XCIII of 1990	HUF 5, 000 + duty	100 % Registrar's Office

31.	Other certificates in Hungarian language	-	HUF 1,000/piece	100 % Registrar's Office
32.	Other certificates in English language		HUF 2,000 Ft/piece	100 % Registrar's Office
33.	Description of certain educational items (course-units, courses etc.) in Hungarian language	if not displayed on the homepage of the University	HUF 500/page	100 % Registrar's Office
34.	Issuance of an honorary diploma in a foreign language		HUF 9,000	100 % Registrar's Office
35.	Issuance of a diploma supplement in Hungarian, in English	first issue is free of charge	HUF 2,500	100 % Registrar's Office
36.	Issuance of a diploma supplement in another foreign language		HUF 15,000	100 % Registrar's Office
Other service fees				
(For all students having student status and former students)				
37.	Graduation ceremony participation fee	under Section 64 (2) of the AER [TVSZ] /robe rental, etc./	HUF 3,500	100 % Faculty
Special provisions pertaining to the students of the Medical School				
38.	Late enrolment in compulsory course-units	Section 2/A (2) of Annex 2 of the AER [TVSZ] pertaining to the MS	HUF 5,000/course-unit	100 % Registrar's Office
39.	Defaulting on the payment of the tuition fee		1 % of unpaid tuition fee per each week started	100 % Faculty

Special provisions pertaining to the students on the Foreign Language Programmes of the Medical School

Omission or late completion of administrative obligations

40.	Late submission of the Registration Book	within 8 days	HUF 5,000	100 % Registrar's Office
41.		over 8 days	HUF 11,000	100 % Registrar's Office
42.	Presentation of residence permit and address card at the Registrar's Office later than week 13 of instruction		HUF 3,000/week started	100 % Registrar's Office
43.	Submission of receipt certifying the payment of tuition fee	within 8 days	HUF 5,000	100 % Registrar's Office
44.		over 8 days	HUF 11,000	100 % Registrar's Office
45.	Failure to submit data to be registered under Appendix 2 of Act CXXXIX of 2005 by the first day of the semester		HUF 3,000/week started	100 % Registrar's Office
46.	Failure to submit changes in data to be registered under Appendix 2 of Act CXXXIX of 2005 within 8 days		HUF 3,000/week started	100 % Registrar's Office

Omission or late completion of academic requirements

47.	Late completion of mid-term assignments	If late completion is permitted by the announcement under Section 40 (3) of AER [TVSZ], <i>but not more than two weeks</i>	HUF 5,000/week	100 % Registrar's Office
48.	Late submission of degree thesis	with regard to the stipulations concerning deadlines in Section 59 (9) of the AER [TVSZ], <i>but not more than one week</i>	HUF 1,500/day	100 % Registrar's Office

Enrolment and examination fees				
49.	Unjustified absence from examination	under Section 59 (2) of the HEA [Ftv.]	HUF 4,000	100 % Registrar's Office
50.	Unjustified absence from comprehensive examination	under Section 59 (2) of the HEA [Ftv.]	HUF 8,000	100 % Registrar's Office
51.	Third and any further examination in the same course-unit	under Section 125 (4) of the HEA [Ftv.]	HUF 4,000	50 % EPSC, DSA - 50% Registrar's Office
52.	Comprehensive/complex/proficiency examination fee	on the first two occasions free of charge, all further examinations	HUF 8,000	50 % EPSC, DSA - 50% Registrar's Office
53.	Final examination fee	the first attempt to take the final examination is free of charge for students having student status	HUF 15,000	50 % EPSC, DSA - 50% Registrar's Office
Replacement, translation and authentication of academic documents, certificates				
For students having student status				
54.	Issuance of the duplicate of a Registration Book		HUF 15,000	100 % Registrar's Office
55.	Certification of the term of study and student status	The first three certificates are free of charge per semester	HUF 1,000/piece	100 % Registrar's Office
56.	Issuance of a Registration Book Certificate in the language of the training	The first certificate is free of charge	HUF 1,000/semester to be certified	100 % Registrar's Office
57.	Description of certain educational items (course-units, courses etc.) in Hungarian language	if not displayed on the homepage of the University	HUF 1,000/page (gross 1,300 characters)	100 % Registrar's Office
58.	Issuance of a diploma supplement in Hungarian, in English, in German	first issue is free of charge	HUF 7,500	100 % Registrar's Office
59.	Administrative procedural fee of a credit transfer request for the recognition of studies pursued in a foreign higher education institution (with the exception of studies pursued as a student of the MS of the UP within the framework of visiting student status, Erasmus or other agreement concluded with the University or the Faculty)		HUF 7,000/course-unit to be recognised	50% Faculty 50% Registrar's Office

For students NOT having student status				
60.	Authentication of the photocopy of a Registration Book		HUF 250/page (but a minimum of HUF 1,000)	100 % Registrar's Office
61.	Issuance of the duplicate of a Registration Book in the language of the training	-	HUF 15,000	100 % Registrar's Office
62.	Certification of the term of study and student status		HUF 2,000/piece	100 % Registrar's Office
63.	Issuance of a Registration Book Certificate in the language of the training		HUF 2,000/semester to be certified	100 % Registrar's Office
64.	Description of certain educational items (course-units, courses etc.) in Hungarian language	if not displayed on the homepage of the University	HUF 1,000/page (gross 1,300 characters)	100 % Registrar's Office
65.	Issuance of a diploma supplement in Hungarian, in English, in German	first issue is free of charge	HUF 7,500	100 % Registrar's Office
66.	Assessment of application for transfer		HUF 9,000	100 % Faculty
67.	Administrative procedural fee of a credit transfer request for the recognition of studies pursued in a foreign higher education institution (with the exception of studies pursued as a student of the MS of the UP within the framework of visiting student status, Erasmus or other agreement concluded with the University or the Faculty)		HUF 7,000/course unit to be recognised	50%Faculty 50% Registrar's Office
Special provisions pertaining to the students of the Faculty of Music and Visual Arts				
68.	Musical instrument rental fee	for percussion instruments	HUF 800/month	100 % Faculty
69.		for other instruments	HUF 1,700/month	100 % Faculty
Special provisions pertaining to the students of the Faculty of Business and Economics				
70.	Special procedural fee of enrolling in and dropping a course-unit beyond deadline	Section 1/A of Annex 7 of the AER [TVSZ] pertaining to the Faculty of Business and Economics	HUF 5,000/course-unit	50 % Faculty Student Union 50 % Registrar's Office
71.	Delay fee for late report on practical course	Section 3/A of Annex 7 of the AER [TVSZ] pertaining to the Faculty of Business and Economics	HUF 1,000/day	90 % Faculty Student Union 10 % Registrar's Office

Special provisions pertaining to the students of the Faculty of Law				
72.	Final examination fee	The first registration for final examination is free of charge	HUF 10,000	100 % Faculty Student Union
73.		The second and any further registration for final examination		100 % Faculty
<i>Special provisions pertaining to the students of the Faculty of Adult Education and Human Resources Development</i>				
74.	Special procedural fee of enrolment in and dropping of a course-unit, registration and enrolment beyond deadline	Section 2 (4) of Annex 5 of the AER [TVSZ] pertaining to the Faculty of Adult Education and Human Resources Development	HUF 2,000/course-unit	100 % Faculty Student Union