

Charges and service fees (Annex 1 to Article 51 of this Code) Effective: as of 1st September 2019				
	Legal ground	Note	Charge/Fee	Use of the income
Failure to fulfil or late fulfilment of administrative obligation				
1.	Late submission of grade book	within 8 days	HUF 2000	90 % partial student union, 10 % RD
2.		beyond 8 days	HUF 2000 + HUF 600/day from the 9th day, but no more than HUF 11000	
3.	Late submission of certificates	within 8 days /ESC Article 55 (4), Article 57 (2)/	HUF 2000	90 % partial student union, 10 % RD
4.		beyond 8 days / ESC Article 55 (4), Article 57 (2) /	HUF 2000 + HUF 600/day from the 9th day, but no more than HUF 11000	
Failure to comply with the deadline of payment obligations				
5.	Failure to pay fee-paying/self-financed tuition fee	according to CCB Article 52 (1)	6% of the fee-paying/self-financed tuition fee instalment concerned by the default	100 % Faculty
6.	Late payment of the dormitory charges	within 8 days	400	100 % Dormitory
7.		beyond 8 days	HUF 1200	100 % Dormitory
Failure to or late fulfilment of academic obligation				
8.	Late completion of mid-term assignment	If the notification under CSE Article 40 (3) allows late completion, <i>but no more than two weeks</i>	HUF 1000/week	90 % partial student union, 10 % RD
9.	Late submission of thesis	Considering the deadlines specifications under CSE Article 59 (9), <i>but no more than one week</i>	HUF 1000/day	90 % partial student union, 10 % RD
Fees related to course registration and exams				
10.	Surcharge of course taught not in Hungarian	In case of subjects included in the curriculum in Hungarian, based on the choice of the student. The Faculty shall public the amount.	self-financed	100 % Faculty
11.	Course registration fee for the registration of + 10% courses	If the student (upon his/her request) registers for subjects with	self-financed	100 % Faculty

		10% more credits than the total credits required in the programme concerned, then a fee shall be paid for such subjects.		
12.	Third and further exams taken of the same curricular unit	According to Subsection (2) Section 82 of the National Higher Education Act and Article 53 (7) of the Code of Studies and Examination	HUF 2500	100 % partial student union
13.	Final exam/complex exam/first proficiency exam fee	the first to exams are free of charge, after that all additional exams	HUF 2500	100 % partial student union
14.	State exam fee	The state exam is free of charge for those who have student status in the programme concerned	HUF 10000	
15.		for those who no longer have student status in the programme concerned, all exams		100 % Faculty
16.	Courses registered for with visiting student status	to be paid by the student in case of fee-paying students/to be paid by the sending institution in case of government-funded students	HUF 5000 – 35000 /credit	80% Faculty 20% RD
17.	Mandatory courses to be completed simultaneously with the masters programme	in case of courses course prescribed by the CTCF based on the KTC and in course of the admission procedure	self-financed	100% Faculty
18.	Failure to attend exam with certified excuse, in accordance with Article 49 (4) of	If the student does not attend the registered exam and he does not exempt his/her	HUF 2000	45 % partial student union, 10 % USU 30 % development of properties

	the Code of Studies and Examination	absence by stating the well-grounded reason.		for sport purposes, 15 % RD
19.	Registering for any given curricular unit for the second time and additional times	According to Article 42 (3) of the Code of Studies and Examination (CSE)	HUF 500/credit, but no more than HUF 3000 per curricular unit and no more than HUF 10000 per student and per semester	50 % partial student union, 50 % Faculty
Replacement, translation and authentication of documents related to the studies, certificates				
For persons who have student status				
20.	Duplicated stud aids	Materials produced with the equipment of the institution (Higher Education Act of 2005, Point b) Subsection (3) Section 125)	self-financed	100 % Faculty
21.	The forms used for issuing the documents related to the programme	Free of charge for the first time (Higher Education Act of 2005, Point f) Subsection (1) Section 125) To be published in a notice at the Faculty	The price of the form / rounded-up to 100	100 % RD
22.	Authentication of photocopy of the gradebook		HUF 50 /page	100 % RD
23.	Preparation of a copy of the grade book in Hungarian		HUF 500 /page	100 % RD
For persons who DO NOT have student status				
24.	The forms used for issuing the documents related to the programme	Free of charge for the first time (Higher Education Act of 2005, Point f) Subsection (1) Section 125) To be published in a notice at the Faculty	The price of the form / rounded-up to 100	100 % RD
25.	Authentication of photocopy of the gradebook		HUF 250 /page	100 % RD
26.	Preparation of a copy of the grade book in Hungarian	-	HUF 500 /page	100 % RD
27.	Verification of duration of studies,		HUF 1000 /piece	100 % RD

	student status in Hungarian			
28.	Verification of duration of studies, student status in English		HUF 1000 /piece	100 % RD
29.	Authentication of a photocopy of the diploma		HUF 2000/piece	100 % RD
30.	Issuance of copy of the diploma	HUF 2000 as duty under Point VIII of the Annex of Act XCIII of 1990 on Duties	HUF 5000 + duty	100 % RD
31.	Other certificate in Hungarian	-	HUF 1000 /piece	100 % RD
32.	Other certificate in English		HUF 2000 / piece	100 % RD
33.	Description of specific programme elements (subjects, courses, etc.) in Hungarian		HUF 500 / per page	100 % RD
34.	Issuance of honorary diploma in foreign language		HUF 9000	100 % RD
35.	Issuance of appendix to diploma in Hungarian, English	the first copy is free of charge	HUF 2500	100 % RD
36.	Issuance of appendix to diploma in other foreign language		HUF 15000	100 % RD
37.	Issuance of appendix to diploma in Hungarian for persons who participated in university or university-college programme	the first copy is free of charge	HUF 2500	100 % RD
38.	Issuance of appendix to diploma in foreign language for persons who participated in university or university-college programme		HUF 15000	100 % RD

Fees of other services				
(For all students with student status, as well as for former students)				
39.	Participation fee of diploma awarding ceremony	According to CSE Article 64 (2) /robe rental, other/	HUF 3500	100 % Faculty