Dear Student,

Below we will inform you about the technical possibilities of fulfilling the notices of the University of Szeged.

**Preparation of the notices:**
The notices (the title and amount of fees to be paid) will be determined by the Study Departments (TOs) on the basis of the University's relevant regulations. The list of notices is uploaded by the Student Service Centre (HSZI) in the student register.

**Payment of the charged fees:**
You can pay the determined fees in several ways: through the Neptun VPOS, via the POS terminal at HSZI Customer Service, by bank transfer, or by a student loan in case of cost reimbursement or first cost.

- **Payment by bank card at VPOS terminal via Neptun website:**
  Within Neptun (finance / payment), with the VPOS (Virtual POS Terminal) you can use a bank card to pay for the specified and fixed notices. Payment on VPOS is convenient as it is not limited in space and time, your payment will be credited immediately, and your payment is secure as your bank card need not be handed over to anybody.
  The VPOS payment option can be used to pay for any Neptune notice payment with any (not just OTP) bankcard suitable for electronic payment! Before paying with the card, we recommend checking the amount of the purchase limit of the card – in case of a lower purchase limit on the card than the payable fee, the transaction will be rejected by the account holding bank!

- **Payment by bankcard at POS terminal:**
  Besides the web interface, the notices can be settled with a normal bank card payment at HSZI's customer service. Any kind of notice in Neptun can be settled by credit card payment - in the case of a successful transaction, the payment will be credited immediately in Neptun.

- **Payment by bank transfer:**
  In case of payment by bank transfer, please note the Neptun code in the remarks section of the transfer note. Payment by bank transfer is processed within 5 to 10 business days.

- **Payment by Student Loan:**
  As for Student Loan 1: Personally present your contract and sign the assignment statement by 15 September 2017.
  As for Student Loan 2: Send the first page of the Student Loan Agreement to HSZI in person or electronically to the dh@hszi.u-szeged.hu e-mail address by September 15.

Please note that according to the 2nd annex of the Regulation of Students' Benefits and Fees (HJTSZ), if a student pays the cost 10 days after the deadline or later, the University imposes a service charge according to the regulations.
Checking your payments:
You can check your payment on the Neptun web site 5-10 business days after paying with bank transfer, and immediately after making payments on VPOS and POS. In order to deal with any problems, you should always keep a paper or electronic document on your payment.

Request an Invoice for Payments:
You can request an invoice on the provided form, which can be downloaded from http://www.u-szeged.hu/egyetemrol/nyomtatvanyok/szamla-igenylo-lap, or you can contact the HSZI customer service personally or by mail, fax or e-mail. You can send the completed invoice application form to our customer service by the above mentioned methods or to this e-mail address: billing@hszi.u-szeged.hu.

Please note that in case of a bank transfer against the invoice, you should mark the number of the invoice in the comment box of the transfer receipt.

For further questions, please contact HSZI customer service staff from 9 am to 3 pm on 62/54-HSZI (54-4794) or at hszi@hszi.u-szeged.hu.

Szeged, 5th September 2017

Yours faithfully,

Csaba Fekete
Office Manager