



TOMORI PÁL COLLEGE

STUDENT FEES AND ALLOWANCES POLICY

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Tomori Pál College (hereinafter referred to as "the College") establishes the Student Fee and Allowance Policy (hereinafter referred to as "the Policy") as follows.

I. GENERAL PROVISIONS

1. § List of relevant legislation

- (1) Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.),
- (2) Government Decree No. 51/2007 (III. 26.) on the benefits of students participating in higher education and certain service fees payable by them (hereinafter: Tjr.),
- (3) 87/2015 (IV.9.) Government Decree on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education.

2. § Scope of the TJSZ

- (1) The TJSZ covers students studying at all the College's training places.

3. § Student funding for courses at the College

- (1) The training at the College is self-financed (fee-paying). The student is responsible for the cost of the course.
- (2) There is no limit to the number of semesters you can study in a self-financed (fee-based) course.
- (3) When calculating the period of support or the time available for self-financed training, it shall be counted as one semester if the student, with regard to the additional (parallel) student status established not later than in the third semester of the first course, has
 - a) you are a student at several higher education institutions at the same time, or
 - b) at the College, you are preparing for several qualifications at the same time.
- (4) The College issues and sends to the student an invoice or other accounting document for the fees and service fees to be paid by the student.
- (5) The student can settle his/her payment obligation by bank transfer, postal cash transfer order or by using the bank card terminals in the Budapest Study Office.
- (6) Appeals can be made within 8 days of the payment (crediting of the student's account) in the case of allowances, within 8 days of the imposition or receipt of the invoice in the case of fees payable in arrears, or within 8 days of the decision or ruling in other cases. The appeals procedure shall be governed by the provisions of the Rules of Procedure, subject to the above time limits.



II. STUDENT BENEFITS AND STUDENT ENTITLEMENTS

4. § Student allowances

(1) The College may use the funds available for student grants for the following purposes:

- a) merit-based scholarships
 - a.a) national scholarships for higher education
- b) social-based scholarships
 - b.a) Institutional part of Bursa Hungarica Higher Education Scholarship
- c) Financing of the College's operating grants
 - c.a) support for the operation of the Student Council

5. § Rules for the use of student allowances, student entitlement

(1) Merit and social scholarships and other student payments may only be made available to students in the form of cash grants.

(2) The regular cash allowances for students are paid monthly. The College shall arrange for the transfer of the allowances to the credit institution holding the account not later than the 10th day of the month in question, except for the first month of the academic semester.

6. § Bursa Hungarica Scholarship for Higher Education

(1) The Bursa Hungarica Higher Education Municipal Scholarship is a social grant in cash, which is made up of the social scholarship (hereinafter: the "Municipal Scholarship") awarded to the student by the municipal and county governments of the Bursa Hungarica Higher Education Municipal Scholarship System (hereinafter: the "Scholarship System") and the student's scholarship at the College of the University of Tartu, on the basis of the Municipal Scholarship. (hereinafter referred to as the "institutional grant").

(2) Students who have been awarded a scholarship by the municipality of their permanent residence and are studying full-time in a bachelor or higher education programme are eligible for an institutional scholarship.

(3) The source of the institutional grant is the earmarked funds in the College's budget.

(4) The monthly amount of the institutional grant is equal to the amount of the municipal grant, but may not exceed the amount set by the Minister responsible for education and published on the Ministry's website.

(5) The institutional scholarship component is independent of any other support provided by the College.

(6) The institutional grant is awarded by the Minister responsible for education.

(7) The scholarship is paid to the student by the College. It is the College's responsibility to verify eligibility before disbursement.

(8) For students who have started their higher education before the scholarship is paid, the payment of the institutional part of the scholarship starts in March and is paid in the same order as the student's allowances. Payment of the municipal scholarship component shall start in the month of March, but not later than the first scholarship payment following



the transfer to the College, when the scholarships due up to that date will be paid, and shall continue to be paid in the same order as the institutional scholarship component.

(9) If the student first started his/her higher education studies in the semester in which the scholarship is paid, the institutional part of the scholarship will be paid in the same order as the institutional student allowance, starting in October (March for cross-semester courses). The payment of the municipal grant component will begin in October (March for cross-semester courses), but not later than the first grant payment following the transfer to the College, when the payment of the grants due up to that date will be made, and will continue to be made in the same order as the payment of the institutional grant component.

(10) During the months in which the student's status as a student is suspended, the scholarship will be suspended in full, without any change to the end date of the scholarship.

(11) If the scholarship holder does not meet the conditions for receiving the scholarship, the College is obliged to terminate the scholarship.

(12) The student receiving the scholarship must notify the College and the application management organisation in writing of any changes affecting the payment of the scholarship as soon as possible, but not later than 15 days, during the period of payment of the scholarship. The student is obliged to notify within 5 working days of any change in the following details:

- a) the student's name, place of residence and e-mail address,
- b) the name of the student's course, the work schedule and the form of financing,
- c) postponement of studies.

(13) A scholarship holder who fails to comply with the notification obligation may be excluded from receiving the scholarship and from the next annual round of the scholarship scheme. The scholarship holder must repay the unauthorised scholarship to the College within 30 days. A scholarship holder who fails to notify the College of his/her failure to pay the scholarship due to non-compliance with the notification obligation will not be entitled to any unpaid scholarship after the end of the academic semester (30 June or 31 January).

(14) The College is only obliged to pay the municipal scholarship if the funds have been transferred to the College's account by the application management organisation.

(15) The College is obliged to report to the Ministry on the payment of the scholarship in accordance with the terms of the funding agreement that provides for the institutional grant component.

7. § The MNB Excellence Scholarship

(1) The MNB Excellence Scholarship is available to students who are eligible under the terms of the agreement between the College and the National Bank of Hungary (MNB).

(2) The conditions of application and the evaluation system of the MNB Excellence Scholarship shall be laid down by the Rector in an instruction, which shall not deviate from the requirements of the contract concluded between the College and the National Bank of Hungary.

(3) The MNB Excellence Scholarship can be received through application.

(4) The call for applications, including the criteria for the evaluation of applications, will be published by the College in a notice 30 days before the deadline for applications. Applications are submitted by the student to the College. On the basis of the applications,



the Executive Board will make a proposal for the award of the scholarship by the deadline specified in the call for applications.

(5) A student who has been awarded an MNB scholarship cannot be excluded from the national higher education scholarship application process or from the scholarship funding.

8. § Tomori Pal Scholarship

(1) The Tomori Pal Scholarship is awarded by the Rector of the College to students who have actively participated in the functioning of the College, especially in maintaining contact with students, organizing joint educational/academic/leisure programmes, etc.

(2) The Tomori Pal scholarship is covered by the College from its own funds.

(3) The Rector decides on the award of the Tomori Pal Scholarship after a discussion with the Financial Director.

9. § Support for the operation of the Student Council

(1) The Student Council may use the premises and equipment made available to it free of charge for the performance of its duties, provided that this does not impede the operation of the college.

(2) The Student Council is supported by a budget allocation.

III. FEES PAYABLE BY STUDENTS

10. § General rules

(1) Students enrolled in a self-financed form of training (students in a fee-paying course) pay a contribution towards their own costs (tuition fee payment).

(2) Students of the College may be liable for the payment of tuition fees and other fees, as well as for default and late payment.

(3) Students pay accommodation fee for the use of the dormitory services.

(4) The entitlements, conditions and rates of the fees to be paid by the students shall be fixed for an academic year.

(5) The College may charge other fees for other services that are not related to the fulfillment of study obligations in the qualification requirements or curricula. The student may be required to pay these fees only if the service is used.

(6) The use of the money collected from the fees paid by students under the various titles is determined by the annual budget adopted by the Senate.

11. § Conditions and rules for granting discounts and instalment facilities for meeting the student's payment obligations

(1) The student can obtain an instalment facility or deferment to meet his/her payment obligations on the basis of his/her request.

(2) The student may receive an instalment facility or be allowed to defer payment on a social basis for the following payment obligations:

- a) tuition fee,
- b) the dormitory fee.



(3) A student who is disadvantaged, an orphan, a breadwinner or whose guardianship has been terminated due to his/her majority may be exempted from the obligation to pay the fees on the grounds of his/her social situation. The College may grant a reduction or exemption from the dormitory fee to a student who works in a dormitory.

(4) Only in cases of reasonable hardship, such as temporary payment difficulties, illness, hospitalisation, illness or hospitalisation of the student's own child, or termination of employment within 2 months, may an instalment discount or deferred payment be granted for the payment of the tuition fee and the late payment fee. Reasonable grounds must be substantiated, in particular by documents justifying the payment difficulties, a medical or hospital certificate or a document relating to the termination of employment (e.g. the presentation of termination of employment papers).

(5) Applications for an instalment facility or deferred payment must be submitted to the Office of Student Affairs before the end of each semester, by the date specified in the schedule for that semester. Failure to submit the application will result in forfeiture of the right to make the application, unless the student can prove that he/she was in a situation which prevented him/her from submitting the application (e.g. in-patient hospitalisation). The Academic Committee will decide whether to accept the latter proof.

(6) The Academic Committee shall act on the request for payment.

(7) A decision on granting instalment facility or deferred payment must be taken prior to any application. The decision granting the possibility of payment by instalments shall specify the deadline and timetable for payment and the consequences of non-payment. In the event of refusal, the decision shall state the reasons for the decision and provide information on the legal remedies available.

12. § The tuition fee payment

(1) The amount of the semester fees to be paid by students enrolled in the self-financed form of study shall be determined by the Senate and is set out in Table 1 of Annex I to these Regulations. The amounts of the co-payments set out in Table 1 of Annex I shall remain valid until amended by the Senate.

(2) In the Higher Education Admission Guide, the amount of the semester tuition fee for each announced self-financed course shall be reported in accordance with Table 1 of Annex I, in force on the last day of the finalisation of the Admission Guide.

(3) The amount of the tuition fee paid by the student is independent of the number of courses the student has taken in the semester.

(4) All students who are liable to pay a tuition fee shall pay the tuition fee specified in their training contract before enrolment or before taking up a course for the semester, based on the amounts set out in Table 1 of Annex I in force at the time of enrolment or transfer of the student.

(5) If a student who is liable to pay the tuition fee does not pay the fee by the deadline for enrolment or by the first day of registration week, or, in the case of a student loan, does not assign the amount of the student loan to the College, he/she may not enrol at the College or take a course.

(6) If the student incurs a payment obligation to the College during the semester, he/she must settle it within 15 days in the absence of any other notification. Failure to do so will result in the student not being allowed to register for examinations or take courses until the debt is settled. The student may neither defer nor pay in instalments in respect of any payment obligation incurred during the semester.



(7) If the student requests the suspension or termination of his/her student status after enrolment/enrolment, the following rules will apply to the settlement of the excess fees paid:

a) if the student notifies the Office of Studies in writing by 30 September in the autumn semester and by 20 February in the spring semester that he/she wishes to suspend or terminate his/her student status, 64% of the tuition fee paid will be refunded;

b) if the student applies for suspension or termination of his/her student status after 30 September in the autumn semester and after 20 February in the spring semester, he/she cannot claim back the contribution already paid.

(8) If a student requests the suspension or termination of his/her student status after enrolment/course enrolment, but has not yet paid the amount of the tuition fee for whatever reason, his/her student status may be terminated only after the student has paid the semester tuition fee applicable to him/her, calculated as described in the previous paragraphs.

13. § **Dormitory fee**

(1) The dormitory fee:

a) from the amount you pay for basic services,

b) the amount to be paid for additional services in the dormitory is made up of.

(2) The amount of the dormitory fee for students with state support is set by the Senate with the consent of the Student Council. In determining the fee, the comfort level of the dormitory and the services provided shall be taken into account.

(3) The monthly amount of the fixed dormitory fee for students in state-subsidised courses may not exceed the annual amount of the dormitory allowance per student.

a) 8% for category I accommodation;

b) 10% for category II places;

c) 12% for category III accommodation;

d) 15% for category IV places.

(4) In the case of a student on a self-financed course, the dormitory fee is set by the Rector of the College, depending on the place of study and the level of comfort of the dormitory.

14. § **Default and late payment charges**

(1) The default and late payment fees are set out in Table 2 of Annex I.

15. § **Service fees**

(1) The fees to be paid for repeating the examination are set out in Annex I, Table 3.

(2) The fees payable for other services requested by students or provided by the College are set out in Table 4 of Annex I.

(3) Fees for re-examinations shall be payable by the student before the re-examination in the subject concerned, fees for absence and late performance shall be payable as set out in Table 2 of Annex I and fees for other services shall be payable as set out in Table 4 of Annex I.



IV. MISCELLANEOUS PROVISIONS

16. § Entry into force

(1) These Rules shall enter into force upon approval by the Senate.

- a) Date of adoption: 20.12.2022.
- b) Decision number: 2022/4/3
- c) Effective date: 20.12.2022.

(2) The Deputy Rector for Education is responsible for the preparation of the regulations, their updating in accordance with the law and their annual review.



ANNEX I

17. § Half-yearly co-contribution fees (Table 1)

VALID UNTIL THE COLLEGE SENATE CHANGES THE AMOUNT OF THE CO-PAYMENT FEES PAYABLE

Training (N: full-time, L: part-time)	Semester tuition fees	
	2023/24/1	AVAILABLE AT from enrolment for the first semester 2023/24/2
For students admitted or transferred through the centralised procedure: Business Administration and Management (N) - in English	225.000, -Ft 280.000, - Ft	260.000, -Ft 322.000, - Ft
Business Administration and Management in English (N)	2.100 €	2.100 €
Business Administration and Management (L)	210.000, -Ft	240.000,-Ft
For students admitted or transferred through the centralised procedure: International Business Economics (N) - in English	225.000, -Ft 280.000, - Ft	260.000, -Ft 322.000, - Ft
International Business Economics in English (N) ¹	1.950 €	2.100 €
International Business Economics in English (L)	210.000, -Ft	240.000,-Ft
For students admitted or transferred through the centralised procedure: Finance and Accounting (N) - in English	225.000, -Ft 280.000, - Ft	260.000, -Ft 322.000, - Ft
Finance and Accounting in English (N) ¹	2.100 €	2.100 €
Finance and Accounting (L)	210.000, -Ft	240.000,-Ft
Liberal arts (N)	225.000, -Ft	260.000, -Ft
Liberal arts (L)	210.000, -Ft	240.000,-Ft
For students admitted or transferred through the centralised procedure: International Relations (N) - in English	225.000, -Ft 280.000, - Ft	260.000, -Ft 322.000, - Ft
International Relations in English (N) ¹	2.100 €	2.100 €
International Relations (L)	210.000, -Ft	240.000,-Ft
Higher education vocational training (N)	200.000, -Ft	230.000,-Ft
Higher education vocational training (L)	190.000, -Ft	220.000,-Ft
Continuing vocational training (L): Except for:	180.000, -Ft	210.000,-Ft
Wine, Gastronomy and Management	250.000, -Ft	290.000,-Ft
Executive MBA Specialist in Diplomacy and International Organizations	250.000, -Ft	290.000,-Ft
Executive MBA Diplomatic and International Organizations Specialist in English	3.000 €	3.000 €
Protocol and International Relations Specialist	220.000, -Ft	260.000,-Ft

¹ For training contracts based on Foreign Currency



18. § Default and late payment fees (Table 2)

Purpose	Fee (Ft)	Fee (Eur) ²
Submitting any application after the deadline specified in the timetable for the semester. Payable before the application is submitted. The payment of the late fee does not exempt you from the payment of other fees, nor does it apply to the fees payable for delays of a special nature as defined in this paragraph below.	6.000	20
Delayed communication of registration data (change of personal data, social security number, tax identification number, etc.). Payable immediately after the data has been communicated.	5.000	15
Re-issuing a tax certificate/invoice at the student's request. Payable before the application is submitted.	6.000	20
Issue a payment notice for late payment. Payable as stated in the payment notice.	4.000	15
Submission of a thesis after the deadline specified in the semester timetable. Payable at the time of submission of the thesis.	3.000/working day (max. 10 working days delay)	10/working day (max. 10 working days delay)
Failure to meet the deadline for registering for the final examination in higher education (the deadline is indicated in the semester timetable). Payable within 8 days of the actual registration.	3.000/day (max. 10 days delay)	10/working day (max. 10 working days delay)
Failure to meet the deadline for the submission of the thesis (the deadline is specified in the semester timetable). Due within 8 days of the actual submission.	3.000/day (max. 10 days delay)	10/working day (max. 10 working days delay)
Late submission of an internship agreement (deadline is specified in the semester schedule). Payable within 8 days of actual submission.	3.000/day (max. 10 days delay)	10/working day (max. 10 working days delay)

² For training contracts based on Foreign Currency



19. § Examination retake fees (Table 3)

Exam repeats		Fee (Ft)	Fee (Eur) ³
Successful or unsuccessful exam	first repetition	4.000/exam	15/ exam
	second repetition	4.000/ exam	15/ exam
	leniency application	10.000/ exam	30/ exam
Final exam	For each part of the examination (complex, professional)	15.000	50
	thesis defence	15.000	50
Fee payable by a student who has registered for an exam but does not appear for the exam. Payable before the examination in the same subject.		6.000/ exam	20

³ For training contracts based on Foreign Currency



20. § Fees for other services (Table 4)

Name of service	Fee (Ft)	Fee (Eur) ⁴
Fee for additional credit [see TVSZ § 12 (7)]. To be paid when taking additional subjects	service fee / 30 credits * number of extra credits	service fee / 30 credits * number of extra credits
Taking or dropping a course after the week following the announcement of the course (see TVSZ § 7 (3)). Payable at the time of subsequent taking or dropping of the course.	5.000/week/subject (max. 15.000/request)	15/subject (max. 50 / request)
If, at the student's request, the Office of Student Affairs registers the student for the examination (within 24 hours prior to the examination date). Payable before registering for the examination.	6.000	20
Submitting a request for leniency. Payable before the application is submitted.	6.000	20
Credit transfer request. Payable before the application is submitted.	6.000	20
College Transfer Request / Change of Programme Request (College Transfer Request: transfer from a national or foreign institution Change of programme: change of programme, change of education type (fulltime/part time), change of training location, etc.)	31500	100
Preferential study arrangements, request for an individual study plan. Payable before submitting the application.	6.000	20
Issue of Diploma/Diploma Supplement in an additional (non-English) foreign language. Payable before the application is submitted.	30.000	100
Issue of duplicate certificate/certificate supplement. Payable before the application is submitted.	20.000	70
Extraordinary issue of a certificate/certificate supplement. Payable before the application is submitted.	20.000	70

⁴ For training contracts based on Foreign Currency



Name of service	Fee (Ft)	Fee (Eur)⁴
Issue of a new diploma for incorrect data. Payable before the application is submitted.	30.000	100
Description of certain elements of training (subjects, etc.) for other studies (in Hungarian, per page). To be paid before submitting the application.	2.000	10
Description of certain elements of training (subjects, etc.) for other studies (in English, per page). To be paid before submitting the application.	4.000	15
Issue a new TR (Study System) password. Payable before submitting the application.	3.000	12