



Dean's Instruction No. 7/2024 on Extraordinary Social-Based Tuition Fee Deduction

The Faculty of Business and Economics of the University of Pécs (hereinafter: UP FBE) announces an opportunity for extraordinary tuition fee deduction based on social grounds, available from the autumn semester of the 2024/25 academic year for students who have active student status at the UP FBE, under the following terms:

Section §1 – Scope of the Instruction

Students enrolled in higher education vocational training, bachelor's or master's programmes in a self-financed (tuition-paying) form at UP FBE – regardless of the language of instruction – may submit an application for extraordinary social-based tuition fee deduction.

Section §2 – Purpose and Extent of the Extraordinary Social Tuition Fee Deduction

The aim of the deduction is to provide compensation for the student in case of a sudden deterioration of their social situation. The maximum amount of deduction in a given semester may reach up to 50% of the tuition fee payable by the student. However, when combined with other discounts or financial aid (such as those granted under the Alma Mater Complex Scholarship Programme or the complex scholarship system available to students enrolled in certain bachelor's and master's programmes at UP FBE), the total amount of support must not exceed 80% of the tuition fee in the given semester.

Students may receive this extraordinary social deduction based on an application they submit, provided they justify an extraordinary circumstance that occurred within the 12 months preceding the submission, as defined in Section 3. Applications may be submitted during the academic term of each semester, once per semester, or more than once in cases of force majeure. The determination of a force majeure case falls under the Dean's authority, based on the recommendation of the Faculty's Scholarship and Grant Committee.

Section §3 – Justifiable Reasons for Application

- **Childbirth:** If the student or a person living in the same household has a child.
Required document: Copy of the child's birth certificate.
- **Marriage:** In the case of the student's marriage.
Required document: Copy of the marriage certificate.
- **Death:** In the event of the death of a close relative of the student.
Required document: Copy of the death certificate.





- **Accident:** If the student or a close relative/dependent living at the same address has an accident. Or if a close relative/dependent living at a different address suffers an accident. *Required documents:* Copy of the hospital discharge report and/or a copy of a specialist's medical certificate. If the student's provider suffered the accident and this resulted in unexpected loss of income, a copy of the document proving the loss of income (e.g. proof of sick leave payment) must also be attached.
- **Loss of Employment:** In case of job loss by the student or a close relative/dependent living at the same address. Or if such a person living at a different address becomes unemployed. *Required document:* If the student's provider lost their job within the last 90 days, a certificate issued by the Employment Department of the relevant Government Office/District Office confirming the person is officially registered must be attached.
- **Other Cases:** *Required documents:* Any official documentation supporting the claim of an extraordinary circumstance.

In addition to the required documents listed above, students may attach further official documents to support their application. However, the listed documents are mandatory, and **no opportunity will be provided for supplementary documentation.**

Section §4 – Submission of the Application

Applications must be submitted by completing and submitting the designated electronic form within the Neptun Study System (hereinafter: Neptun). The form must be filled out and submitted electronically, along with the required documents specified in the previous section. The electronic form can be found under the **Administration/Requests** menu in Neptun.

Section §5 – Evaluation of the Application

Applications submitted by the 5th day of a given month are reviewed and decided upon by the Dean – based on the recommendation of the Faculty's Scholarship and Grant Committee – by the 15th day of the same month. Students may submit one application per semester, or multiple times in the case of force majeure.

The result of the application will be communicated to the student in the form of an official resolution through the Neptun system within 10 working days after the decision.

Students may file an appeal against the decision within 15 calendar days from its communication, or from the time they became aware of it, if communication was not possible. Appeals will be assessed by the Second Instance Academic Committee.





Final Provisions

Section §6 – This Instruction enters into force on the date of its publication.

Section §7 – Upon entry into force of this Instruction, Dean’s Instruction No. 3/2024 is hereby repealed.

Pécs, 2 September 2024
Dr. András Takács
Dean

