Dormitory Application for 2024/2025 academic year

1) The dormitory application for the 2024/25 academic year must be submitted via the **Administration / Dormitory Application menu item of the Neptun** Unified Study System (hereinafter: Neptun) (neptun.uni-corvinus.hu), for all non-Hungarian students.

2) You can apply for dormitory accommodation by filling out and submitting the **"K110-Dorm application 2024/25/1"** request form **in Neptun.**

3) During the application, you must indicate which of the Dormitories you are applying for. You also can set the order of preference between Dormitories.

4) Dormitory accommodation and fees depend on the requirements of the student scholarship program, the major, and the number of vacant and available places in the dormitory.

5) Any person who has any outstanding debts to the University or whose residence agreement has been terminated by the University is not eligible to apply for dormitory accommodation.

6) IMPORTANT! Before submitting your dormitory application, please find out about the dormitory fees (RSFB. Annex No. 6), the dormitory fees can be found in No. 1 of this application, it is extracted as an attachment.

   Supplement:

   Students of the PPE and Data Science majors receive an advantage in the case of placement on the Corvinus Gellért Campus, given that the location of the training program will be mostly the Corvinus Gellért Campus up to a predefined limit.

   Students participating in the Stipendium Hungaricum or the Diaspora Scholarship Programme can be accommodated in all the dormitories, but in dorms where the dormitory fee is higher than the housing allowance provided by the scholarship program, the student must finance the difference in fees himself/herself. Each dormitory has a certain number of places up to which it can accept applications from the programs.

   Students of the Preparatory (IOK) program can still be accommodated in the Tarkarét Dormitory and Study Abroad (SA) program is hosted at the Gellért Campus Dormitory by prior arrangement. They are not covered by this application procedure.

7) When allocating places, students of programs with a quota have priority up to the number of places that can be filled (including first-year and PHD students), and in the case of the Corvinus Gellért Campus, students of the PPE and Data Science majors.

8) During the application, the applicant can request dormitory accommodation:

   - for a **full academic year (fixed 10 months)**. There is a mid-year exchange for students who have completed 10 months and have been placed in Tarkarét Dormitory, and for students who have withdrawn from other dormitories, in the order of preference given in the application and considering the number of places available in the program.

   - for **one semester (fixed 5 months),** especially part-time programs. One extension is possible between **1 and 7 December** based on an extension request in Neptun. The submission of an extension request is not automatic.

In both cases, moving out during the academic year/semester is only possible in the cases specified in point 11) of this application, otherwise payment is due until the end of the period the student originally applied for (academic year/semester).

9) The dormitory fees for the given semester/academic year are announced in the first month of the subject semester, in advance for the entire semester, with the obligation to pay fees for each month being determined monthly with monthly deadlines. In case of moving out in the middle of the semester, the obligation to pay the full semester fee exists.

10) After the announcement of the results, in case of successful admission, if you give up your place or not move in the dormitory, you will be required to pay a fee equal to the amount of the deposit and you will NOT get any accommodation allowance in the 2024/25/1 semester. (The latter applies only to the Stipendium Hungaricum and Diaspora students.)

11) You can move out free of charge before the end of the period specified at the time of application, based on the "K501-Mid-Semester Move-Out Request" submitted in Neptun and a medical or other certificate that must be attached to it, only in cases for which Exceptional grants based on social needs can be granted, as well as in the event of marriage, end of your student status. An exception is also made for students who start part-time studies abroad in the second semester (provided that this has been indicated in time and officially certified by fulfilling the registration obligations for moving out).

12) Students who have ten (10) months of placement in a dormitory cannot apply for a dormitory place in the dormitory admission procedure for the spring semester.

13) Nominable Dormitories

Students with D**IASPORA** scholarship or **Stipendium Hungaricum** scholarship (including SH Sport and Students at Risk)	in the Kinizsi Dormitory (up to 110 people), in the Tarkarét Dormitory (up to 150 people), in the Gellért Campus Dormitory (up to 30 people), in the Ráday Dormitory (up to 20 people) can be accommodated.
ERASMUS, BILAT, CEMS programs	in Gellért Campus Dormitory (up to 50 people) in Ráday Dormitory (up to 30 people) can be accommodated.
Preparatory (IOK) students	in the Tarkarét Dormitory (up to 40 people) can be accommodated.
Students from **Study Abroad**	accommodated in the Gellért Campus Dormitory,
Self-funded students (outside the specified programs above) **part time and full time** also	in Gellért Campus Dormitory, in Tarkarét Domitory, and in Ráday Dormitory for the remaining vacancies can be accommodated.

Deadlines of the dormitory application

Announcement of the dormitory application	July 17, 2024
Submission period of dormitory application for non-Hungarian students from specified programs (except self-funded students):	Start: July 22, 2024 10 am End: July 28, 2024. 8 am
Deadline for withdrawing from a dormitory application (applying to invalidate a dormitory admission application):	July 28, 2024. 8 am
Announcement of the results (1st round):	July 31, 2024
Submission period for dormitory application only for self-funded (non-from specified programs) students:	Start: July 29, 2024 10 am End: August 12, 2024 8 am
Cancellation of Dormitory without cancellation fee (for non-Hungarian students from specified programs):	August 12, 2024 8 am
Announcement of the results (2nd round) for self-funded students:	August 13, 2024 2 pm
Cancellation for Dormitory without cancellation fee II. (for self-funded students):	August 21, 2024 8 am
Deadline for submitting a K101-Dormitory Move-in Application 2024/25/1 request:	August 23, 2024

14) The results of the dormitory application are available in Neptun under the Administration / Dormitory application menu item, and it is necessary to carefully read the move-in letters sent by the dormitories by email. The official communication of the dormitories takes place by email after the application has been closed.

15) If you have successfully submitted your "**K110-Dormitory application 2024/25/1**" request, you no longer have the option of making changes or uploading a new one.

16) You can withdraw from the dormitory application free of charge before the result announcement, by submitting the "**K301 -Request Cancellation of Dormitory application**" request. Important: a new dormitory application cannot be submitted in place of the invalidated/withdrawn application within the framework of this procedure.

17) Cancellation is a subject to a fee for applications from specified programmes: If you do not withdraw from the application before the end of the submissions of the application (by **July 28, 2024** through a cancellation request in NEPTUN) and/or after a successful application and the announcement of the results, if you do not want to move into the dormitory, you must notify the head of the dormitory by email immediately and submit a cancellation request **(K301 -Request Cancellation of Dormitory application)** in NEPTUN, but no later than **August 12, 2024 8 am,** so that we can provide an opportunity for another applicant from the waiting list or for the applicants from the second round.

18) The second-round applicants (self-funded from non-specified programs) can cancel their accommodation by submitting the cancellation request **(K301 -Request**

Cancellation of Dormitory application) in Neptun no later than **August 21, 2024 8 am.**

19) You will automatically be put on a waiting list until you indicate that you have found, another solution, or we have not offered you a place in one of our dormitories.

20) Students will receive a decision (decree) on dormitory admission or rejection after submitting their application to the dormitories, which they will be able to download under the Neptun Administration / Applications menu item, on the "Submitted applications" tab, by clicking on the "+" in the line of the application (in .pdf format).

21) It is important that the admitted students follow exactly and complete the tasks after the announcement of the results by the deadline (transfer of the deposit to the joint account, submission of the application for moving in request and payment of the fee).

22) The deposit is paid through the Neptun joint account, so it is necessary to initiate a transfer to the joint account immediately! Simple Pay payment is not possible by this title!

"The University has two joint accounts: in HUF/Forint and in EUR /Euro. Items transcribed in HUF can be settled from the Forint joint account and items transcribed in EUR can be settled from the EUR joint account. There is no transition between the 2 joint accounts.

HUF/Forint joint account
• Account holder's name: Neptun gyujtoszamla
• Bank account number: 11784009-22229913-00000000
• Bank: OTP Bank
• IBAN number: HU64117840092222991300000000
• SWIFT (BIC) code: OTPVHUHB
In the first row of the „Comments" you must put: NK-your NEPTUN CODE(space) YOUR FULL NAME (example: NK-RRLD3F John Gates)
or
EUR/Euro joint account
• Account holder's name: Neptun EUR gyujtoszamla
• Account number: 11763842-00687881-00000000
• IBAN: HU93117638420068788100000000
• SWIFT (BIC) code: OTPVHUHB
In the first row of the „Comments" you must put: NK-your NEPTUN CODE(space) YOUR FULL NAME (example: NK-RRLD3F John Gates)

IMPORTANT:
1) In order for the payment to be identifiable, it is essential that the first row of the "Comments" section contain the information given previously.
2) The first character in the "Comments" section cannot be a space. After typing in "NK-" continue without space with your Neptun code, then space and then your full name. Any items that cannot be identified will be returned.
3) Make sure to use the correct characters in the Neptun code (do not mix "0" /zero/ with the letter "o" or "O").
IMPORTANT: Immediate crediting does not apply to bank transfers made to the joint accounts. At least one workday is required from the date the transfer is initiated to the time that it is credited to the joint account. "

23) The dormitory status is established on the basis of a final positive resolution regarding the dormitory admission procedure by the submission of the Move-In Request in Neptun and the simultaneous acceptance of the residence contract between the University and the student.

24) An application for legal remedy shall be submitted within 15 days of the communication of the decision to the Student, addressed to the Student Appeals Committee in the Neptun. There is no possibility to rectify any deficiencies in the appeal procedure.

25) During the Dormitory admission application, follow the admission application process and the official information channels, especially the messages sent on Neptun, as well as the emails sent by the Dormitory Management with increased care and attention!

Best regards:

Tamás Dóczi
Head of Campus Services
Corvinus University of Budapest

Katerina Fodor	Valéria Mikó	Balázs Veszelovszki
Dormitory Manager	Dormitory Manager	Dormitory Manager
Kinizsi and Gellért Campus Dormitory	Ráday Dormitory	Tarkarét Dormitory

Budapest, 17 July 2024

Annex 1.

Dormitory Charges, dormitory fees

The dormitory charges for students taking part in full-time (daytime deliver) bachelor, two cycle or single-cycle master and doctoral programmes, for students taking part in part-time (correspondence, evening delivery) bachelor, tow-cycle or single cycle master and doctoral programmes as well as the dormitory charges of students taking part in specialist postgraduate study programmes are as follows.

Dormitory	ACCOMMODATION Person/room	COMFORT CATEGORY	DORMITORY CHARGE (for students with a state scholarship) HUF/person/month)*	DOMITORY CHARGE (for self-funded students) ** HUF/person/month and EUR/person/month***		
				as of 01.02.2024	as of 01.09.2024	as of 01.02.2025
Kinizsi Dormitory	1-2	II.	11 650,-	37 300	39 800/ EUR 100	42 400/ EUR 110
Kinizsi Dormitory	3-4-5	I.	9 300,-	35 400	35 800/ EUR 90	38 200/ EUR 90
Tarkaréti Dormitory	3	I.	9 300,-	35 400	39 800/ EUR 95	40 300/ EUR 100
Ráday Dormitory	2 / 3-4	III.	13 980,- / 11 650,-	60 100 / 53 100	60100/ EUR 150 / 53100/ EUR 135	60 100/ EUR 150 / 53 100/ EUR 135
Gellért Campus Dormitory	2 / 3-4	IV.	17 475.- / 15 725-	80 000.- / 72 000.-	80 000/ EUR 200 / 72 000/ EUR 180	80 000/ EUR 200 / 72 000/ EUR 180

* If the student who is member of a college for advanced studies is a student of another higher education institution financed by the state, the amount of the fee payable by the self-funded student will be reduced by the amount of the normative funding by the state established for dormitories if an agreement to that effect has been signed by the University with the higher education institution in question.

** Students receiving a Corvinus scholarship are also considered self-funded students

*** Fees in EUR are valid for students who pay the programme cost in EUR. These students are required to pay the dormitory charge in EUR.

Charges for extra services related to the dormitories of the of the Corvinus University of Budapest

	Kinizsi Dormitory	Tarkaréti Dormitory	Ráday Dormitory	Gellért Campus Dormitory
Extra bathroom cleaning service (change of bed linen and cleaning every two weeks)	service not available			HUF 30 000.-/room/month EUR 80 /room/month
Cultural contribution charge*	HUF 2 000 /person/semester EUR 5 /person/semester			
Charge for receiving visitors	HUF 1 500 /person/occasion EUR 4 /person/occasion			
Charge for late payment	HUF 2 000/person/occasion EUR 5 /person/occasion			
Charge for replacing access card	HUF 5 000 /person/occasion EUR 15/person/occasion			
Charge for replacing key	HUF 5 000 /person/occasion EUR 15/person/occasion			
Move-In Request**(deposit, cancellation fee)	HUF10 000 / EUR 25	HUF 10 000/ EUR 25	HUF 12 000/ EUR 30	HUF 20 000/ EUR 50
Charge for forced cleaning	HUF 3 000 /person/occasion EUR 8/person/ occasion (all occupants of the room have to pay)	HUF 3 000 /person/occasion EUR 8/person/ occasion (all occupants of the room have to pay)	HUF 3 000 /person/occasion EUR 8/person/ occasion (all users of the bathroom or room/residents have to pay)	HUF 3 000 /person/occasion EUR 8/person/ occasion (all users of the bathroom or room/residents have to pay)
Charge for using the gym	As established by the Physical Education and Sport Centre	HUF 10 000 /person/semester EUR 25/person/semester	HUF 7 500 /person/semester EUR 20/person/semester	According to external operators' fees/conditions
All other compensatory charges must be paid pursuant to the Student Disciplinary and Compensation Regulations.				

*Fees manged by the Student Union.
** Students participating in the Stipendium Hungaricum scholarship programme and the Stipendium Hungaricum Sport scholarship programme must pay the fee of the Move-in request in EUR.

If the University provides the dormitory not as a dormitory placing, but as an accommodation service for non-students or for students not related to the period of studies (academic year, semester), the fee is not defined in this Regulation, but by the Chancellor and the Head of Campus Services, it being understood that the fee shall not be lower than the fees set out in the RSFB.