**BUDAPEST SCHOOL FOR CENTRAL BANK STUDIES – REGISTRATION**

**IMPORTANT INFORMATION. The format of the summer courses in 2024 will be hybrid (classes will run simultaneously face to face and online to allow participants to choose the modality that best suits their needs).** **The** **registration fee** **of the face-to-face course is 1,500 EUR, while following the course online is offered at a reduced fee of 1,200 EUR.**

**Registration deadlines:**

* **July 5, 2024 for WEEK 1. (Prof. Albrecht Glitz)**
* **July 12, 2024 for WEEK 2. (Prof. Andreas Fagereng)**

**Registration procedure:** Please fill in the enrollment form and send it by email to the email address [budapestschool@mnb.hu](mailto:budapestschool@mnb.hu). We will contact you on details of payment and billing upon receipt of your completed enrollment form. If you have any questions about the registration process or about the courses, do not hesitate to contact us via [budapestschool@mnb.hu](mailto:budapestschool@mnb.hu).

**Discounts and special offer**

The following types of discounts are available:

* **For PhD students** **the reduced registration fee is 750 EUR ("face to face”)/600 EUR (online)** (plus 27% Hungarian VAT if the university is a resident taxpayer in Hungary). We kindly ask PhD student applicants to send us an official proof about their PhD status.
* **Reduced registration fee (750 EUR ("face to face”)/600 EUR (online)) available based on financial need.** Please ask for details.
* If three people apply to the same course from the same institution, the fourth participant can come for free (4 participants for the price of 3).

**Payment**

Participants can pay their registration fees **with** **bank-transfer** (to the bank account of the Magyar Nemzeti Bank - MNB) **or with credit card (wire transfer)**. In case of payment by credit card, applicants will be redirected to a secure payment site (operated by [OTP Bank)](http://www.iosco2018budapest.hu/letoltes/vasarloi-angol.pdf).

After registration, we will issue electronic invoices.

* **In case of credit card payment**, first we issue a ’prepayment invoice’ when we receive the payment; then after the completion of the course we issue a ’final invoice’.
* **In case of payment by** **bank-transfer**, first we issue a ’proforma’ based on which the bank transfer can be initiated. (***Important:*** *please indicate the ’proforma’s number as a reference number on the bank transfer form*). Then we issue a ’proforma invoice’ when we receive the payment; and finally, after the completion of the course we issue the ’final invoice’. On the ’final invoice’ we indicate that taxes on meals (if applicable) were not covered.

**Taxation**

* **For applicants from central banks and for representatives of EU institutions who benefit from tax exemptions (e.g. ECB, BIS)** **no Hungarian VAT will be charged** on the registration fee of EUR 1500/1200. Other non-Hungarian taxpayers shall pay VAT where they reside, in line with the regulations effective at their place of residency. This place is where the non-resident taxpayer has a business / fixed establishment or (in the absence of such a place), has its permanent address.
* **For other applicants (e.g. whose institutions are resident taxpayers in Hungary) Hungarian VAT will be charged** on the registration fee (27% on top of the registration fee of EUR 1500/1200).

**Transaction costs**

In the case of **payment by** **bank-transfer**, the participants shall bear the costs of the bank transfer. Please make sure that the full registration fee arrives to the MNB’s account, otherwise the registration cannot be finalized.

**Further information on courses**

All courses involve 20 hours of teaching: 4 hours per day for 5 days or 5 hours per day for 4 days. The registration fee covers tuition and course materials. For “face-to-face” courses, the registration fee also includes snacks and coffee during the event and one social event (course dinner) per week. Participants are expected to cover their own travel, accommodation, and catering expenses. We expect participants to use their own laptop with Matlab and Stata installed.

**Cancellation policy**

Refundable cancellations will be accepted for the 2024 courses upon request via email to [budapestschool@mnb.hu](mailto:budapestschool@mnb.hu), until 2 weeks before the starting date of the courses.

**Delegate’s travel responsibilities**

In case of “in person” courses, participants are responsible for booking and paying their own accommodation, flights, as well as acquiring travel/health insurances and arranging the necessary travel documents (valid transport and visa if applicable). The MNB will issue ‘letters of invitation’ and visa letters, for those who officially request that for their visa applications at [budapestschool@mnb.hu](mailto:budapestschool@mnb.hu). Please ask for invitation letters (if necessary) at least 30 days prior to the first day of the course.Please note that such letters will be provided only after we have received the registration fee.

**Please note**, that all the dates and deadlines mentioned above are meant in CET, Central European Time Zone (=UTC+1:00).

Please indicate any special requests (e.g. dietary or accessibility restrictions) by the registration deadlines at [budapestschool@mnb.hu](mailto:budapestschool@mnb.hu). Should you have any further queries, please contact the BSCBS Organizing Team at [budapestschool@mnb.hu](mailto:budapestschool@mnb.hu).