



UNIVERSITÀ
di **VERONA**

REGULATIONS ON STUDENT FEES



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Article 1 – Subject

1. These regulations govern how university fees are determined each year, according to programme type.
2. The regulations concerning stamp duty and regional study taxes remain unchanged.

Article 2 – Definitions

1. For the purpose of these Regulations, the following definitions are intended:
 - a) University: University of Verona
 - b) Degree programmes: Bachelor's degrees, Master's degrees and Single cycle/Combined Bachelor's+Master's degrees
 - c) Students: Individuals who are registered/enrolled in University of Verona degree programmes
 - d) University fees: Annual sum to be paid by students to the University
 - e) Student fees: Total amount of fees to be paid as a student
 - f) Year of study: number of academic years a student has been enrolled in any study programme at any university;
 - g) Year of degree programme: academic year of the degree programme (e.g. 1st year, 2nd year, etc.);
 - h) ISEEU: Equivalent Economic Situation Indicator for University Subsidies (unless otherwise specified).

Article 3 – Applicability limits

1. For all matters not specifically provided for in these Regulations, the relevant national laws apply.

SECTION I – Bachelor's degrees, Master's degrees and Single cycle/Combined Bachelor's+Master's degrees

Article 4 – University fees

1. Annual university fees help to cover some of the educational, scientific and administrative costs of the University. The amount varies according to the type of degree programme, which is then scaled depending on the financial position of the student's family as attested by their ISEEU. Students also pay stamp duty and the regional tax for equal access to education.
2. The University has set criteria which allow certain students to be completely or partially exempt from paying the total annual fees depending on their attested financial position and the fulfilment of merit requirements.
3. The criteria for determining university fees are determined annually by the Board of Directors, keeping the interests of fairness and solidarity in relation to students' financial positions in consideration, as provided for by the law.
4. Annual fees are paid in three instalments as follows:
 - 1st instalment: € 150 first part of fees + € 176 regional tax¹ + € 16 stamp duty by 15 October;
 - 2nd instalment: 50%² of the remaining fees due (by 31 March);
 - 3rd instalment: 50% of the remaining fees due (by 31 May);If the above deadlines fall on a non-working day, the deadline is postponed to the next working day³.
The minimum amount due for the 2nd and 3rd instalments must be over € 5.
The second and third instalments are half each of the total fees remaining after the € 150 deposit has been paid as the first instalment.
5. For non-European Union citizens who are not Italian residents and who gained entry to their University of Verona programme with a foreign degree or diploma, the annual university fee is fixed at € 1,000⁴, to be paid as follows:
 - 1st instalment: € 342 (includes € 150 first part of fees + € 176 regional tax⁵ + € 16 stamp duty) by 15

¹ To calculate the regional tax due, please see Art. 9 of the Annex to these Regulations.

² The amount of the second and third instalments may differ due to the exemptions and incentives referred to in Art. 12 and 13 of these Regulations.

³ For details on how to pay university student fees, please see Art. 6 of the Annex to these Regulations.

⁴ To apply for this benefit, please see Art. 5 of the Annex to these Regulations.

⁵ To calculate the regional tax due, please see Art. 9 of the Annex to these Regulations.



October;

- 2nd instalment: € 329 (by 31 March);

- 3rd instalment: € 329 (by 31 May).

If the above deadlines fall on a non-working day, the deadline is postponed to the next working day.⁶

6. For late payments, a € 20 fee applies, with the exception of students who:

- have transferred from another institution and end up paying after the deadline due to delays in the transfer procedure;
- only need to take the final examination of their degree, already submitted a request to graduate in the March/April extra session and enrol late for the following academic year due to not yet having graduated.

Article 5 – Fees for financial positions of ≤ € 22,000⁷

1. In this economic category, the following types of students are **completely exempt** from paying the annual fees:

- Students enrolled in their first year of study;
- Students enrolled in their second year of study who gained at least 10 CFU (5 CFU if part-time students) by 10th August of their first year⁸;
- Students enrolled from their third year of study to the first year beyond the normal programme duration (*fuori corso*) who gained at least 25 CFU (12.5 CFU if part-time students) in the 12 months prior to the last 10th August before the relevant enrolment.

2. Students who are two years behind the normal programme duration (*fuori corso*) who gained at least 25 CFU (12.5 CFU if part-time students) in the 12 months prior to the last 10th August before the relevant enrolment pay an annual fee of € 200.

3. Students enrolled up to the first year beyond the normal programme duration who have not obtained the number of CFU specified in article 5.1 pay an annual fee of:

- a) € 300 for full-time study;
- b) € 150 for part-time study.

4. Students who do not meet the merit requisites defined above in Section 5.1 and are more than one year behind the normal programme duration pay a total annual fee of € 375.

Article 6 – Fees for financial positions of € 22,001 – € 30,000⁹

1. University of Verona students who are:

- a) enrolled in their first year of study;
- b) enrolled in their second year of study who gained at least 10 CFU (5 CFU if part-time students) by 10th August of their first year¹⁰;
- c) enrolled from their third year of study to the first year 'fuori corso' (beyond the normal programme duration) who gained at least 25 CFU (12.5 CFU if part-time students) in the 12 months prior to the last 10th August before the relevant enrolment;

will pay an annual fee equivalent to 7% of the amount of their ISEEU statement figure that exceeds € 13.000, with the following fee reductions:

ISEEU	Fee reduction (%)
22.000<ISEEU≤24.000	80%
24.000<ISEEU≤26.000	50%
26.000<ISEEU≤28.000	25%
28.000<ISEEU≤30.000	10%

⁶ For details on how to pay university student fees, please see Art. 6 of the Annex to these Regulations.

⁷ For details on how to submit a Single Benefit Application form (DUB), please see Art. 1, 3 and 4 of the Annex to these Regulations.

⁸ For information on requirements for reduced student fees, please see Art. 2 of the Annex to these Regulations.

⁹ For further information on how to submit a Single Benefit Application form (DUB), on requirements for reduced student fees, and how to calculate student fees for ISEEU > € 30,000, please see Art. 1, 3 and 4 of the Annex to these Regulations.

¹⁰ For details on requirements for reduced student fees, please see Art. 2 of the Annex.



e.g.:

Es. 1: Student's ISEEU = € 25,000.00

University fee = $(25,000.00 - 13,000.01) \times 0.07 \times (1 - 0,50) = 420,00$ euro

Es. 2: Student's ISEEU = € 27,000.00

University fee = $(27,000.00 - 13,000.01) \times 0.07 \times (1 - 0,25) = 735,00$ euro

Part-time students pay half the corresponding annual fee specified for full-time students.

2. Students from their second year 'fuoricorso' (beyond the normal programme duration) onwards who have gained at least 25 CFU (12.5 CFU if part-time) in the 12 months prior to the last 10th August, pay a scaled annual fee from € 200,00 to € 1,506.50 if they are full-time students (from € 200,00 to € 753.25 for part-time students).

e.g.:

Student's ISEEU = € 26,000.00;

University fee = $200 + [(27,000.00 - 22,000.01) \times (1,506.50 - 200.00) / (30,000.00 - 22,000.01)] = € 853.25$.

3. Students enrolled up to the first year 'fuoricorso' (beyond the normal programme duration) who have not obtained the number of CFU specified in Article 6.1 pay a scaled annual fee ranging from € 300 to € 1,606.50 for full-time study or € 150–€ 853.25 for part-time study.

e.g.:

ISEEU student = € 27,000.00

University fee = $300 + [(27,000.00 - 22,000.01) \times (1,606.50 - 300.00) / (30,000.00 - 22,000.01)] = € 1,116.56$

4. Students who do not meet the requirements specified in Article 6.1 and who are more than one year beyond the normal duration of their degree pay a scaled annual fee determined in Article 6.3, increased by 25%.

Article 7 – Fees for financial positions of $\geq € 30,000$ ¹¹

1. Students in this financial category pay an annual fee scaled as shown in the table below if they are:
- Student enrolled in their first year of study;
 - Students enrolled in their second year of study who gained at least 10 CFU (5 CFU if part-time students) by 10th August of their first year;
 - Students enrolled from their third year of study to the first year beyond the normal programme duration (*fuoricorso*) who gained at least 25 CFU (12.5 CFU if part-time students) in the 12 months prior to the last 10th August before the relevant enrolment pay an annual fee scaled as shown in the following table:

Groups ¹²	FEE	
	ISEEU from € 30,000.01 to € 55,000.00	ISEEU > € 55,000.00 or no fees reduction application received

¹¹ For further information on how to submit a Single Benefit Application form (DUB), on requirements for reduced student fees, and how to calculate student fees for ISEEU > € 30,000, please see Art. 1, 3, 4 and 7 of the Annex to these Regulations.

¹²

Group A1:

Corso di laurea magistrale a ciclo unico in Odontoiatria e protesi dentaria.

Group A2:

Corso di laurea magistrale a ciclo unico in Medicina e chirurgia,

Corsi di laurea magistrale delle professioni sanitarie,

Corsi di studio dell'area di scienze e ingegneria,

Corsi di studio in Scienze motorie.

Group A3

Corsi di laurea delle Professioni sanitarie;

Group B

Corsi di laurea magistrale, laurea magistrale a ciclo unico e lauree vecchio ordinamento dell'area di scienze economiche e giuridiche e dell'area di scienze umanistiche;

Group C

Corsi di laurea dell'area di scienze economiche e giuridiche e dell'area di scienze umanistiche.



	from	to	Full fee
Group A1	€ 1,071.01	€ 3,052.00	€ 3,052.00
Group A2	€ 1,071.01	€ 2,021.00	€ 2,021.00
Group A3	€ 1,071.01	€ 1,713.00	€ 1,713.00
Group B	€ 1,071.01	€ 1,713.00	€ 1,713.00
Group C	€ 1,071.01	€ 1,402.00	€ 1,402.00

Part-time students pay half the corresponding annual fee specified for full-time students.

2. Students who are two or more years behind the normal programme duration who gained at least 25 CFU (12.5 CFU if part-time students)¹³ in the 12 months prior to the last 10th August before the relevant enrolment pay an annual fee scaled as shown in the following table:

	FEE ¹		
	ISEEU € 30,000.01–€ 55,000.00		ISEEU > € 55,000.00 or no fees reduction application received
	from	to	Full fee
Group A1	€ 1,506.51	€ 3,252.00	€ 3,252.00
Group A2	€ 1,506.51	€ 2,221.00	€ 2,221.00
Group A3	€ 1,506.51	€ 1,913.00	€ 1,913.00
Group B	€ 1,506.51	€ 1,913.00	€ 1,913.00
Group C	€ 1,506.51	€ 1,602.00	€ 1,602.00

3. Students enrolled up to the first year beyond the normal programme duration who have not obtained the number of CFU specified in article 7.1 pay a scaled annual fee according to the following table:

Groups ¹²	FEE ¹		
	ISEEU € 30,000.01–€ 55,000.00		ISEEU > € 55,000.00 or no fees reduction application received
	from	to	Full fee
Group A1	€ 1,606.51	€ 3,452.00	€ 3,452.00
Group A2	€ 1,606.51	€ 2,421.00	€ 2,421.00
Group A3	€ 1,606.51	€ 2,113.00	€ 2,113.00
Group B	€ 1,606.51	€ 2,113.00	€ 2,113.00
Group C	€ 1,606.51	€ 1,802.00	€ 1,802.00

Part-time students pay half the corresponding annual fee specified for full-time students.

4. Students who do not meet the merit requirements defined in article 7.1 and who are two or more years behind the normal programme duration pay a scaled annual fee determined in article 7.3, increased by 25%.

¹³ For information on requirements for reduced student fees, please see par. 2 of the Annex to these Regulations.



Article 8 – Other fees

	IMPORTO
Admission exams for limited entry degree programmes	€ 50
Enrolment fee for intensive courses in Canazei	€ 125
Fee for the establishment of medical postgraduate internships pursuant to Ministerial decree no. 445/2001 to qualify as a surgeon.	€ 200
Fee for transferring to another university	€ 200
Fee for suspending university studies, for each suspended year (except for students with a certified disability of 66% or more or with a certified disability according to Art. 3.1 of Law no. 104/1992).	€ 200
Fee for suspending university studies, for students who are, or have recently become, parents.	€ 50
State exams	€ 400
State exams for Medicine and Surgery	€ 400
Final exams for Health Profession degrees with national recognition	€ 200
Fee for applying for admission to limited-entry Single cycle/Combined Bachelor+Master's degree programmes in the medical area (dentistry and dental prosthetics and medicine and surgery), with admissions managed at the national level, from the second year onwards.	€ 30
Fixed fee for recognition of prior studies (for re-registration after interrupting or renouncing studies, graduation, etc.)	€ 200
Fixed fee for enrolment in individual modules, based on the number of credits: <ul style="list-style-type: none"> • up to 12 CFU • 13–24 CFU • 25–30 CFU 	€ 300 € 400 € 700
Fee for the process of gaining academic recognition of foreign qualifications	€ 100
Fixed fee for recognition of foreign qualifications	€ 155
Late payment surcharge for each overdue payment:	€ 20
Fee for degree certificate after gaining official recognition of foreign qualification (including stamp duty and protective cover)	€ 100
Fee for duplicate copy of degree certificate (including stamp duty and protective cover)	€ 100
Fee supplement to cover civil responsibility for students enrolled from the third year of the degree (including students enrolled beyond the normal programme duration) of the Single cycle/Combined Bachelor's+Master's degree in Dentistry and Dental Prosthetics (see Law no. 47 of 20/03/1984), to be paid at the same time as the first instalment.	€ 36.68

SECTION II – Professional Master's programmes, advanced and professional development courses, PhDs and Postgraduate Specialisation programmes

Article 9 – Annual fees for Professional Master's programmes, advanced and professional development courses



1. The annual fees for Professional Master's programmes, advanced and professional development courses differ depending on the type of course, as specified in the official announcements for each one.
2. Students with a certified disability according to Art. 3.1 of Law no. 104/1992 or with at least 66% invalidity are completely exempt from paying university fee for Professional Master's programmes, advanced and professional development courses. These students will be enrolled as 'extra students'.
3. Students with certified invalidity of 50-65% are entitled to a € 250 reduction in their university fee for Professional Master's programmes, and a 5% reduction in the university fee for Advanced courses with respect to the amount specified in each relevant course announcement.

Article 10 – Annual fees for PhD programmes¹⁴

The annual university fee for PhD programmes administratively based at the University of Verona is € 250 (in addition to € 176 regional tax¹⁵ and € 16 stamp duty).

1. PhD students without a scholarship are exempt from paying university fees.

Article 11 – Annual fees for Postgraduate Specialisation programmes¹⁶

Annual fees for medical postgraduate specialisation programmes (in addition to € 176 regional tax¹⁵ and € 16 stamp duty) at the University of Verona are as follows:

Medical Postgraduate Specialisation Programmes	FEE		
	ISEEU € 0,00–€ 30,000.00		ISEEU > € 30,000.00 or no fees reduction application received
	From	To	Full fee
	€ 310.00	€ 1,700.00	€ 1,700.00
<i>50-65% disability</i>	€ 310.00	€ 500.00	€ 500.00
<i>66-100% disability or with a certified disability according to Art. 3.1 of Law no. 104/1992</i>	€ 0,00		

Annual fees are paid in three instalments as follows:

- 1st instalment: € 150 first part of fees + € 176 regional tax¹⁵ + € 16 stamp duty by 15 October;
- 2nd instalment: 50% of the remaining fees due (by 31 March);
- 3rd instalment: 50% of the remaining fees due (by 31 May).

If the above deadlines fall on a non-working day, the deadline is postponed to the next working day¹⁷.

The minimum amount due for the 2nd and 3rd instalments must be over € 5.

The second and the third instalments are obtained by deducting € 150, paid as the first instalment, from the total fees.

¹⁴ For further information on how to submit a Single Benefit Application form (DUB), on financial requirements for reduced student fees, on how to calculate student fees and relevant deadlines, please see Art. 1, 3, 4 and 6 of the Annex to these Regulations.

¹⁵ To calculate the regional tax due, please see Art. 9 of the Annex to these Regulations.

¹⁶ For further information on how to submit a Single Benefit Application form (DUB), on financial requirements for reduced student fees, on how to calculate student fees for postgraduate specialisation programmes, please see Art. 1, 3, 4 and 8 of the Annex to these Regulations.

¹⁷ For further information on university fees payment methods and deadlines, please see Art. 6 of the Annex to these Regulations.



SECTION III – Exemptions and incentives¹⁸

Article 12 – Complete and partial exemptions

1. Students with a scholarship for equal access to education are completely exempt from paying the annual university fees. Students who are one year behind the normal programme duration (*fuoricorso*) and first-year students who meet the criteria in the announcement for equal access to education scholarships by 30th November pay 50% of the applicable university fees.
2. Students enrolled in a degree programme, PhD programme or in an individual module, with a certified disability according to Art. 3.1 of Law no. 104/1992 or at least 66% invalidity are completely exempt from paying annual university fees.
3. Students enrolled in a degree programme with a certified invalidity level of 50-65% pay a maximum of € 200 in annual university fees. If enrolled in an individual module, they shall pay 50% of the usual university fees.
4. Students who fulfil the requirements of Art. 30 of Law no. 118/1971 (mutilated/invalid civilians or war victims) are completely exempt from paying annual university fees.
5. International scholarship students are completely exempt from paying the annual university fees.
6. Foreign students with an Italian government scholarship are completely exempt from paying university fees for each year of their scholarship. This is subject to annual renewal of the scholarship by the Italian Ministry of Foreign Affairs.
7. Foreign students from the countries included in the official “Developing countries” list drawn up by MIUR every year pay a maximum of €150 in annual university fees.
8. Biotechnology enrolled students who applied for the competition ‘Una settimana da ricercatore’ and ranked among the top 30 are completely exempt from paying the annual university fees. Where no eligible students are placed in the ranking list at national level, the top two students placed in the local ranking list will be exempt from paying the annual university fees.
9. Students who, at the time of their 18th birthday, live outside their family of origin because of a judicial decision, shall be totally exempt from paying student fees.
10. Students who have suffered gender-based violence certified by an anti-violence centre who transfer from another university to attend the first year of study, are granted total exemption from student fees, subject to the budget established annually by the Board of Directors.
11. Students who benefit from international protection and asylum seekers (subject to obtaining international protection) are granted total exemption from student fees.

Article 13 – Incentives

1. Students who gain at least 40 CFU from modules that are part of their study plan in the 12 months prior to the last 10th August before their enrolment, are awarded a tuition fee reduction of € 230 (the so-called ‘supermerito’) for each year of enrolment in the same degree. Any changes to the study plan made subsequently will result in a review of the requirements for the benefits already paid. Extra exams (*esami sovrannumerari*) shall not be counted towards the 40 CFU.
2. Students enrolling at the university who complete secondary school in the same year with a final school mark of 100/100 are awarded a tuition fee reduction of € 500.
3. Students who graduate within the normal duration of their Bachelor’s degree (including at a different university) and who then enrol for the following academic year in a Master’s degree at the University of Verona are awarded a tuition fee reduction of € 500.

¹⁸ For details on exemptions and incentives, please see Art. 10 of the Annex to these Regulations.



4. Students who graduate within the normal duration of their Bachelor's degree (including at a different university) and who then enrol for the following academic year in a 1st level Professional master programme at the University of Verona are awarded a tuition fee reduction of € 500.
5. Students who graduate within the normal duration of their Master's degree or Single cycle/Combined Bachelor's+Master's degree (including at a different university) who then enrol for the following academic year in a 2nd level Professional master programme at the University of Verona are awarded a tuition fee reduction of € 500.
6. Students who graduate within the normal duration of their Single cycle/Combined Bachelor+Master's degree in Medicine and Surgery, leading to a qualification to practise as a doctor/surgeon – *laurea magistrale abilitante a ciclo unico* (including at another university) and who then enrol for the same academic year in a Medical Postgraduate Specialisation at the University of Verona are awarded a tuition fee reduction of €500.

The €500 tuition fee reduction is also granted to students who graduate within the normal duration of their Single cycle/Combined Bachelor+Master's degree in Medicine and Surgery or Dentistry and Dental Prosthetics, not leading to a qualification to practise as a doctor/surgeon – *laurea magistrale non abilitante* (including at another university) and who then enrol for the following academic year in a Medical Postgraduate Specialisation at the University of Verona.

Article 14 – Withdrawing from studies

1. The university fees are to be paid by the student for the entire academic year for which they are enrolled.
2. Students may, at any time, withdraw from their studies by submitting an irrevocable and unconditional application. Withdrawing students shall not be permitted to carry out any academic activities or to use the University's teaching and administrative services, with the exception of activities related to language certificates. Upon withdrawal from their studies, students will be free from any financial obligation towards the University with regard to tuition fees to be paid after the date of their official withdrawal from studies. Following this withdrawal, the student is not entitled to a refund of the fees and contributions already paid, while the obligations to pay the instalments due before the official withdrawal date shall remain, as well as the financial obligations relating to sanctions or forfeiture of any financial benefits already received.
3. Under no circumstances will any failure to pay tuition fees be regarded as an implicit withdrawal from studies.



ANNEX TO THE REGULATIONS

1. HOW TO APPLY FOR REDUCED STUDENT FEES

By submitting a **Benefits Application Form ('DUB')**, students can apply for any of the following:

- **Student fees reduction**, i.e. a reduction or reimbursement of the second and third fee instalments (if applicable);
 - **Grant/scholarship**;
 - **Part-time student collaboration** (starting from the second year of enrolment).
- **You should select all the benefits you wish to apply for on one single form. If you are applying for more than one benefit, please note carefully whether they have different application deadlines. Since you should complete only one application form for each academic year, you will need to submit it in time to meet the earliest relevant deadline.**

For example:

Part-time student collaboration (deadline 30/09/2022 at 1:00 pm) + fees reduction (deadline 15/11/2022 at 1:00 pm) = your application is due by 30/09/2022 (1:00 pm) at the latest.

To be able to apply for benefits, you must do all of the following by the strict deadline of 15/11/2022 at 1:00 pm (if requesting a fees reduction only):

- **a) request an ISEE for University statement year 2022 or an ISEE Equivalent year 2022** (see Point 4 of this Annex);
- **b) submit a fees reduction application, exclusively by completing online the Benefits Application Form (DUB) academic year 2022/2023.**

Students enrolled in a Single cycle/Combined Bachelor+Master's degree programme established at national level after 15/11/2022 may apply for benefits by submitting their application within 30 days of their enrolment.

a. HOW TO REQUEST AN ISEE FOR UNIVERSITY STATEMENT

To request an ISEE for University, students must complete a Substitutive Declaration (DSU) – which regards information about their family unit and each family member's income and assets – directly at the "online services" section of the INPS website or with the help of a Tax Assistance Centre (CAF) or qualified professional. Students will be provided with the ISEE for University statement by the CAF or by the INPS.

The university shall only accept **ISEE for University statements relevant to the 2022 solar year**, i.e. those requested between 01/01/2022 and 15/11/2022. For this purpose, the date marked on the DSU receipt will be the only one to be used, not the date of the ISEE for University statement release, which generally occurs a few days after the DSU submission.

Ordinary or current ISEE statements and ISEE for University statements requested after the DUB submission deadline will not be considered.

Students do NOT need to submit a hard copy statement of the ISEE for University statement to the university. Moreover, they do NOT need to communicate to the university any information concerning the amount of the ISEE for University statement, since the university has direct access to the INPS database.

Please check that there are no **omissions or discrepancies** on the ISEE statement, or you may not receive the requested benefits. If there are any omissions or discrepancies, **a new DSU** containing the missing information or corrections **must be presented promptly** (and in all cases by 31/12/2022), otherwise the penalties specified in Article 8 of the *Regulations for implementing checks on applications for university bursaries* shall apply.

Corrections to the **ISEE for University** statement may be accepted after the application deadline – and in any case **by 31/12/2022** – as long as the relevant **ISEE for University** (not the ordinary ISEE)



statement was requested by the application deadline.

ISEE for University statements - or corrections - submitted in the INPS system after 31/12/2022 will not be accepted.

PLEASE NOTE:

If **two (or more) students belong to the same family unit**, to obtain a student fees reduction, the ISEE statement must include the following text: “si applica alle PRESTAZIONI AGEVOLATE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO” [*for the purpose of university bursaries*] **followed by the students’ respective tax codes (codici fiscali)**, also in case of students who have not enrolled yet or not holding a high school diploma yet.

b. HOW TO APPLY FOR REDUCED STUDENT FEES - THE BENEFITS APPLICATION FORM (DUB)

b.1 Bachelor’s, Master’s and Single cycle/Combined Bachelor+Master’s degree students / prospective students

Submit a scholarship application **exclusively by completing the Benefits Application Form (DUB) online**, available from the student’s personal account in ESSE3 – SEGRETERIA (<https://univr.esse3.cineca.it/Start.do>). Students should log in using their GIA login details if they are already registered (those who are not yet registered should use their SPID login details), then select from the menu: **‘Menù > Area riservata > Segreteria > Domanda Unica Benefici’**. **By submitting the DUB online**, students will also need to give their consent for the university to receive all the information on their ISEE for University statement from INPS.

After completing the application, it needs to be CONFIRMED DEFINITELY or it is not valid. The computer system will send a copy of the submitted DUB application to the student’s email address (.....@studenti.univr.it, or other email account). The document will then appear in the student’s personal area on ESSE3: this will be **regarded as the only proof** that the application was submitted, so please make sure the document is actually there.

Students intending to enrol for the first year of a limited entry degree and students transferring from another university who wish to apply for these benefits, must submit their application - AFTER registering for the university’s online services - **by 15/11/2022 at 1:00 pm** (or the earliest deadline if applying for several benefits with different deadlines).

Please remember that whilst completing the Benefits Application Form (DUB), you will not be required to enter the amount of your ISEE for University statement.

Any:

- **requests to change the information provided;** or
- **reports regarding technical problems attributable to the university** (system malfunctions) that prevent students from submitting the application via the web **in the 72 hours before the deadline** must be communicated by the student using the specific **change request form** or **technical fault report form** in one of the following ways:
 - by sending an email to benefici@ateneo.univr.it from the student’s university email account (.....@studenti.univr.it);
 - or, only if the student does not have a university email account yet, then from another email account, attaching a copy of the front and back of an ID document.

This must be done **by 15/11/2022 at 1:00 pm** (= DUB application deadline) or the earliest applicable deadline, if applying for several benefits with different deadlines
Applications submitted by any method other than the ones specified above will NOT be considered.

Students enrolled in a double/joint university degree must submit their DUB to the institution where their programme is administratively based, i.e. the university where they pay their enrolment fees.

Students enrolled in a Single cycle/Combined Bachelor+Master’s degree programme established at national level after 15/11/2022 may apply for benefits by submitting their application within 30 days of their enrolment.



b.2 PhD or postgraduate specialisation students / prospective students

You must use a specific Benefits Application Form (DUB): either the “**DUB – Medical Postgraduate Specialisation 2022-2023**”, or the “**DUB – PhD 2022-2023**”, available in pdf format at <http://www.univr.it/benefici>. This must be completed, signed and submitted to the University of Verona by the following deadlines:

Medical Postgraduate Specialisations	
First year* students	Within 30 days of the course start date established by Ministerial Decree**
Non-first year* students	By 15/11/2022 at 1:00 pm
*N.B. Please refer to the academic year of enrolment on the documents issued by the administration office	**First-year students should also complete a fees reduction application for the following year, available at www.univr.it/benefici
PhDs (for regional fees reductions only)	
By 15/11/2022 at 1:00 pm***	
***Or the earliest applicable deadline, if applying for several benefits with different deadlines	

Applications must be submitted in one of the following ways:

- From the applicant’s own personal **Certified Email Account (PEC)**, pursuant to Art. 4 (4) of Prime Ministerial Decree of 06/05/2009, to the email address: ufficio.protocollo@pec.univr.it, also attaching a copy of the student’s ID document, **in pdf format only** (please make sure the pdf file is **non-editable and static**, i.e. there are no links or interactive features). **Please note: the student’s university email account is not a Certified Email Account (PEC)!**
- **Registered post with receipt of delivery** to: University of Verona, via dell’Artigliere 8, 37129 Verona. The post office stamp date will be noted as the application submission date. The university takes **no responsibility** for missing applications by post, so students are advised to send their application with some kind of proof of submission, attaching a copy of their ID document.

Applications that are incomplete, received after the deadline or sent in a way not specified above will not be accepted.

PLEASE NOTE:

- Students who do not submit an application for reduced fees shall pay the full fees for their degree programme based on their year of study and the number of CFU gained.
- The DUB benefits application for reduced student fees is valid only for the academic year for which it is submitted.
- Claiming to have forgotten or to have not known the procedure and deadlines for requesting these benefits shall not be considered acceptable excuses.
- Students who are not sure whether they will graduate by 30 April 2023 (2021/2022 academic year extraordinary session) are advised to submit their application for reduced fees.

2. MERIT REQUIREMENTS FOR REDUCED STUDENT FEES, EXEMPTIONS AND INCENTIVES

Reduced student fees based on merit, as well as exemptions and incentives, are applied automatically, taking into account the student’s years of enrolment (both within and beyond the normal programme duration, i.e. “in corso” and “fuori corso”, respectively) and the number of CFU gained, under the following circumstances:

- in order to calculate the student’s years of enrolment, the following will be considered: the number of years of enrolment (excluding any years of interruption/resumption of studies) plus the years of



enrolment in the previous academic experience in case of students transferring from another university. In case of students who enrolled after a recognition of their previous academic studies (renunciation, forfeiture, different degree, etc.), the years of study in their previous academic experience are not counted;

- in order to calculate the number of CFU, all exams passed in the 12 months prior to 10/08/2022 are counted (the date of exam recording, i.e. passing the exam, will be the one to be used). CFU obtained during an Erasmus period abroad will also be considered, as well as exams taken outside the university, if recognised by the University.
Conversely, CFU gained from supplementary exams, exams that have not been completed (partial exams) and previous academic studies (in case of renunciation, forfeiture, graduation, etc.) will NOT be considered.

3. FINANCIAL REQUIREMENTS to be eligible for reduced student fees

For the purpose of reduced student fees and regional taxes, the student's family unit is defined as set out in Prime Ministerial Decree no. 159 of 5/12/13, especially Art. 8. If the student does not live with their parents, the applicant is still considered a member of their parents' family unit unless both of the following conditions are true:

- a) the student has been living away from their parents' home, in accommodation not owned by a family member, for at least two years before the date on which they submitted their Substitutive Declaration (DSU) pursuant to Art. 10 of Prime Ministerial Decree no.159 of 5/12/2013; and
- b) the student has an income of at least €9,000 per year.

Even if the students' parents do not live together, they may be considered part of the same family unit as defined by Art. 3(2) of Prime Ministerial Decree no. 159/2013 except in the cases cited in Art. 3(3) of the same Prime Ministerial Decree if they are married, or in the cases cited in Art. 7(1) of the same Prime Ministerial Decree if they are not married. For the cases referred to in Art. 7(1) of the aforementioned Prime Ministerial Decree, the ISEE statement will include an extra component, calculated based on the single parent's financial situation according to the procedures set out in Appendix 2(2) of the same Prime Ministerial Decree.

For PhD students, the family unit is based solely on the financial situation of the student, and their spouse and children if applicable, as set out in Art. 3(2-5) of Prime Ministerial Decree no. 159/2013, and in any case without prejudice to the possibility of the applicant themselves constituting a family unit as per the ordinary regulations in Art. 3 of the aforementioned Prime Ministerial Decree.

Pursuant to Art. 8(3) of Legislative Decree no. 68 of 29/03/2012, the financial situation of foreign students or Italian students who reside abroad is defined according to the Equivalent Economic Situation Indicator Abroad (ISEEE), calculated as the sum of the income earned abroad and 20% of the assets owned abroad, evaluated in the same way based on the average exchange rate of the euro in the reporting year, defined by Ministry of Finance decree under Art. 4(4) of Decree Law no. 167 of 28/06/1990, converted with modifications by Law no. 227 of 04/08/1990.

Legislation relevant to the calculation of the ISEE and procedures of statement release: Prime Ministerial Decree no. 159 of 05/12/2013 and following modifications and additions; Ministry of Labour and Social Policies Decree of 07/11/2014.

4. ISEE EQUIVALENT (students residing abroad or non-independent students residing in Italy whose family unit resides abroad)

To apply for a student fees reduction,

- students who do NOT reside in Italy; and
- students residing in Italy who are NOT independent and whose family unit resides abroad

should request an ISEE EQUIVALENT statement ("*Indicatore Parificato Universitario*" or "*ISEE PARIFICATO*").

To obtain the ISEE Equivalent statement, students need to make an appointment at one of the Tax Assistance Centres (CAF) listed at: [internet www.univr.it/benefici](http://internet.www.univr.it/benefici) > tasse e contributi universitari

At the CAF, students must present the documents indicated in the "LIST OF DOCUMENTS TO SUBMIT TO THE CAF TO CALCULATE THE ISEE EQUIVALENT", which can be viewed at the above mentioned link. Without these, the CAF will not be able to calculate the ISEE equivalent.

The ISEE EQUIVALENT statement will be sent electronically to the university directly by the CAF. Students do NOT need to submit a hard copy of the statement to the University.

Please remember that **to obtain a student fees reduction**, it is the student's responsibility to submit a completed DUB form as stated in Point 1 of this Annex.



5. APPLICATION FOR THE €1,000 all-inclusive ANNUAL CONTRIBUTION

In order to benefit from the all-inclusive annual contribution, non-EU students not residing in Italy with foreign qualification must submit, by 15/11/2022 at 1:00 pm, a specific application (to be found at: www.univr.it/benefici), following the methods indicated in the form.

6. PAYMENT OF FEES – PROCEDURES AND DEADLINES

BACHELOR'S DEGREES, MASTER'S DEGREES AND SINGLE CYCLE/COMBINED BACHELOR+MASTER'S DEGREES STUDENTS / PROSPECTIVE STUDENTS

Your fees (regional tax + university fees) should be paid as follows:

FIRST INSTALMENT

- ✓ **FIRST YEAR STUDENTS (for the first instalment only)** using the printable PagoPA payment notice, to be downloaded and printed directly from the online pre-enrolment procedure. This must be attached to the enrolment application as proof of payment before enrolling. **Payment deadline: 17/10/2022** unless different payment terms are stated in the application announcement for limited entry degrees/degrees with an entry test, or for students transferring from another university.
- ✓ **NON-FIRST YEAR STUDENTS:** using the PagoPA payment notice, available on your personal account on ESSE3 online: <https://univr.esse3.cineca.it/Home.do>. Log in using your username and password, click the link "[Segreteria](#)" and go to the "[Pagamenti](#)" section. **Payment deadline: 17/10/2022.**

SECOND AND THIRD INSTALMENTS

- ✓ The PagoPA payment notices for the second and third instalments, due on 31/03/2023 and 31/05/2023 respectively, will be available 20 days before the deadline.
- ✓ A reduction/reimbursement may be available for the second and third instalments, **ONLY** if the procedure described in Point 1 of this Annex is followed fully and correctly.

A late payment fee of €20 will be charged for payments received after the deadlines specified above. The PagoPA payment notice related to the late payment fee will be automatically generated once the required instalment is paid.

Should you experience any problems in printing the PagoPA payment notice or receiving the payment receipt, please contact the Teaching and Student Services unit (i.e. the "U.O. Didattica e Studenti") of your specific degree programme.

You will be informed via email (=the email address you provided at the time of the enrolment) of the relevant payment deadlines. However, it is your responsibility to pay by the due date, regardless of the email notifications you receive.

PLEASE NOTE

Exams that a student has passed may be cancelled from their records if their student fees are not paid on time. (The student will be given advance notice of the exam record cancellation and will be informed that the exam can be retaken only after payment of all their student fees.)

PHD OR MEDICAL POSTGRADUATE SPECIALISATION STUDENTS/PROSPECTIVE STUDENTS

PhD and Medical Postgraduate Specialisation students/prospective students should refer to the deadline set out in the announcement of their specific study programme.

A late payment fee of €20 will be charged for payments made after the deadlines specified above. The PagoPA payment notice related to the late payment will be automatically generated once the required instalment is paid.

Should you experience any problems in printing the PagoPA payment notice or receiving the payment receipt, please contact the Teaching and Student Services unit (i.e. the "U.O. Didattica e Studenti") of your specific degree programme.

You will be informed via email (=the email address you provided at the time of the enrolment) of the



relevant payment deadlines. However, it is your responsibility to pay by the due date, regardless of the email notifications you receive.

7. HOW TO CALCULATE STUDENT FEES FOR ISEE STATEMENTS > €30,000 (ART. 7 OF THE REGULATIONS)

For students whose ISEE for University statement is between €30,000.01 and €55,000.00 inclusive, the fees are determined in proportion to the amount stated on the ISEE for University, using the following formula:

[minimum fee for the relevant band + (ISEE for University submitted by the student – €30,000.01) x band coefficient]

The band coefficient is determined as follows:
(Maximum fee for the relevant band) / (€55,000.00 – €30,000.01)

EXAMPLE:

A full-time student who fulfils the merit requirements but has been enrolled at university for longer than the normal duration of their degree programme + 1 year, whose **ISEE for University** falls into **Band B** at **€35,000.00**, would calculate their fees as follows:

Band coefficient: $(€1,913.00 - €1,506.51) / (€55,000.00 - €30,000.01) = 0,01626$ (*)

Student fees: $[€1,506.51 + (€35,000.00 - €30,000.01) \times 0,01626] = €1,587.81$

The total fees to be paid by the student for the year amount to **€1,587.71**.

First instalment: €150 deposit (plus €16 stamp duty and €176 regional study tax deposit)

Second instalment: €718.91.

Third instalment: €718.90.

**for calculating student fees, the coefficient to 5 decimal places is used.*

8. HOW TO CALCULATE STUDENT FEES FOR POSTGRADUATE SPECIALISATIONS (ART. 11 OF THE REGULATIONS)

For students who meet the requirements concerning their own financial situation with an ISEE for University statement of **€0.00– €30,000.00**, fees are determined proportionately according to the student's ISEE for University statement, using the following formula:

$[€310.00 + (\text{coefficient} \times \text{amount on the ISEE for University statement submitted by the student})]$

The coefficient is determined as follows:

$(\text{Maximum fee} - €310.00) / €30,000.00$

EXAMPLE:

Medical postgraduate specialisation

A student with an **ISEE for University statement** of **€25,000.00** would calculate their fees as follows:

Coefficient: $(€1,700.00 - €310.00) / €30,000.00 = 0.04633$ (*)

Student fees: $[€310.00 + (0.04633 \times €25,000.00)] = €1,468.25$

**for calculating student fees, the coefficient to 5 decimal places is used.*

9. HOW TO CALCULATE THE REGIONAL STUDY TAX

Please note that a contribution of €176 towards the regional study tax must be paid together with your first instalment for the 2022-2023 academic year.

The amount of the regional study tax depends on the financial situation of your family unit as determined by your ISEE for University statement, in accordance with the following table:

ISEE for University bands	Regional study tax due
---------------------------	------------------------



BAND A	from €0,00	to €15,748.78	from €133.00	to €152.99
BAND B:	from €15,748.79	to €31,497.56	from €153.00	to €175.99
BAND C:	from €31,497.57	or no fees reduction application submitted	€176.00	

Students transferring from another university administratively based in the Veneto region will be exempt from paying the regional study tax in case they already paid for it at their previous university for the same academic year.

Band A regional tax:

For students with an ISEE for University statement in **Band A**, the regional tax is determined proportionally according to the ISEE for University statement using the following formula:

$[\text{€}133.00 + (\text{Band A coefficient} \times \text{amount on the ISEE for University statement submitted by the student})]$

The **coefficient for Band A** of the ISEE for University is determined according to the following formula:

$$[(152.99 - 133.00) / 15,748.78] = 0.00126930467$$

Band B regional tax:

For students with an ISEE for University statement in **Band B**, the regional tax is determined proportionally according to the ISEE for University statement using the following formula:

$$[153.00 + (\text{student's ISEE for University amount} - 15,748.79) \times \text{Band B coefficient}]$$

The **coefficient for Band B** of the ISEE for University is determined according to the following formula:

$$[(\text{€}175.99 - \text{€}153.00) / (\text{€}31,497.56 - \text{€}15,748.79)] = 0.00145979654$$

Regional tax calculation examples:

Band A regional tax for a student with an ISEE for University statement of €10,000.00:

The total regional tax due for the year is:

$$[\text{€} 133,00 + (\text{€} 10.000,00 \times 0.00126930467)] = \text{€ } 145.69$$

Students who paid a regional tax study deposit of €176 together with their first instalment for the current academic year, will receive a reimbursement of €30.31 (regional tax) towards the end of July 2023.

Band B regional tax for a student with an ISEE for University statement of €23,000.00:

The total regional tax due for the year is:

$$[\text{€} 153,00 + (\text{€} 23.000,00 - \text{€} 15.748,79) \times 0.00145979654] = \text{€ } 163,59$$

Students who paid a regional tax study deposit of €176 together with their first instalment for the current academic year, will receive a reimbursement of €12,41 (regional tax) towards the end of July 2023

Band C regional tax for a student with an ISEE for University higher than €31,497.57 or a student who does not submit a fees reduction application, the total regional tax to be paid for the year is €176.

PLEASE NOTE: The regional study tax can be recalculated based on the students' ISEE for University statement **only if they submit a fees reduction application by 15/11/2022 (1:00 pm) or the earliest deadline if applying for several benefits with different deadlines.**

10. HOW TO APPLY FOR EXEMPTIONS AND INCENTIVES

a) In order to be eligible for the financial benefits specifically made available to them, students with disabilities or invalidity who enrol at the University of Verona must submit the appropriate [application form](#) to the Inclusion and Accessibility Unit (inclusion@ateneo.univr.it) **by 15/11/2022**, attaching the documentation, issued by the competent authority, certifying their status as a student with invalidity/disabilities.

Those who, despite not having already been certified as students with invalidity/disabilities, undergo an



examination by the competent authority by 15/11/2022, may still apply for exemptions and incentives. In such a case, they will need to submit the appropriate [application form](#) together with a self-certification, to the Inclusion and Accessibility Unit (inclusion@ateneo.univr.it) **by 15/11/2022**. Please note that they will still need to comply with the payment deadlines and sums set out in this document. As soon as they receive the certification of disability/invalidity, they must send it to the Inclusion and Accessibility Unit (inclusion@ateneo.univr.it) together with the relevant [request form](#). They will then be entitled to a refund of any surplus paid for the current academic year.

When enrolling in postgraduate courses (Professional Master's programmes, advanced and professional development courses, Continuing education and Teacher training courses) and individual modules, the application form for exemptions and incentives for students with disabilities/invalidity must be submitted at the same time as the enrolment application.

Students who were granted exemption or reimbursement for disability/invalidity in the previous academic year are automatically granted the same benefits for subsequent years. However, they will need to submit their application again when: a) they acquire the status of students with disabilities/invalidity during their year of study; b) they have not paid their enrolment fees regularly for more than one academic year, and then wish to rectify their position; c) they are allocated a new Student ID number (e.g. when enrolling in a Master's degree after graduating with a Bachelor's; enrolling in a postgraduate course; withdrawing from studies and transferring to another degree programme, etc.).

- b) In order to be completely exempt from paying university fees based on the requirements pursuant to Art. 30 of Law no. 118/1971, interested students must submit **by 15/11/2022** to the University Scholarships and Grants Office ("U.O. Diritto allo Studio" unit), benefici@ateneo.univr.it the following documents:
- self-declaration on their most updated family status;
 - a copy of the ASL/INPS report;
 - a certificate stating the inability pension ("pensione di inabilità") of the parent.
- c) International scholarship students are automatically exempt from paying the university fees. For further information please contact the International Office (admissions@ateneo.univr.it);
- d) In order to obtain the total exemption from fees, non-EU students who are recipients of a scholarship awarded by the Italian government need to prove that they benefit from such bursary to the Teaching and Student Services unit of their own degree programme. This must be done **by 15/11/2022**;
- e) In order to obtain university fees reduction (i.e. €150 per year), **non-EU students from developing countries** must submit **by 15/11/2022** to the Teaching and Student Services unit a statement from the Italian diplomatic authority in their country of origin, attesting that they do not belong to a known family of high income and high social status;
- f) Biotechnology enrolled students who applied for the competition "Una settimana da ricercatore" and ranked among the top 30 are completely exempt from paying the annual university fees. For further information please contact the Science and Engineering Teaching and Student Services unit (U.O. Didattica e Studenti Ingegneria e Scienze), carriere.scienze@ateneo.univr.it;
- g) In order to obtain the total exemption from fees, students who, at the time of their 18th birthday live outside their family of origin because of a judicial decision, will need to submit to the University Scholarships and Grants Office ("U.O. Diritto allo Studio") a copy of the judicial decision which proves that they do not live with their family of origin. This must be done **by 15/11/2022**;
- h) Students who have suffered gender-based violence certified by an anti-violence centre are granted total exemption from student fees: to this end, they must submit to the Scholarships and Grants Office (UO Diritto allo Studio, benefici@ateneo.univr.it) the certificate issued by the anti-violence centre. This must be done **by 15/11/2022**. Please note that the exemptions will only cover the first year of enrolment at the University of Verona, subject to the budget established annually by the Board of Directors.
- i) Students who benefit from international protection and asylum seekers (subject to obtaining international protection) are granted total exemption from student fees: to this end, they must submit to the Scholarships and Grants Office (UO Diritto allo Studio, benefici@ateneo.univr.it) the certificate issued by the Police Headquarters (*Questura*). This must be done **by 15/11/2022**. In order to be granted total exemption from student fees, political asylum seekers will need to submit the document stating that they have been granted a residence permit for political asylum.
- j) Students who gained at least 40 CFU in the 12 months prior to the last 10th August before their enrolment are awarded a contribution of up to €230 towards their university fees through a reduction of their second and third instalments or, if applicable, a reimbursement for the amount of the first part of fees paid within the first instalment;
- k) Students enrolling at the university who complete secondary school in the same year with a final school mark of 100/100 are awarded a contribution of up to €500 towards their university fees. The benefit is automatically awarded through a fee reduction, starting from the first instalment onwards. As a result, the first instalment for students who have been granted such exemption will amount to €192.
- l) Students who graduate within the normal duration of their degree (see Art. 13, points 3, 4 and 5 of Regulations) are awarded a contribution of up to €500 towards their university fees through a reduction of



their second and third instalments or, if applicable, a reimbursement for the amount of the first part of fees paid within the first instalment.

11. REIMBURSEMENT

In order to obtain a reimbursement of payments - for fees reductions or awarding of incentives and exemptions - students must enter the IBAN details of a current bank account, or a prepaid card enabled to receive incoming bank transfers without limitation of amount, for which they are the holder or co-holder (bank accounts of third parties will not be accepted), online at: <https://univr.esse3.cineca.it/Start.do>. Students should log in to their account, click the link "Home - Anagrafica", choose the section "Reimbursement details" > "Change reimbursement details" then follow the instructions to enter the required information.

Students shall not be entitled to receive any reimbursement of the student fees paid (in the first, second and/or third instalment).

Reimbursement payments (for ISEE, merit, bonus, etc.) - only if over €5 - will be automatically paid towards the end of July 2023 to students, provided that they have an active student status.

12. CHECKS, COMMUNICATIONS AND PERSONAL DATA PROCESSING

Applications for student benefits, and the details concerning students' financial situation and merit, are submitted by students themselves through self-declaration forms as set out in Presidential Decree no. 445 of 28/12/00.

In accordance with the *Regulations for implementing checks on applications for university bursaries*, while performing these checks the university may ask for appropriate documentation to support the completeness and truthfulness of the information provided by students, or to correct data or minor errors.

These checks and verifications on the truthfulness of students' self-declarations may be performed even after the benefits have been awarded.

If a declaration that was submitted is found to contain untruthful information, any benefits awarded will be revoked and penalties shall apply pursuant to Art.s 75 and 76 of Presidential Decree no. 445/2000 and Legislative Decree no. 68/2012, which states: "*Whoever [...] submits false statements [...] is subject to administrative penalties consisting of the payment of three times the amount made, or the value of services accessed incorrectly, and loses the right to receive other funds for duration of their course of studies, subject in all cases to the application of the penalties provided for in Art. 38(3) of Decree Law no. 78 of 31 May 2010, converted with amendments by Law n. 122 of 30 July 2010, as well as the criminal laws for the acts that constituted the offence.*"

All communication regarding information checks shall be transmitted by the University exclusively by email to the student's email address. Students are responsible for checking their inbox regularly.

Students must promptly inform in writing the University Scholarships and Grants Office (U.O. Diritto allo Studio) of any changes of information that occur after the submission of their application (e.g. corrections to their ISEE statement) that may be relevant to the administration or revocation of their scholarship.

Pursuant to EU Regulation 2016/679, the University of Verona is the Data Controller of the personal data of those who apply for a grant or scholarship. Detailed information on the purposes of the processing, data recipients and rights of Data Subjects is available on the University's website, at the following link: www.univr.it/en/privacy

For more information about this call for applications, please contact: University Scholarships and Grants Office - Direzione Offerta formativa, Servizi e Segreterie Studenti, Via San Francesco 22, 37129 Verona. Ph: 045 8028711. <https://www.univr.it/benefici>