



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 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

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 combined Bachelor's+Master's degrees

Article 4 – University fees

1. University fees help to cover some of the educational, scientific and administrative costs of the University. Students pay an all-inclusive annual university fee according to their study programme type, which is then scaled depending on the financial position of the student's family as attested by their ISEE statement for university bursaries.
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 requisites.
3. The criteria for determining university fees are determined annually by the University Administrative Committee, 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: €291.00 by 15th October (comprised of regional tax + stamp duty + first part of fees)
 - 2nd instalment: 50% of the remaining fees due (by 31st March)
 - 3rd instalment: other 50% of the fees due (by 31st May)The minimum amount due for the 2nd and 3rd instalments must be over €5.00.
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, plus international scholarship students, the annual university fee is set at €1000.00, to be paid as follows:
 - 1st instalment: €291.00 by 15th October (includes regional tax + stamp duty + first part of fees)
 - 2nd instalment: €354.50 by 31st March (50% of the remaining fees)
 - 3rd instalment: €354.50 by 31st May (other 50% of the fees)
6. For late payments, a €20.00 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 ≤ €13,000

1. In this economic category, the following types of students are **completely exempt** from paying the annual fees:
 - First-year students; or
 - Students who have been enrolled at university for less than or equal to the normal number of years of their degree programme +1, who satisfy the following merit requisites:
 - a) Second-year students must have earned at least 10 university credits (or 5 if enrolled part time) by 10th August of the first year.
 - b) Third-year students and above must have earned at least 25 university credits (or 12.5 if enrolled part time) in the 12 months prior to the last 10th August before enrolment.
2. Students who meet the merit requisites specified above in Section 5.1 and who have been enrolled at university for more than the normal number of years of their degree programme +1 shall pay a total annual fee of €200.00.
3. Students who do not meet the merit requisites defined above in Section 5.1 and who have been enrolled at university for less than or equal to the normal number of years of their degree programme +1 shall pay a total annual fee of:
 - a) €300.00 for full-time study;
 - b) €150.00 for part-time study;
4. Students who do not meet the merit requisites defined above in Section 5.1 and who have been enrolled at university for more than the normal number of years of their degree programme +1 shall pay a total annual fee of €375.00.

Article 6 – Fees for financial positions of €13,001–€30,000

1. Students in this economic category pay an annual fee equivalent to 6.5% of the amount of their ISEE statement figure that exceeds €13,000 if they are:
 - a) First-year students; or
 - b) Students who have been enrolled at university for a number of years less than or equal to the normal duration of their degree programme +1, who satisfy the following merit requisites:
 - Second-year students must have earned at least 10 university credits (or 5 if enrolled part time) by 10th August of the first year.
 - Third-year students and above must have earned at least 25 university credits (or 12.5 if enrolled part time) in the 12 months prior to the last 10th August before enrolment.

See the table below as a guideline:

ISEE	Fees	ISEE	Fees
13,001	€0.00	23,000	€650.00
15,000	€130.00	25,000	€780.00
17,000	€260.00	27,000	€910.00
19,000	€390.00	29,000	€1,040.00
21,000	€520.00	30,000	€1,105.00

Example calculation:

Student's ISEE = €17,000

University fee = (17,000–13,000) x 0.065 = €260

2. Students who meet the merit requirements defined above in Section 6.1, but who have been enrolled at university for more than the normal number of years of their degree programme +1, shall pay an annual fee equivalent to 6.5% of the amount of their ISEE figure exceeding €13,000, increased by 35%, with a minimum payment of €200.00. See the table below as a guideline:



ISEE	Fees	ISEE	Fees
13,001	€200.00	23,000	€877.50
15,000	€200.00	25,000	€1,053.00
17,000	€351.00	27,000	€1,228.50
19,000	€526.50	29,000	€1,404.00
21,000	€702.00	30,000	€1,491.75

Example calculation:

Student's ISEE = €19,000

University fee = $(19,000 - 13,000) \times 0.065 \times 1.35 = €526.50$

3. Students who do not meet the merit requirements defined above in Section 6.1 and who have been enrolled at university for less than or equal to the normal number of years of their degree programme +1 shall pay a scaled annual fee ranging from €300–€1,591.75 for full-time study or €150–€795.88 for part-time study.

Example calculation:

Student's ISEE = €21,000

University fee = $300 + [(1,591.75 - 300) / (30,000 - 13,000) \times (21,000 - 13,000)] = €607.88$

4. Students who do not meet the merit requirements defined above in Section 6.1 and who have been enrolled at university for more than the normal number of years of their degree programme +1 shall pay the scaled annual fee determined in Section 6.3, increased by 25%.

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

1. Students enrolled at university:
- For the first year; or
 - For a number of years less than or equal to the normal duration of their degree programme +1, who satisfy the following merit requirements:
 - Second-year students need to have earned at least 10 university credits (or 5 if enrolled part time) by 10th August of the first year.
 - Third-year students and above must have earned at least 25 university credits (or 12.5 if enrolled part time) in the 12 months prior to the last 10th August before enrolment.

shall pay an annual fee scaled as shown in the following table:



	FEES ¹		
	ISEE (*) €30,000.01–€55,000.00		ISEE (*) > €55,000.00 or no fees reduction application received
	From	To	Full fees
Group A1	€1,105.01	€3,052.00	€3,052.00
Group A2	€1,105.01	€2,021.00	€2,021.00
Group A3	€1,105.01	€1,713.00	€1,713.00
Group B	€1,105.01	€1,713.00	€1,713.00
Group C	€1,105.01	€1,402.00	€1,402.00

(*) ISEE statement for university bursaries

Part-time students pay a scaled annual fee that is pro rata to the full fee for full-time students.

2. Students who meet the merit requirements defined above in Section 7.1, but who have been enrolled at university for more than the normal number of years of their degree programme +1, shall pay an annual fee scaled as shown in the following table:

	FEES ¹		
	ISEE (*) €30,000.01–€55,000.00		ISEE (*) > €55,000.00 or no fees reduction application received
	from	to	Full fees
Group A1	€1,491.76	€3,252.00	€3,252.00
Group A2	€1,491.76	€2,221.00	€2,221.00
Group A3	€1,491.76	€1,913.00	€1,913.00
Group B	€1,491.76	€1,913.00	€1,913.00
Group C	€1,491.76	€1,602.00	€1,602.00

(*) ISEE statement for university bursaries

3. Students who do not meet the merit requirements defined above in Section 7.1 and who have been enrolled at university for less than or equal to the normal number of years of their degree programme +1 pay an annual fee scaled as shown in the following table:

	FEES ¹		
	ISEE (*) €30,000.01–€55,000.00		ISEE (*) > €55,000.00 or no fees reduction application received
	from	to	Full fees
Group A1	€1,591.76	€3,452.00	€3,452.00
Group A2	€1,591.76	€2,421.00	€2,421.00
Group A3	€1,591.76	€2,113.00	€2,113.00
Group B	€1,591.76	€2,113.00	€2,113.00
Group C	€1,591.76	€1,802.00	€1,802.00

(*) ISEE statement for university bursaries

Part-time students pay a scaled annual fee that is pro rata to the full fee for full-time students.

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Group A1

Combined Bachelor's+Master's degree in Dentistry and Dental Implants⁽¹⁾

⁽¹⁾ Third-year students and above (including students enrolled beyond the normal duration of the programme ("fuori corso") pay a supplementary premium of €36.68 for civil liability, which is added to the first instalment (c.f. Law no. 47 of 20/3/84).

Group A2

Combined Bachelor's+Master's degree in Medicine and Surgery

Master's degrees in the Health Professions

Science and Engineering degree programmes

Exercise Science degree programmes

Group A3

Bachelor's degrees in the Health Professions

Group B

Master's degrees in the fields of Economics, Law and Humanities

Group C

Bachelor's degrees in the fields of Economics, Law and Humanities



4. Students who do not meet the merit requirements defined above in Section 7.1 and who have been enrolled at university for more than the normal number of years of their degree programme +1 shall pay the scaled annual fee determined in Section 7.3, increased by 25%.

Article 8 – Complete and partial exemptions

1. Students with a regional scholarship are completely exempt from paying the annual university fees. Students enrolled in their first year beyond the normal programme duration (“fuori corso”) and students who are registered but who do not meet the merit criteria specified in the regional scholarship announcement by 30th November must pay 50% of the relevant university fees.
2. Students with a certified disability according to Art. 3.1 of Law no. 104/1992 or at least 66% invalidity are completely exempt from annual university fees.
3. Students with a recognised invalidity level of 50-65% pay a maximum of €200 in 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 and the region study tax.
5. Students resuming university studies after an interruption must pay an annual fee of €200.00 for each year they were not enrolled (except for students with a certified disability of 66% or higher, who are exempt).
6. Foreign students with an Italian government scholarship are completely exempt from paying university fees for each year of their scholarship.
7. It is foreseen that the annual university fee shall be reduced by €150.00 for foreign students coming from the developing countries specified each year by a Ministerial Decree of the MIUR.

Article 9 – Incentives and prizes

1. 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 €500.00 towards their university fees.
2. Students who graduate within the normal duration of their Bachelor’s degree (including at a different university) and who then enrol in the upcoming academic year in a Master’s degree at the University of Verona are awarded a contribution of up to €500.00 towards their university fees.
3. Students who graduate within the normal duration of their Bachelor’s degree, Master’s degree or combined Bachelor’s+Master’s degree and who then enrol in the upcoming academic year in a Short Master’s course at the University of Verona are awarded a contribution of up to €500.00 towards their university fees.
4. Students who graduate within the normal duration of their combined Bachelor’s+Master’s degree in Medicine and Surgery or Dentistry and Dental Implants and who then enrol in the upcoming academic year in a Medical Postgraduate Specialisation at the University of Verona are awarded a contribution of up to €500.00 towards their fees.

Article 10 – Other fees

	AMOUNT
Admission exams for limited entry degree programmes	€50.00
Enrolment fee for intensive courses in Canazei	€125.00
Fee for transferring to another university	€200.00
State exams	€400.00
State exams for Medicine and Surgery	€400.00



Final exams for Health Profession degrees with national recognition	€200.00
Fixed fee for re-enrolment after interrupting or renouncing studies	€200.00
Fixed fee for enrolment in individual modules, based on the number of credits:	
• up to 12 CFU	€300.00
• 13–24 CFU	€400.00
• 25–30 CFU	€700.00
Fixed fee for each year of interruption of studies	€200.00
Fee for the process of gaining academic recognition of foreign qualifications	€100.00
Fixed fee for recognition of foreign qualifications	€155.00
Late payment surcharge for each overdue payment:	€20.00
Fee for degree certificate after gaining official recognition of foreign qualification (including stamp duty and protective cover)	€100.00
Fee for duplicate copy of degree certificate (including stamp duty and protective cover)	€100.00

SECTION II – Short Master’s courses, Advanced courses, PhDs and Postgraduate Specialisation programmes

Article 11 – Annual fees for Short Master’s courses and Advanced courses

1. The annual fees for Short Master’s courses and Advanced courses differ depending on the type of course, as specified in the official announcements for each one.
2. For students with a certified disability according to Art. 3.1 of Law no. 104/1992 or with at least 66% invalidity, the university fee for Short Master’s courses is reduced by €500.00 and the university fee for Advanced courses is reduced by 10% with respect to the amount specified in each relevant course announcement.
3. For students with certified invalidity of 50-65%, the university fee for Short Master’s courses is reduced by €250.00 and the university fee for Advanced courses is reduced by 5% with respect to the amount specified in each relevant course announcement.

Article 12 – Annual fees for PhD programmes

1. The annual university fee for PhD programmes administratively based at the University of Verona is €250.00.
2. PhD students without a scholarship are exempt from paying university fees.

Article 13 – Annual fees for Postgraduate Specialisation programmes

1. Annual fees for Medical Postgraduate Specialisations at the University of Verona are as follows:

Postgraduate Specialisation programmes	FEES		
	ISEE (*) €0.00–€30,000.00		ISEE (*) > €30,000.00 or no fees reduction application received
	From	To	Full fees
	€310.00	€1,800.00	€1,800.00
50-65% disability	€310.00	€500.00	€500.00
66-100% disability	€0.00		

(*) ISEE statement for university bursaries



ANNEX TO THE REGULATIONS

1. HOW TO APPLY FOR REDUCED STUDENT FEES

To obtain a fees reduction based on your ISEE for University, which effectively means a reduction or reimbursement of the second and third fee instalments, you need to submit an application by completing the **Benefits Application Form ('DUB')**.

Use this form to apply for any of the following:

- Student fees reduction
- Regional bursary for university studies
- 150-hour student collaboration

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:

150-hour student collaboration (deadline 30/09/17 at 1:00 pm) + fees reduction (deadline 16/10/17 at 1:00 pm) = your application is due by 30/09/17 (1:00 pm) at the latest.

To be able to apply for benefits, you must do all of the following by 16th October 2017 (1:00 pm) at the latest (if requesting a fees reduction only):

- a. Request an **ISEE statement for the purpose of university bursaries 2017** or an **ISEE Equivalent** (see Point 3 of this Annex).

To request an ISEE statement for the purpose of university bursaries, you must complete a Substitutive Declaration ('DSU') regarding information about your family unit and each of your family member's income and assets. This can be completed from the 'online services' section of the INPS website (www.inps.it) or with the help of a Tax Assistance Centre (CAF) or qualified professional.

If **two or more students belong to the same family unit**, to obtain a 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 numbers (codici fiscali)**.

The university shall only accept **ISEE for University statements referring to the 2017 solar year**, i.e. those requested between 01/01/17 and 16/10/17. For this purpose, the date marked on the DSU receipt will be used.

ISEE for University statements requested after the DUB application deadline, and ordinary ISEE statements, **will not be considered**.

Please check that there are no **omissions or errors** on your ISEE statement. If information is missing or if there are any mistakes, a **new DSU** containing the missing information or corrections **must be presented promptly** (and in all cases by 30/12/17) or otherwise the penalties specified in Art. 8 of the *Regulations for verifying applications for university bursary and scholarship benefits* shall apply.

Corrections to the **ISEE for University** statement may be accepted after the application deadline as long as the correction to the **ISEE for University (not the ordinary ISEE)** statement was requested BEFORE the application deadline.

You do NOT need to submit a hard copy of your ISEE for University statement to the University of Verona.

- b.1 STUDENTS OR FUTURE STUDENTS OF BACHELOR'S DEGREES, MASTER'S DEGREES OR COMBINED BACHELOR'S+MASTER'S DEGREES**

Submit your fees reduction application by completing the online Benefits Application Form from 19th July 2017. The form is available on your ESSE3 personal page – SEGRETERIA (Administration Office) (<https://univr.esse3.cineca.it/Start.do>). Log in with your GIA details if you are already a



registered student, otherwise use the provisional login you were given when you first registered for the university's online services. By completing and submitting the form, you give the university permission to receive all the details of your ISEE For University Bursaries directly from INPS. After completing the application, it needs to be CONFIRMED DEFINITELY or else it is not valid. **As a receipt, you should print and keep a copy of the completed application.** The computer system will also send a receipt to your email address (.....@studenti.univr.it), which you should keep as proof that your application was submitted.

Students intending to enrol for the first year of a limited entry degree or a degree programme with an admission exam, and students transferring from another university who wish to apply for these benefits, must first register for the university's online services and then submit their application by 16th October 2017 at 1:00 pm (or the earliest deadline, if applying for benefits with different application dates).

Please note that when completing the DUB, students do not need to include the amount printed on their ISEE for University statement.

Paper copies of the ISEE for University should not be submitted to the university; the university obtains the information it requires by accessing the INPS database directly.

If you wish to make any:

- **requests to change the information given** in the DUB form; and/or
- **reports regarding technical problems attributable to the university** (system malfunctions) that prevent you from submitting the application via the web **in the 24 hours before the deadline,**

these must be communicated using the specific **change request form** or **form to report technical problems** in one of the following ways:

- Email benefici@ateneo.univr.it from your university email account (.....@studenti.univr.it); or
- Only if you do not have a university email account yet, then from your personal email account, attaching a copy of the front and back of your ID document.

This must be submitted by 16th October 2017 at 1 pm (the same deadline as for DUB applications) OR the earliest applicable deadline if applying for benefits with different deadlines.

Applications submitted by any method not mentioned above will NOT be considered.

b.2 PHD OR MEDICAL POSTGRADUATE SPECIALISATION STUDENTS/FUTURE STUDENTS

You must use a specific Benefits Application Form (DUB): either the "DUB – Medical Postgraduate Specialisation 2017-2018" or the "DUB – PhD 2017-2018" which is available in pdf format at www.univr.it/benefici. This must be completed, signed and submitted to the University of Verona by the following deadline:

<p>Medical Postgraduate Specialisations</p> <p>First year* students</p> <p>Non-first year* students</p> <p>*N.B. Please refer to the academic year of registration on the documents issued by the administration office</p>	<p>Within 30 days of the course start date established by Ministerial Decree**</p> <p>By 16th October 2017 at 1:00 pm</p> <p>**First year students should also complete a fees reduction application for the following year, available at www.univr.it/benefici</p>
<p>PhDs (for <u>regional fees reductions only</u>)</p>	<p>By 16th October 2017 at 1:00 pm***</p> <p>***Or the earliest applicable deadline, if applying for benefits with different deadlines</p>



Applications must be submitted in one of the following ways:

- From your own personal **Certified Email Account (PEC)** or **university email account** (.....@studenti.univr.it) to the email address: ufficio.protocollo@pec.univr.it, attaching a copy of your ID document. **Applications sent from any other email address will not be accepted.**
- **In person** to the University Scholarships and Grants Office (Via Vipacco 7, 37129 Verona) by 1:00 pm of the deadline specified above, attaching a copy of your ID document.
If the application is **delivered by another person (not the applicant)**, the following must also be attached:
 - A document signed by the applicant, delegating the other person as the deliverer of the application and its attachments;
 - a copy of the applicant's and the deliverer's ID document.
- **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 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 by any means not specified above will not be accepted.

ATTENTION

- Students who do not submit an application for reduced student fees shall pay the full fees for their degree programme.
- 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.

2. FINANCIAL SITUATION REQUIREMENTS TO BE ELIGIBLE FOR REDUCED STUDENT FEES

On 1st January 2015, the provisions of Prime Ministerial Decree no. 159 of 05/12/2013 and following amendments and additions and the Decree of the Ministry of Labour and Social Policy of 7th November 2014 came into force. These specify new ISEE calculation rules and new procedures for issuing statements.

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 5/12/2013, particularly Article 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 applying to enrol for the first time in each degree programme;
- b) the student has had an income of at least €6,500 declared under a family unit of one person for at least the past two years.

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 which is 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 programmes, the student's family unit is based solely on the financial situation of the applicant, plus their spouse and any children, as set out in Art. 3(2) and (5) of Prime Ministerial Decree no. 159/2013, and in any case without prejudice to the possibility of the applicant constituting a family unit as per the ordinary rules 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 (ISEE) abroad, 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.



3. ISEE EQUIVALENT (Italian/foreign students residing abroad or non-independent students residing in Italy whose family unit resides abroad)

To apply for a student fees reduction,

- Italian students who do NOT reside in Italy; and
 - foreign 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: www.univr.it/benefici.

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: www.univr.it/borsedistudio. 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 as stated in Point 1 of this Annex.

4. PAYMENT OF FEES – HOW AND WHEN

STUDENTS/FUTURE STUDENTS OF BACHELOR’S DEGREES, MASTER’S DEGREES OR COMBINED BACHELOR’S+MASTER’S DEGREES

Your fees should be paid as follows:

FIRST INSTALMENT

- ✓ **FIRST YEAR STUDENTS (for the first instalment only)** using the printable payment form directly from the online pre-enrolment procedure, which must be attached to the enrolment application as proof of payment before enrolling. **Payment deadline: 16th October 2017** 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 MAV on Demand form, available only by downloading it from your personal account at ESSE3 online: <https://univr.esse3.cineca.it/Home.do>. Log in using your username and password, click the link “**Segreteria**” and go to the “**Payments**” section. **Payment deadline: 16th October 2017.**

SECOND AND THIRD INSTALMENTS

- ✓ The MAV form for the second instalment, due on 31st March 2018, will be available from the beginning of March 2018.
- ✓ The MAV form for the third instalment, due on 31st May 2018, will be available from the beginning of May 2018.
- ✓ A reduction/reimbursement may be available for the second instalment, ONLY if the procedure described in Point 1 of this Annex is followed fully and correctly.

A late payment fee of €20.00 will be charged for payments received after the deadlines specified above.

If there any problems printing the MAV on Demand form, please contact your relevant Student Administration Office. (The “*Didattica e Studenti*” unit of your specific degree programme).

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/FUTURE STUDENTS



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

If there are any problems printing the MAV on Demand form, please contact your relevant Student Administration Office.

A late payment fee of €20.00 will be charged for payments made after the deadlines specified above.

5. 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 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: $(€1,913.00 - €1,491.76) / (€55,000.00 - €30,000.01) = 0.01685$ (*)

Student fees: $[€1,491.76 + (€35,000.00 - €30,000.01) \times 0.01685] = \mathbf{€1,576.01}$

The total fees to be paid by the student for the year amount to **€1,576.01**.

First instalment: €150 deposit (plus €16 stamp duty and €125 regional study tax deposit)

Second instalment: €713.01 (plus remaining regional study tax)

Third instalment: €713.00.

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

6. HOW TO CALCULATE STUDENT FEES FOR POSTGRADUATE SPECIALISATIONS (ART. 13 of the REGULATIONS)

For students who meet the financial situation conditions 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:

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

Coefficient: $(€1,800.00 - €310.00) / €30,000.00 = 0.04967$ (*)

Student fees: $[€310.00 + (0.04967 \times €25,000.00)] = \mathbf{€1,551.67}$

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

7. HOW TO CALCULATE THE REGIONAL STUDY TAX

Please note that a contribution of €125 towards the regional study tax must be paid together with your first instalment for the 2017-2018 academic year.

The regional study tax is scaled in relation to the financial position of your family unit as determined by your ISEE for University statement, in accordance with the following table:



ISEE for University band			Regional study tax due
BAND A	from €0.00	to €15,748.78	from €125.00 to €144.99
BAND B:	from €15,748.79	to €31,497.56	from €145.00 to €165.99
BAND C:	from €31,497.57	or no fees reduction application submitted	€166.00

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:

[€125.00 + (Band A coefficient x 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:

$$[(144.99 - 125.00) / 15,748.78] = 0.0012693047$$

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:

$$[145.00 + (\text{student's ISEE for University amount} - 15,748.79) \times \text{Band B coefficient}]$$

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

$$[(€165.99 - €145.00) / (€31,497.56 - €15,748.79)] = 0.0013328025$$

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:

$$[€125.00 + (€10,000.00 \times 0.001269305)] = \mathbf{€136.69}$$

When paying the second instalment, the student will pay the remaining regional tax of €11.69 (= €136.69 - €125.00 already paid) in addition to any other fees.

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:

$$[€144.00 + (€23,000.00 - €15,748.79) \times 0.001269305] = \mathbf{€153.20}$$

When paying the second instalment, the student will pay the remaining regional tax of €28.20 (= €153.20 - €125.00 already paid) in addition to any other fees.

Band C regional tax for a student with an ISEE for University of **€31,497.56** or students who do not submit a fees reduction application:

The total regional tax to be paid for the year is **€165.00**

When paying the second instalment, the student will pay the remaining regional tax of €41.00 in addition to any other fees.

PLEASE NOTE: The regional study tax can be recalculated based on the student's ISEE for University statement **only if they submit a fees reduction application by 16th October 2017 (1:00 pm) or the earliest deadline if applying for several benefits with different deadlines.**