



UNIVERSITÀ  
di **VERONA**

## **REGULATIONS ON STUDENT FEES**



## CONTENTS

<b>Article 1 – Subject</b> .....	<b>3</b>
<b>Article 2 – Definitions</b> .....	<b>3</b>
<b>Article 3 – Applicability limits</b> .....	<b>3</b>
<b>SECTION I – Bachelor’s degrees, Master’s degrees and combined Bachelor’s+Master’s degrees</b> ....	<b>3</b>
<b>Article 4 – University fees</b> .....	<b>3</b>
<b>Article 5 – Fees for financial positions <math>\leq</math> € 13,000</b> .....	<b>4</b>
<b>Article 6 – Fees for financial positions € 13,001–€ 30,000</b> .....	<b>4</b>
<b>Article 7 – Fees for financial positions <math>\geq</math> € 30,000</b> .....	<b>5</b>
<b>Article 8 – Other fees</b> .....	<b>6</b>
<b>SECTION II – Short Master courses, Advanced courses, PhDs and Postgraduate Specialisations</b> ....	<b>7</b>
<b>Article 9 – Annual fees for Short Master courses and Advanced courses</b> .....	<b>7</b>
<b>Article 10 – Annual fees for PhD programmes</b> .....	<b>7</b>
<b>Article 11 – Annual fees for Postgraduate Specialisation programmes</b> .....	<b>7</b>
<b>SECTION III – Exemptions, incentives and prizes</b> .....	<b>7</b>
<b>Article 12 – Total and partial exemptions</b> .....	<b>7</b>
<b>Article 13 – Incentives and prizes</b> .....	<b>8</b>



### 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
  - 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. 1<sup>st</sup> year, 2<sup>nd</sup> 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 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:
  - 1<sup>st</sup> instalment: € 150.00 first part of fees + € 169.00 regional tax + € 16.00 stamp duty by 15 October;
  - 2<sup>nd</sup> instalment: 50% of the remaining fees due (by 1<sup>st</sup> April);
  - 3<sup>rd</sup> instalment: 50% of the remaining fees due (by 31<sup>st</sup> May);The minimum amount due for the 2<sup>nd</sup> and 3<sup>rd</sup> instalments must be over € 5.00.  
The second and third instalments are half each of the total fees remaining after the € 150.00 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, plus international scholarship students, the annual university fee is fixed at € 1,000.00, to be paid as follows:
  - 1<sup>st</sup> instalment: € 335.00 by 15 October (includes € 150.00 first part of fees + € 169.00 regional tax + € 16.00 stamp duty);
  - 2<sup>nd</sup> instalment: € 332.50 (by 1<sup>st</sup> April);
  - 3<sup>rd</sup> instalment: € 332.50 (by 31<sup>st</sup> May).
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:
  - 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 enrolled part-time) by 10<sup>th</sup> August of their first year;
  - 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) in the 12 months prior to the last 10<sup>th</sup> 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) in the 12 months prior to the last 10<sup>th</sup> August before the relevant enrolment shall pay an annual fee of € 200.00.
3. Students enrolled up to the first year beyond the normal programme duration who have not obtained the number of CFU specified in article 5.1 shall pay an 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 are more than one year behind the normal programme duration 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 ISEEU statement figure that exceeds € 13,000 if they are:
  - a) Students enrolled in their first year of study;
  - b) Students enrolled in their second year of study who gained at least 10 CFU (5 CFU if enrolled part-time) by 10<sup>th</sup> August of their first year;
  - c) 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) in the 12 months prior to the last 10<sup>th</sup> August before the relevant enrolment.

See the table below as a guideline:

ISEEU	FEE	ISEEU	FEE
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 ISEEU = € 17,000

University fee = (17,000–13,000) x 0.065 = € 260.00

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



2. Students who two years or more behind the normal programme duration who gained at least 25 CFU (12.5 CFU if part-time) in the 12 months prior to the last 10<sup>th</sup> August before the relevant enrolment shall pay an annual fee as specified in article 6.1 (6.5% of the amount of their ISEEU that exceeds € 13,000) increased by 35%, with a minimum payment of € 200.00. See the table below as a guideline:

ISEEU	FEE	ISEEU	FEE
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 ISEEU = € 19,000

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

3. Students enrolled up to the first year beyond the normal programme duration who have not obtained the number of CFU specified in article 6.1 shall pay a scaled annual fee ranging from € 300.00–€ 1,591.75 for full-time study or € 150.00–€ 795.88 for part-time study.

Example calculation:

ISEEU student = € 21,000

University fee =  $300 + [(1,591.75 - 300) / (30,000 - 13,000) \times (21,000 - 13,000)] = € 907.88$

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

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

1. Students in this financial category shall 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 enrolled part-time) by 10<sup>th</sup> August of their first year;
  - 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) in the 12 months prior to the last 10<sup>th</sup> August before the relevant enrolment.

	FEE <sup>1</sup>		
	ISEEU da € 30,000.01 a € 55,000.00		ISEEU > € 55,000.00 or no fees reduction application received
	from	to	Full fee
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

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

<sup>1</sup>

Group A1:  
Combined Bachelor's+Master's degree in Dentistry and Dental Implants.

Group A2:  
Combined Bachelor's+Master's degree in Medicine and Surgery,  
Health-related Master's degrees.  
Science and Engineering Bachelor's degrees.  
Exercise Science Bachelor's degrees.

Group A3:  
Health-related Bachelor's degrees;

Gruppo B:  
Economics, Law and Humanities Master's degrees.;

Gruppo C:  
Economics, Law and Humanities Bachelor's degrees.



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) in the 12 months prior to the last 10<sup>th</sup> August before the relevant enrolment shall pay an annual fee scaled as shown in the following table:

	FEE <sup>1</sup>		
	ISEEU € 30,000.01–€ 55,000.00		ISEEU > € 55,000.00 or no fees reduction application received
	from	to	Full fee
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

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 shall pay a scaled annual fee according to the following table:

	FEE <sup>1</sup>		
	ISEE (*) € 30,000.01–€ 55,000.00		ISEE (*) > € 55,000.00 or no fees reduction application received
	from	to	Full fee
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

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 shall pay a scaled annual fee determined in article 7.3, increased by 25%.

#### Article 8 – Other fees

	IMPORTO
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 recognition of prior studies (for re-registration after interrupting or renouncing studies, graduation, etc.)	€ 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



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 combined Bachelor's+Master's degree in Dentistry and Dental Implants (see Law no. 47 of 20/03/1984), to be paid at the same time as the first instalment.	€ 36.68
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## SECTION II – Short Master courses, Advanced courses, PhDs and Postgraduate Specialisations

### Article 9 – Annual fees for Short Master 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 10 – Annual fees for PhD programmes

1. The annual university fee for PhD programmes administratively based at the University of Verona is € 250.00 (in addition to the regional tax of € 169.00 and stamp duty of € 16.00).
2. PhD students without a scholarship are exempt from paying university fees.

### Article 11 – Annual fees for Postgraduate Specialisation programmes

1. Annual fees for Medical Postgraduate Specialisations (in addition to the regional tax of € 169.00 and stamp duty of € 16.00) at the University of Verona are as follows:

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

## SECTION III – Exemptions, incentives and prizes

### 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 (*fuori corso*) 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 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 € 200.00 in annual 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. 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 13 – Incentives and prizes**

1. Students who gain at least 40 CFU in the 12 months prior to the last 10<sup>th</sup> August before their enrolment are awarded a contribution of up to € 230.00 towards their university fees.
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 contribution of up to € 500.00 towards their university fees.
3. Students who graduate within the normal duration of their Bachelor's degree (including at a different university) and who then enrol in a Master's degree 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 Bachelor's degree, Master's degree or combined Bachelor's+Master's degree (including at a different university) who then enrol for the following academic year in a Short Master course at the University of Verona, are awarded a contribution of up to € 500.00 towards their university fees.
5. Students who graduate within the normal duration of their combined Bachelor's+Master's degree in Medicine and Surgery or Dentistry and Dental Implants (including at another university) and who then immediately enrol in a Medical Postgraduate Specialisation at the University of Verona are awarded a contribution of up to € 500.00 towards their fees.





## 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 (if due), 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**
- Grant / scholarship
- Part-time 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:

*Part-time student collaboration (deadline 01/10/18 at 1:00 pm) + fees reduction (deadline 15/10/18 at 1:00 pm)*  
*= your application is due by 01/10/18 (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 15/10/2018 at 1:00 pm (if requesting a fees reduction only):**

- Request an **ISEE for University statement year 2018** or an **ISEE Equivalent** year 2018 (see Point 4 of this Annex);
- Submit a fees reduction application (from 18/07/2018), **exclusively by completing online the Benefits Application Form (DUB) academic year 2018-2019.**

#### a. HOW TO REQUEST AN ISEE FOR UNIVERSITY STATEMENT

To request an ISEE for University statement, you must complete a Substitutive Declaration (DSU) – which regards information about your family unit and each of your family member's income and assets. This can be done directly at the "online services" section of the INPS website ([www.inps.it](http://www.inps.it)) or with the help of a Tax Assistance Centre (CAF) or qualified professional.

You 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 2018 solar year**, i.e. those requested between 01/01/18 and 15/10/18. 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 ISEE statements and ISEE for University statements requested after 15/10/2018 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. 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 31/12/18), 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 as long as the correction to the **ISEE for University (not the ordinary ISEE)** statement was requested by 15/10/2018.

ISEE for University statements - or corrections - submitted in the INPS system after 31/12/2018 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 combined Bachelor+Master’s degree students / prospective students**

Submit your fees reduction application (from 18/07/2018), **exclusively by completing the Benefits Application Form (DUB) online**, available from your personal account in ESSE3 – SEGRETERIA (<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 on your ISEE for University statement directly from INPS. After completing the application, it needs to be CONFIRMED DEFINITELY or else it is not valid.

The computer system will send a receipt to your email address (.....@studenti.univr.it or your personal email address), which you should keep as proof that your application was submitted. **As a receipt, you should print and keep a copy.**

Students intending to enrol for the first year of a limited entry degree or a degree with an admission exam, 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 15/10/2018 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 insert 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 24 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](mailto: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 **15/10/2018 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.**

**b.2 PhD or Medical Postgraduate Specialisation students / prospective students**

You must use a specific Benefits Application Form (DUB): either the “**DUB – Medical Postgraduate Specialisation 2018-2019**” or the “**DUB – PhD 2018-2019**”, 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 15/10/2018 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 <a href="http://www.univr.it/benefici">www.univr.it/benefici</a>
PhDs (for regional fees reductions only)	
By 15/10/2018 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 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 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 by any means 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.

**2. MERIT REQUIREMENTS FOR REDUCED STUDENT FEES**

Student fees reductions based on merit 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 must be taken into account: 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 10/08/2018 are counted (the date of passing the exam will be the one to be used). CFU obtained during an Erasmus period abroad will be also counted, as well as exams taken outside the university, if recognised. Conversely, CFU gained from supplementary exams, exams that have not been completed (partial exams) and previous academic studies (in case of renunciation, forfeiture, obtained degree, 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 5/12/2013, particularly Article 8. If the student does not live with his or her parents, the applicant is still considered a member of his or her parents' family unit unless both of the following conditions are true:

- a) the student has been living away from his or her 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 employee or tax-declared 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 his or her 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.

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://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 degree must submit, by 15/10/2018 at 1:00 pm, a specific request application (to be found at: [www.univr.it/benefici](http://www.univr.it/benefici)), following the methods indicated in the form. For the recipients of internationalisation-related scholarships, the benefit will apply automatically.

### 6. PAYMENT OF FEES – PROCEDURES AND DEADLINES

#### **BACHELOR'S DEGREES, MASTER'S DEGREES OR 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 MAV payment form, 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: 15/10/2018** 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 form, available only by downloading it from your personal account at ESSE3 online: <https://univ.esse3.cineca.it/Home.do>. Log in using your username and password, click the link “Segreteria” and go to the “Payments” section. **Payment deadline: 15/10/2018.**

## SECOND AND THIRD INSTALMENTS

- ✓ The MAV form for the second and third instalments, due on 01/04/2019 and 31/05/2019 respectively, will be available twenty 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 €20.00 will be charged for payments received after the deadlines specified above. The MAV related to the late payment fee will be automatically generated once the required instalment is paid.

**Should you experience any problems in printing the MAV form, please contact the Student Administration Office (i.e. the “U.O. Didattica e Studenti” unit of your specific degree programme).**

### **PLEASE NOTE**

Exams that a student has passed may be cancelled from his or her records if his or her 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 his or her student fees.)

## PHD OR MEDICAL POSTGRADUATE SPECIALISATION STUDENTS / PROSPECTIVE STUDENTS

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

**Should you experience any problems in printing the MAV form, please contact the Student Administration Office (i.e. the “U.O. Didattica e Studenti” unit of your specific degree programme).**

A late payment fee of €20.00 will be charged for payments made after the deadlines specified above. The MAV related to the late payment will be automatically generated once the required instalment is paid.

## **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 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 his or her degree programme + 1 year, whose **ISEE for University** falls into **Band B** at **€35,000.00**, would calculate his or her 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: €150.00 deposit (plus €16.00 stamp duty and €169.00 regional study tax deposit)

Second instalment: €713.01

Third instalment: €713.00.

*\*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:

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

The coefficient is determined as follows:  
 $(\text{Maximum fee} - \text{€}310.00) / \text{€}30,000.00$

### EXAMPLE:

A student with an **ISEE for University statement of €25,000.00** would calculate his or her fees as follows:  
 Coefficient:  $(\text{€}1,800.00 - \text{€}310.00) / \text{€}30,000.00 = 0.04967$  (\*)  
 Student fees:  $[\text{€}310.00 + (0.04967 \times \text{€}25,000.00)] = \text{€}1,551.67$

*\*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 €169.00 towards the regional study tax must be paid together with your first instalment for the 2018-2019 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
<b>BAND A</b> from €0.00 to €15,748.78	from €127.00 to €146.99
<b>BAND B:</b> from €15,748.79 to €31,497.56	from €147.00 to €168.99
<b>BAND C:</b> from €31,497.57 or no fees reduction application submitted	€169.00

Students transferring from another university administratively based in the Veneto region will be exempted 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:

$$[\text{€}127.00 + (\text{Band A coefficient} \times \text{amount on the ISEE for University statement submitted by the student})]$$

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

$$[(146.99 - 127.00) / 15,748.78] = 0.0012693047$$

### 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:

$$[147.00 + (\text{student's ISEE for University amount} - 15,748.79) \times \text{Band B coefficient}]$$

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

$$[(\text{€}168.99 - \text{€}147.00) / (\text{€}31,497.56 - \text{€}15,748.79)] = 0.0013962995$$

### 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:

$$[\text{€}127.00 + (\text{€}10,000.00 \times 0.0012693047)] = \text{€}139.69$$

**The student will receive a reimbursement of €29.31 (regional tax) towards the end of July 2019.**

**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:

$$[\text{€}147.00 + (\text{€}23,000.00 - \text{€}15,748.79) \times 0.0013962995] = \text{€}157.12$$

**The student will receive a reimbursement of €11.88 (regional tax) towards the end of July 2019.**





**Band C** regional tax for a student with an ISEE for University of **€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 **€169.00**

**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 15/10/2018 (1:00 pm) or the earliest deadline if applying for several benefits with different deadlines.**

## 10. HOW TO APPLY FOR EXEMPTIONS, INCENTIVES AND BENEFITS

a) In order to request the benefits, students with disabilities enrolling at the University of Verona and students already enrolled who are officially recognised as disabled **by 15/10/2018**, by the same date must submit to the Student Disability Services Centre ("U.O. Inclusione e Accessibilità" unit) the documents released by the competent authority stating their condition of *civil invalidity* / disability ("invalidità civile / disabilità").

Students who will undergo a disability assessment carried out by a medical commission by 15/10/2018, are allowed to submit, by the same date, a provisional statement to the Student Disability Services Centre ("U.O. Inclusione e Accessibilità" unit). At the time of the submission of the documents, students have the right to be reimbursed in full for the sum they may have already paid.

Students who have previously submitted the documentation will automatically receive the benefit.

b) In order to obtain the total exemption from fees based on the requirements pursuant to Art. 30 of Law no. 118/1971, interested students must submit to the University Scholarships and Grants Office ("U.O. Diritto allo Studio" unit) 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) 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 Student Administration Office (i.e. the "U.O. Didattica e Studenti" unit) of their own specific degree programme. This must be done **by 15/10/2018**.

d) In order to obtain the reduction of the university fees to the minimum amount of €150.00, **non-EU students from developing countries** must submit **by 15/10/2018** to the Student Administration Office (i.e. the "U.O. Didattica e Studenti" 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.

e) 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 €230.00 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.

f) 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. The benefit is automatically awarded through a fee reduction, starting from the first instalment onwards.

g) 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 €500.00 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 receive reimbursement payments - for fees reductions or awarding of incentives and exemptions - students must enter the IBAN details of a current bank account in their name (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.

Once **graduated**, students will not be allowed to receive any reimbursement of the student fees paid in the first instalment. It is therefore possible to be refunded of the regional tax of €169.00 in case the student who enrolled at the University of Verona for the a.y. 2018/2019 earns his or her degree by 31/10/2018.

Reimbursement (for ISEE, merit, bonus, etc.) will be automatically paid towards the end of July 2019.

## 12. CHECKS ON APPLICATIONS - PROCESSING OF PERSONAL DATA

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 notify the University Scholarships and Grants Office of any changes relevant to the administration or revocation of their scholarship that may occur after the submission of their application (e.g. corrections to their ISEE statement).**

Pursuant to Art.13 of Regulation (EU) 2016/679 (henceforth: Regulation), the University of Verona hereby informs the students who intend to apply for reduced student fees that the processing of their own personal data - provided by them or acquired to this end by the university - will be carried out at the university for the sole purpose of such application by authorised staff, also using information technology means, within the limits and under the conditions required to pursue the purposes mentioned above.

The data will be kept in compliance with the rules on the conservation of administrative documentation.

The Data Controller is the University of Verona (Tax code: 93009870234; VAT number: 01541040232), headquarters in Verona, via dell'Artigliere 8, IT-37129, Verona. Certified email (PEC): [ufficio.protocollo@pec.univr.it](mailto:ufficio.protocollo@pec.univr.it), email: [privacy@ateneo.univr.it](mailto:privacy@ateneo.univr.it), ph: +39 045.8028777.

The submission of such data is fundamental in order to ascertain the applicant's requirements for the student fees reduction: failing to provide information in this regard means the application will not be considered.

No further communication to third parties will be sent, with the possible exception of requests by judicial and control authorities.

Where provided by law, applicants may exercise the following rights: to obtain by the University of Verona access to data relating to them; to have their own information rectified or erased; to restrict the processing of their personal data, or object to it (pursuant Art.15 and following of the Regulation). The specific request can be submitted to the University of Verona by contacting the Data Protection Officer to the following email address: [dpo@ateneo.univr.it](mailto:dpo@ateneo.univr.it)

If an applicant considers that the processing of personal data relating to him or her has been managed in violation of the Regulation, he or she has the right to lodge a complaint with the Italian data protection authority - "Garante per la protezione dei dati personali" (Art. 77 of the Regulation), or else to start proceedings (Art. 79 of the Regulation).