



**UNIVERSITÀ
DEL SALENTO**

PROGRAMME DESCRIPTION
Academic year (a.y.) 2020/2021
Part III - Student fees

The student fees system

The fee system includes:

- stamp duty;
- regional fee for the right to study which varies according to the applicant's ISEE (indicator of equivalent income level) certificate according to the following amounts:

ISEE (indicator of equivalent income level) values	Regional Tax
Students with an ISEE (indicator of equivalent income level) equal to or less than €23,000.00	€ 120,00
Students with an ISEE (indicator of equivalent income level) between € 23,000.01 and € 46,000.00	€ 140,00
Students with an ISEE (indicator of equivalent income level) higher than € 46,000.00	€ 160,00

- all-inclusive annual fees divided into three equal instalments, or a single instalment if less than €100;
- fees for services provided at the request of the student for individual needs.

The fees are calculated progressively on the basis of the applicant's ISEE (indicator of equivalent income level) certificate relating to 2020 for subsidized services in accordance with the *diritto allo studio* (Right to Education).

With an ISEE up to €25,000 there is total exemption from the annual all-inclusive fees if the student possesses the remaining requirements of article 1, paragraph 255 and 256, of the law 232/2016.

How to calculate the amount of the fees

There is a "fee viewer" (<https://www.unisalento.it/studenti/servizi-on-line/calcolo-tasse>) with which you can view the amount of the fees.

Discounts are provided for students who meet the following merit requirements:

10 CFU (course credits) acquired from 10 August 2019 to 10 August 2020 for those enrolled in the 2nd year;

25 CFU (course credits) from 10 August 2019 to 10 August 2020 for those enrolled in years subsequent to the 2nd until the 2nd year *fuori corso* (not completing their courses within the prescribed time).

The model for the calculation of the fees is available at the following link (<http://www.unisalento.it>).

Deadlines for those who sign up for the first year

- **Bachelor's Degrees and Single-Cycle Master's degrees (those lasting five years and accessible directly with a secondary school leaving certificate)**

– **For courses with a limited number of places, the first instalment** (which includes stamp duty, regional tax for the *diritto allo studio* – Right to Education – and one third of the all-inclusive fees) must be paid within the deadline indicated in the notices of the opening of the admissions process available on the Departmental website (<https://www.unisalento.it/strutture/dipartimenti>) in the "Didactics" section.

For free access courses (those without a selective admissions procedure), the first instalment must be paid by 05/11/2020.

– **The second instalment** (comprising one third of the all-inclusive fees) must be paid by 31 March 2021.

– **The third instalment** (which includes one third of the all-inclusive fees) must be paid by 30 June 2021.

Arrears for late payments

	PAYMENT DEADLINE	ARREARS
First instalment	06/11/2020 – 31/12/2020	€50,00
	01/01/2021 – 31/01/2021	€100,00
	01/02/2021 – 28/02/2021	€150,00
	01/03/2021 – 30/04/2021	€200,00
Second instalment	01/04/2021 - 30/04/2021	€25,00
	from 01/05/2021	€50,00
Third instalment	01/07/2021 - 31/07/2021	€25,00
	from 01/08/2021	€50,00

- **Master's Degree**

Students who pass the September entrance exam must pay:

- **the first instalment** by **05/11/2020** (**WARNING:** if the Master's degree course has a limited number of places, the deadline for payment will be that indicated in the notice of opening of the admissions procedure available on the relevant department's website in the "Didactics" section);
- **the second instalment** (which includes one third of the all-inclusive fees) **by 31 March 2021;**
- **the third instalment** (which includes one third of the all-inclusive fees) **by 30 June 2021.**

Arrears for late payments

	PAYMENT DEADLINE	ARREARS
First instalment	06/11/2020 – 31/12/2020	€50,00

	01/01/2021 – 31/01/2021	€100,00
	01/02/2021 – 28/02/2021	€150,00
	01/03/2021 – 30/04/2021	€200,00
Second instalment	01/04/2021 – 30/04/2021	€25,00
	from 01/05/2021	€50,00
Third instalment	01/07/2021 - 31/07/2021	€25,00
	from 01/08/2021	€50,00

Students who pass the entrance exam in December must pay:

- the first instalment by the deadline of 15 January 2021 (without paying arrears);**
- the second instalment (which includes one third of the all-inclusive fees) by 31 March 2021;**
- the third instalment (which includes one third of the all-inclusive fees) by 30 June 2021.**

Arrears for late payments

	PAYMENT DEADLINE	ARREARS
First instalment	16/01/2021 – 28/02/2021	€50,00
	01/03/2021 – 30/04/2021	€100,00
Second instalment	01/04/2021 – 30/04/2021	€25,00
	from 01/05/2021	€50,00
Third instalment	01/07/2021 - 31/07/2021	€25,00
	from 01/08/2021	€50,00

Students who pass the entrance exam in March and April must pay:

- the first instalment no later than April 30, 2021;**
- the second instalment by 31 May 2021;**
- the third instalment by 30 June 2021.**

Arrears for late payments

	PAYMENT DEADLINE	ARREARS
Second instalment	01/06/2021 - 30/06/2021	€25,00
	from 01/07/2021	€50,00
Third instalment	01/07/2021 - 31/07/2021	€25,00
	from 01/08/2021	€50,00

Deadlines for those who enrol on *scuole di specializzazione* (post-graduate specialisation schools)

The amount of the enrolment fee for Specialisation Schools is €1.225,50. There are three equal instalments of €408.50.

The first instalment also includes stamp duty (€16.00) and the regional tax for the *diritto allo studio* (Right to Education), the amount of which varies according to one's ISEE (indicator of equivalent income level).

The first instalment must be paid by 31 December 2020.

The second instalment is due by 31 May 2021.

The third instalment is due by 30 June 2021.

If the payment is made within the month following the due date of each instalment, an arrears payment of €25.00 will be applied. Once this deadline has passed, the arrears on each instalment will be €50.00.

ARREARS FOR LATE PAYMENT OF ENROLMENT FEE

Tax paid by the:	Arrears due
15/01/2021	€ 50,00
15/02/2021	€ 100,00
31/03/2021	€ 150,00
30/04/2021	€ 200,00

Deadlines for those who enrol on PhD Courses

Art. 11, paragraph 11, of the Regulation on PhD Courses, issued by D.R. (rector's decree) n. 62, on 6/02/2018, established the exemption from the payment of enrolment fee for:

- 1) Holders of scholarships deriving from ministerial assignments or university resources;
- 2) the winners of a grant financed by external bodies on a project or financed by another public or private body;
- 3) PhD students without scholarships.

The PhD student is, therefore, required to pay stamp duty (to be paid online) and to pay the regional tax for the *diritto allo studio* (Right to Education) on the basis of his /her ISEE (indicator of equivalent income level) declared at the time of registration.

Fees and feess for PhD courses

Doctoral courses	Fee	Stamp	ADISU (diversified in relation to applicant's ISEE fee values)	Contributions
------------------	-----	-------	---	---------------

Entry fee for the admissions test	None	None	None	Consult the notice of opening of the admissions process
Registration and Enrolment on the following years of the course	None	€16,00	€120,00 €140,00 €160,00	0
Application for admission to the final exam	None	€16,00		
Doctoral Certificate	€16,00	€16,00		

Methods of payment

Payment must be made by "PagoPA" in two ways:

1. "Pay with PagoPA" to proceed immediately with the online payment, through the links managed by the Unisalento student portal;
2. "Print Notice for PagoPA" to proceed with deferred payment.

For information on the procedure please refer to the FAQs published in the *Immatricolazioni e iscrizioni* (Registration and Enrolment) section of the university website at the following link:

<https://www.unisalento.it/documents/20143/428738/FAQ+PagoPA/0649fb37-3ac0-decf-1a6f-4052497b48eb?version=1.0>

ISEE (indicator of equivalent income level) Presentation

Anyone wishing to obtain a reduction on the calculation of the regional tax for the *diritto allo studio* (Right to Education) and on fees must apply for the an ISEE certificate.

If the applicant's ISEE has not been requested, the amount of the fees will be set at the maximum level.

ATTENTION: For students who intend to enrol on the a.y. 2020/21 the valid ISEE is only the 2020 ISEE (which must be requested by 31 December 2020) and only the applicant's ISEE for reductions in the *diritto allo studio* – Right to Education – tax (issued with the wording “*Si applica alle prestazioni agevolate per il diritto allo studio universitario*” - i.e. “to be used to obtain reductions in the *diritto allo studio*” -- with the tax code of the student(s) belonging to the family unit next to it).

This provision is valid only for PhD Courses: those enrolled in a PhD course that have

- An ISEE (indicator of equivalent income level) certificate with the family unit indicated according to standard rules;
- ISEE (indicator of equivalent income level) Doctorate certificate, as established by Article 8, paragraph 4 of D.P.C.M. (Prime Minister's decree) n. 159 of 5/12/2013, with the family unit restricted to students only,

Applicants without an ISEE (indicator of equivalent income level) certificate for reductions in the diritto allo studio (Right to Education), must contact the relevant Student Secretariat.

The calculation of the applicant's ISEE (indicator of equivalent income level) for reductions in the *diritto allo studio* (Right to Education) must be requested within the deadlines established by INPS (National Institute for Social Security):

- at the offices of the Tax Assistance Centres (CAF)
- with other entities authorised to issue an ISEE (e.g. firms of authorised accountants)
- through the INPS website at the link: <https://servizi2.inps.it/servizi/Iseeriforma/Home.aspx> requesting a PIN code and proceeding autonomously to the insertion of the requested information.

The calculation of the applicant's ISEE normally takes 15 days; therefore, it is necessary to apply for certification from INPS in good time.

Those who do not have ISEE 2020 will not be able to request that the ISEE (indicator of equivalent income level) 2021 be used: therefore, the calculated fees will be set at the maximum level.

ISEE 2020 will also have to be requested within the deadlines set by INPS:

- undergraduate students (who have submitted their final degree exam application within the deadline and meet the necessary conditions to be able to sit it) of the 2019-20 extraordinary graduation session and who, not having obtained their degree yet, must renew their enrolment;
- students enrolling in master's degree courses by April 30, 2021.

A modification of the applicant's valid ISEE data, with the applicant's CURRENT ISEE recalculated in accordance with article. 2 comma 5 of DPCM (Prime Minister's Decree) n. 159/2013, must be requested from the Student Secretariat by 31/12/2020.

Those who have paid more regional tax than what is due will not be able to claim anything from the University; modification of ISEE data will serve only to obtain the recalculation of the all-inclusive fees.

The reimbursement of the regional tax, if due, can be requested directly from the granting body (ADISU – the Puglia region Right to Education agency)

What happens if taxes are not paid

Failure to pay by the due date will result in a **block on one's progress as a student**: it will therefore be impossible to perform any action (exams, passes, transfers, study plan compilation, final test, etc...).

Amounts to be paid for specific questions

Application for admission to courses with admissions test	€23,00 for free-access degree courses. €25,00 for degree courses with a limited number of places and PhD courses
Enrolment on single course modules, amount due for each CFU (course credit)	€ 25,00
Recognition of foreign academic qualifications	€ 300,00
Application for pre-evaluation of curriculum (recognition of exams and qualifications obtained before enrolling)	€ 30,00

Fee for replacement student card	€ 50,00
Fee for the reprinting of the graduation certificate	€ 50,00
Fee for printing of degree certificate and applications for graduation and PhD	€ 32,00 (16€+16€)
Fees for changing degree course*	€ 30,00 (first) € 50,00 (next)
Incoming and outgoing transfer fees	€ 50,00
Study resumption fee, for each year of interruption of studies (for the year of resumption, the fees as established will be due)	€ 60,00 (RECOGNITION-students who have completed the examinations provided for in their study plan) € 140,00 (RECONJUNCTION-students who have not completed the examinations provided for in their study plan)

*The fee is not due in case of transfer from the Industrial Engineering degree course based in Lecce to the Industrial Engineering degree course based in Brindisi and vice versa.

The necessary application forms are available on the university website (<https://www.unisalento.it/modulistica-studenti1>).

The documentation to be attached is indicated in the forms.

Specific types of exemptions and refunds

1. Students with disabilities.

There are specific forms of total or partial exemption from the payment of the all-inclusive annual fees for students with disabilities both with a degree of disability equal to or greater than 66% and with a disability between 31% and 65%.

Students with a recognized disability equal to or greater than 66% and students with disabilities, with recognition of disability pursuant to Article 3, paragraph 1 of Law 5/02/1992 n.104 are exempt - even in the case of a second degree - from the payment of the all-inclusive annual fees and surcharge for late Enrolment on the course.

The student must upload their disability certificate online through the student portal; the student secretariat, after checking the documentation, will provide confirmation for the purpose of recalculating the fees.

In the event that the student, for various reasons, has not submitted the request for exemption online at the time of enrolment/registration through the student portal, he or she will be entitled to a full refund of the all-inclusive annual fees by submitting a specific application to the *Ufficio Offerta Formativa e Diritto allo Studio* (Office of Educational Programming and Right to Education), to which he or she will have to attach his or her disability certificate. The exemption/refund is recognized for the academic year of enrolment/registration in which it is requested, starting from the date of verification of the disability as attested in the report of the relevant medical commission.

Students with disabilities between 31% and 65% benefit from a partial exemption on the annual all-inclusive fees with a progressive application to zero for percentages greater than or equal to 65%.

The student must upload their disability certificate online through the student portal; the student secretariat, after checking the documentation, will provide confirmation for the purpose of recalculating the fees.

In the event that the student, for various reasons, has not submitted the request for exemption online at the time of enrolment/registration through the student portal, he or she will be entitled to partial reimbursement of the all-inclusive annual fees by submitting a specific application to the *Ufficio Offerta Formativa e Diritto allo Studio* (Office of Educational Programming and Right to Education), to which he or she will have to attach his or her disability certificate.

The partial exemption/partial refund is recognized for the academic year of enrolment/registration in which it is requested, starting from the date of verification of the disability as attested in the report of the relevant medical commission.

2. Students who enrol with a high school diploma mark of 100/100

Students who enrol on Bachelor's degree courses or single cycle Master's degree courses, with an secondary school leaving certificate with a score of 100/100, will not be required to pay the all-inclusive annual fees.

3. Mutilated and disabled civilian students from low income groups, and the children of those with a disability pension - art. 30 Law 118/71

The mutilated and disabled civilians who belong to families in low income groups and who have subject to a decrease of more than two thirds in their ability to work, and the children of the beneficiaries of the disability pension, are granted, upon the submission of a special request, exemption from the all-inclusive annual fees and any other tax. The same applies to those made orphans by war, blind civilians, war cripples or those disabled at work or in public service and to the children of the same.

The application must be submitted by 15 October 2020 to the *Ufficio Offerta Formativa e Diritto allo Studio* (Office of Educational Programming and Right to Education), together with the applicant's ISEE (indicator of equivalent income level) in the case of war crippled or disabled students, and the INPS (National Institute for Social Security) certification in the case of students who are children of beneficiaries of disability pensions.

4. Students who meet the eligibility requirements for the ADISU (The Puglia region Right to Education agency) scholarship.

Students enrolled in a course taking part in ADISU competitive selections for grants will have to pay initially, according to the modalities indicated by the University, the first instalment of the registration including stamp duty and the regional ADISU tax.

Those who meet the eligibility requirements for an ADISU scholarship (Article. 9 comma 2 Law March 29, 2012 no. 68) will receive the exemption of the second and third instalment on the basis of the list sent to the University of Salento by ADISU Lecce of the names of students who meet the eligibility requirements for an ADISU scholarship (Article. 9 comma 2 Law March 29, 2012 no. 68).

The same students will receive a refund of the first instalment paid on enrolment within 90 days of the above mentioned communication.

Students who, following the communication from ADISU Lecce, to be made by 31 December 2021, are not on the list of those receiving ADISU grants, must regularize their administrative position by paying the amount due by 31 May 2021; after this deadline arrears of € 50.00 will be due for each instalment.

Students enrolled in subsequent years who participate in ADISU competitions will obtain total exemption from student fees, with the exception of stamp duty and regional tax for the *diritto allo studio* (Right to Education), based on the list sent to the University of Salento by ADISU Lecce of the names of students who meet the eligibility requirements for an ADISU scholarship (Article. 9 comma 2 Law March 29, 2012 no. 68).

5. Students at ISUFI (The Higher University Institute of Interdisciplinary Education)

The students at ISUFI who have been admitted via a competitive selection process are exempt from the payment of the all-inclusive fees for a.y. 2020/21, on the basis of the data transmitted by the Administrative Secretariat of the School at the end of the competitive admissions procedure.

6. Students in receipt of attendance incentive grants

Students who are beneficiaries of attendance incentive scholarships provided by the University of Salento will have their enrolment fees reimbursed. For the methods and terms of payment of this benefit, please refer to the notice of competitive selection process published in the "Bandi e concorsi" (Announcements and Competitions) section of the University website.

7. Students of the degree courses in *Fisica, Ottica ed Optometria* (Physics, Optics and Optometry), *Matematica* (Mathematics), *Ingegneria Civile* (Civil Engineering), *Ingegneria dell'Informazione* (Information Engineering), *Ingegneria Industriale* (Industrial Engineering) can obtain total or partial repayment of the registration instalments paid on application of Ministerial Decree 976/2014, taking into account the amount of the ministerial financing.

8. Students who obtain their degree within the prescribed time limits of the course.

Students who obtain a final degree in the academic year 2020/2021 in the normal duration of the course with a grade of 110/110 cum laude can obtain, upon presentation of a special request, the reimbursement of the instalments paid for enrolment on the same academic year.

The application must be submitted, under penalty of forfeiture, within the following calendar year from the date of obtaining a degree.

9. Cases of exemption/refund proposed by the *Diritto allo Studio* (Right to Education) Commission

The *Diritto allo Studio* (Right to Education) Commission, within the limits allocated in the University's budget, may propose, at the justified request of the student, total or partial exemptions or reimbursements of enrolment instalments in cases of serious economic or family hardship.

The Commission, again within the limits allocated in the University's budget, may propose exemptions and/or reimbursement of enrolment fees for students with an ISEE (indicator of equivalent income level) of less than € 23,000.00.

Students may apply to the above commission provided that the following conditions are met:

- They are enrolled at the University of Salento within the 3rd year *fuori corso* (i.e. not having completed their courses within the prescribed time limits). or, if beyond the 3rd year *fuori corso*., with a number of exams to be taken not exceeding 3, excluding the final test;
- They have not been beneficiaries, for the current academic year, of scholarships provided by the University of Salento or other bodies;
- That the event which caused the supposed hardship must have occurred in the 24 months preceding the academic year for which the student applies for exemption or reimbursement;

Students who have already obtained an exemption / refund from the Commission will be able to submit a new application to the Commission, in the event of new and further serious economic-or family hardship, duly documented.

In any case, waivers/refunds may be granted, at most, for enrolment instalments referring to the current and previous academic year and/or for arrears relating to or accrued in the current and previous academic year.

In order to make an appeal to the Diritto dello Studio (Right to Education) Commission the following must be attached to the application:

- ISEE (indicator of equivalent income level) documentation;
- Any documentation relating to the supposed event proving that it occurred, and details of the source of the hardship;
- Any other documentation which the applicant considers may aid the Commission in its assessment of his or her case.

FINAL RULES

As regards any matter not covered in this Programme Description, the *Regolamento Didattico (Didactic Regulations)* and the *Regolamento di Ateneo per gli Studenti (University Regulations for Students)*, as relevant, both of which published on the website of the University of Salento, will apply as far as they are relevant.