# FAQ UNIVERSITY FEES A.Y. 2022/2023
by the Student General Affairs Office

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HOW MUCH DO I HAVE TO PAY AS UNIVERSITY FEES?

The all-inclusive annual contribution (the so-called University fees) is determined pursuant to art. 6 of the Fees Regulations. This differs, in accordance with the rules of this Regulations, based on:

- **the type of degree courses.**
- **the economic situation of the family unit the student belongs to** as expressed by the indicator of the equivalent economic situation (**ISEE expiring on 31 December 2022**)
  **valid for subsidized benefits for the right to university study** drawn up in compliance with art. 8 DPCM 159/2013 and subsequent amendments and additions.
- **the year of enrollment,**
- **the university training credits (CFU-ECTS)** acquired in the twelve months prior to 10 August.

The all-inclusive annual contribution is divided into four equal installments. In the first installment, the **regional tax for the Right to University Education** (€ 140.00) and the **virtual stamp duty** (€ 16.00) are usually added to the annual all-inclusive contribution.

**a) The Type of Degree Courses**

The fees vary in relation to the type of Degree Courses: humanistic-social (US); technical-scientific (TS); health EU legislation) (art. 6, paragraph 2, Reg. fees). A special tax is reserved for the Course of Study in Dentistry and dental prosthetics (art. 6, paragraph 4, Fees Reg).

**b) the year of enrollment**

The year of enrollment calculation is based on the academic years of enrolment, including those relating to previous careers (transfer from another university or course of study). For the purposes of determining fees, the enrolment in a number of years less than or equal to the normal duration of the course of study increased by one is noted. The reverse case determines the transition of the student, for the purpose of calculating fees, from group 1 to group 2.

**c) The number of ECTS (CFU) achieved from 11/08/2021 to 10/08/2022**

Students who enroll in the second year must have achieved, by 10 August 2022, at least 10 ECTS. Otherwise, they will fall into a lower merit category for the purposes of fees calculation.

Students who enroll in a year after the second year must have achieved, by 10 August 2022, at least 25 ECTS. Otherwise, they will fall into a lower merit category for the purposes of fees calculation.
In this regard, we specify:

- The year of registration is determined on the basis of the criteria indicated under c).
- ECTS determined by validated examinations are not considered.
- The ECTS determined by exams chosen by the student and by supernumerary exams are considered.

The Administration, starting from the academic year 2017/2018, has prepared for each academic year a Fees Calculator useful to calculate the amount of contributions due considering the abovementioned factors.

Below are the links to the simulators over the years:


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**WHAT IS THE VALUE OF THE ISEE PARAMETER?**

The ISEE valid for subsidized services for the right to study allows access to reductions in the all-inclusive contribution. Unlike in previous years, the ISEE value does not have to be declared as part of the registration/enrollment procedure.

On the other hand, to be eligible for the student tuition fee reduction it will be sufficient that:

- that a CAF or an accountant issue the certificate of the **ISEE 2022** (the one which expires on 31/12/2022) **valid for subsidized services for the right to study**.
- that the student authorizes the University, within the computerized registration/enrollment procedure, to acquire the ISEE indicator from the INPS database. The ISEE value will then be downloaded automatically.

If the student has authorized the University to download the ISEE value, but the certificate concerning the student **has not yet been requested or issued**:

- fees will be calculated at the maximum value.
- upon uploading the ISEE, the fees will be recalculated, thus usually generating a credit for the student.
Students who **deny consent** of recovery from the ISEE data will pay the maximum amount of the all-inclusive contribution foreseen:

- can modify their choice until they have paid the first installment.
- if they have effected payment of the first installment, they can still submit their ISEE, which will be added in order to recalculate the contribution due.

For any further information regarding the ISEE certification, please contact a CAF or an accountant. **We remind you once again that the ISEE validly acquired for the academic year 2022/2023 is only the one with expiration on 31.12.2022.**

THE DEADLINE FOR THE 1ST. INSTALLMENT IS APPROACHING AND I STILL DO NOT HAVE THE ISEE CERTIFICATE. WHAT SHOULD I DO?

There are two alternatives:

- **to wait for the ISEE to make the payment.** It is understood that late payments will generate the **arrears amount** as per art. 4 of the Fees Regulations (in addition, see paragraph “What happens in case of late payment?”).
- **to pay the maximum amount of the installment** (the installment calculated without considering the ISEE value) except in case of request, once the ISEE itself has been obtained, of the reimbursement / adjustment of the excess amount paid.

MY CAF/ACCOUNTANT HAS ALREADY ISSUED MY ISEE, BUT IT STILL DOES NOT APPEAR ON MY ONLINE SECRETARIAT. WHAT COULD HAVE HAPPENED?

The problem is often easily recognizable because, already on the first page, it is indicated that the ISEE **does not apply to subsidized benefits for the right to university study** or applies only to certain members of the family unit whose tax code is indicated.

For this reason, the value cannot be acquired from the INPS database and is not relevant for the purpose of determining university fees.

For the extension of its validity, the student must contact a CAF or an accountant to request the integration of the data.

Another cause can be determined by the **incorrect expiration date of certificate**. Please note that for the fees relating to the academic year 2022/2023 an ISEE with expiry date on 31.12.2022 is required. Certificates with a different deadline will be automatically discarded by the system and cannot be entered in any other way.

The ISEE expiring on 31/12/2022 can no longer be requested beyond the current year.
I AM A FOREIGN STUDENT. HOW ARE MY FEES CALCULATED?

As of the academic year 2022/2023, students:

- who are foreigners not residing in Italy.
- who are foreigners with residence or residing in Italy but not self-employed (Article 8 of DPCM 159/2013) with a family of origin nucleus in a country other than Italy, with income and/or assets held abroad.
- who are Italians residing abroad not registered with AIRE.

may request the reduction of the university fee on the basis of ISEE parificato (equalized ISEE), which, once issued by the affiliated CAF, must be sent by the student or by the CAF by email to the address: gestione-tasse@unisi.it. On the other hand, these student categories cannot present the ordinary ISEE valid for the subsidized services for the right to university study.

A financially independent student for the purposes of university ISEE is a student who has resided in a home other than that of the family of origin for at least two years from the date of submission of the ISEE and the home in which they live is not owned by a member of the original nucleus and who has had an income from employment or equivalent, declared for tax purposes, not inferior to €9,000 for at least two years.

The list of CAFs affiliated with the University for the issuance of the document will be available shortly. In the meantime, students can turn to CAFs affiliated with other universities.

The necessary documents to request the ISEE are:

- The student's identity document.
- Tax code of the student issued by the Agenzia delle Entrate (Italian Revenue Agency).
- The amount of the scholarship received.
- The composition of the family unit of the student on the date of submission of the DSU (Single self-declaration) with an indication of the surname, name, date of birth and relationship of all the subjects belonging to the family unit.
- Income received by each member of the household, referring to the year 2020.
- Real Property assets.
- If the household resides in a rented dwelling, a rental contract with details of the registration and the amount of the rent.
- Movable assets, consisting of the balance as of 31/12/2020 and average balance for the year 2020 of current accounts, deposits, bank, and postal savings books held abroad and in Italy and balance as of 31/12/2020 for any other type of investment.
- other type of investments.
NOTE: The documentation listed above must be issued by the competent authorities of the country where the income was produced, translated into Italian, and legalized in the case of non-EU countries.

As an alternative to the ISEE parificato, the amount of the all-inclusive annual contribution may be calculated, for students not residing in Italy who at the time of matriculation/enrollment have requested it, according to the method established by art. 6, paragraph 5 (contribution parameterized to the maximum taxation values multiplied by a coefficient determined in relation to the citizenship of the student).

HOW CAN I PAY MY FEES?

The University of Siena has joined the payment system called PagoPA, promoted by the Agency for Digital Italy of the Presidency of the Council of Ministers, with which it is possible to pay, through the online Secretariat, the amounts marked with the PagoPA logo. This tool could be used in two ways:

- using the "Paga con PagoPA" button you can access the range of possibilities available for immediate payment of the tax (Current account, Credit card, debit, prepaid card, or other payment methods).
- using the "Stampa avviso per PagoPA" button you can print the payment notice document necessary to make the deferred payment of the debt at any active Payment Service Provider (bank branches, home banking, SISAL, Lottomatica, etc.).

The payment notification will be sent to the institutional e-mail address (@student.unisi.it). Once the notification has been received, it will be possible to print the payment receipt.

It should be noted that payments are normally recorded in the system in real time. The steps of the procedure are illustrated on the dedicated web page: www.unisi.it/didattica/immatricolazioni-e-iscrizioni/tasse/come-pagare-le-tasse

The Carta del Docente is an initiative of the Ministry of Education, University and Research set forth in art. 1 paragraph 121 of Law 107 dated 13 July 2016 art. 1 paragraph 121. The Carta (card), with a maximum nominal amount of € 500.00 a year, is issued to permanent teachers of state educational institutions. The card can be used, among other things, for enrollment in bachelor's degree, master's degree, specialization or single-cycle courses, post-graduate courses, university master's degrees, single courses relating to the professional profile. For payments with the Carta del Docente (teacher's card), it is necessary to create the voucher on the platform "carta del docente" and that you send us the scan, together with the scan of the identity document to the email address gestione-tasse@unisi.it. You cannot pay the virtual stamp duty and the regional tax for the right to study with the teacher's card.
USEFUL LINKS

- Segreteria online (online secretariat) at: https://segreteriaonline.unisi.it/Home.do
- Information brochure available in PagoPA at https://www.pagopa.gov.it/
- Information materials about the Carta del Docente are available on the MIUR website, at https://cartadeldocente.istruzione.it/#/ and our University website: https://www.unisi.it/didattica/formazione-insegnanti/carta-del-docente.

WHEN DO I HAVE TO PAY THE FEES?

In accordance with art. 2, paragraph 2, of the Fees Regulations, and according to the provisions of the Study Manifesto A.Y. 2022/2023 the installments relating to the contribution due for the academic year 2022/2023 have the following expiry dates:

- the first installment upon registration and in any case not later than 2 November 2022.
- the second installment not later than 20 December 2022.
- the third installment not later than 28 February 2023.
- the fourth installment not later than 2 May 2023.

As specified in the Annual Study Manifesto, enrollments in the first year of non-limited attendance master's degree courses expire on 20 December 2022, together with the 2nd installment.

CAN I MAKE PARTIAL PAYMENTS OF ONE INSTALLMENT?

The fees are already divided into a number of fixed installments (4) and cannot be further divided into installments. In case of need, can I request access to the Solidarity Fund (see below the paragraph “What subsidies on fees are available?”).

HOW COULD I CHECK MY FEES STATUS?

On the online Secretariat, on the Secretariats/Payments page, each student can check the list of fees, the academic year of reference, their status (paid / unpaid) and the relative amount.

In addition, at the bottom of the page, under the section "Addebiti non fatturati" (charges not invoiced), are listed the fees due for the current academic year, but not yet invoiced (not yet collectable by the University). Billing generally takes place one month before the installment expires.

USEFUL LINKS
WHAT HAPPENS IN CASE OF LATE PAYMENT?

Payments made late (art. 4 Fees Reg.) are subject to the following surcharges (arrears):

- 10.00 euros, for payments made within the 14th day following the deadline;
- 25.00 euros, for payments made between the 15th. and 21st. day following the deadline;
- 50.00 euros, for payments made between the 22nd. and 30th. day following the deadline;
- 100.00 euros, for payments made from the 31st. day following the deadline;

The payments in arrears will be invoiced and will appear on the online Secretariat a few days after the late payment of the fee. Can the payments in arrears be paid by the ordinary means of payment (see paragraph "How can I pay the fees?")

It is possible to request the advanced arrears (with respect to late payment), provided that the delay required for the application of the maximum arrears has already accrued (31st day following the expiry date).

USEFUL LINKS

- Segreteria online (online secretariat) at: [https://segreteriaonline.unisi.it/Home.do](https://segreteriaonline.unisi.it/Home.do)

WHAT SUBSIDIES ON TUITION FEES ARE AVAILABLE?

The Fees Regulation includes provisions in favor of:

- students with recognized disabilities at the beginning of the academic year and students who are children of the beneficiaries of a disability pension (art. 21 Fees Reg.);
- students who apply to access the benefits of the Regional Agency for the Right to University Education (art. 22 Fees Reg.);
- students who are beneficiaries or otherwise eligible for a scholarship from the Regional Agency for the Right to University Education (art. 22 Fees Reg.);
- students who are beneficiaries or otherwise eligible for a scholarship from the Regional Agency for the Right to University Education (art. 23 Fees Reg.);
- students awarded a scholarship by the Italian Government (art. 25 Fees Reg.);
- political refugee students (art. 26 Fees Reg.);
- students in detention (art. 27 Fees Reg.);
- students over sixty years of age (art. 28, paragraph 1, Fees Reg.);
- students employed by the University of Siena who have been in permanent and fixed-term service for at least six months on the date of enrollment and students employed
by the University Hospital of Siena in permanent service (Article 28, paragraph 2, Fees Reg.);
capable and deserving students who find themselves in unfavorable economic conditions (art. 29 Fees Reg.) The University annually announces grants for tutoring activities and compensation for part-time collaboration activities.

As of the academic year 2020-2021 the range of total exemption from any contribution has been extended to all students with family ISEE up to 22 thousand euros belonging to Group 1 referred to in art. 6, Table A, of the Fees Regulations. This exemption range was also maintained for the academic year 2022/2023.

The University of Siena, subject to the available budget, annually establishes the Solidarity Fund, intended to support actions in favor of students who are in adequately documented situations of hardship, even if only temporary, .
The support actions, provided at the request of the interested party and approved by a special Commission appointed by the Rector, consist in the partial or total exemption from university contributions.
Furthermore, people who can also access the Solidarity Fund are:

- those students with disabilities, recognized at the beginning of the academic year, between 50% and 65%;
- the students residing in areas affected by earthquakes and/or natural disasters in relation to the university contribution due for the academic year in which the event occurred, or the one immediately following, provided that the student's residence has been declared unfit for use.

Since these are benefits from university contributions, with the Solidarity Fund the virtual stamp and the regional tax for the right to education cannot be exempted, not being university contributions.
The methods to carry the activities of the Fund are regulated by a specific annual call issued with a specific Rector's Decree and published on the University website. The call may provide for the Fund to be awarded at one or more times of the academic year, based on the deadline periods for the payment of the fees.

USEFUL LINKS

- Part-time activity calls [https://www.unisi.it/didattica/borse-e-incentivi-allo-studio/attivita%CC%83%CC%81-studenti-tempo-parziale](https://www.unisi.it/didattica/borse-e-incentivi-allo-studio/attivita%CC%83%CC%81-studenti-tempo-parziale)

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1 Students belonging to Group 1 are those who:

- have been enrolled for a MINOR or EQUAL number of years to the normal duration of the study course increased by one;
- in case of enrollment in the 2nd year HAVE achieved, by 10 August of the first year, at least 10 ECTS (CFU);
- in case of enrollment in years subsequent to the 2nd, HAVE achieved, in the 12 months prior to 10 August 2022, at least 25 credits.
I HAVE APPLIED FOR A SCHOLARSHIP. HOW SHOULD I ACT?

The call for regional scholarships for the academic year 2022/2023 is already available on the website of the Regional Agency for the Right to University Education of Tuscany (https://www.dsu.toscana.it/).

The student who has applied for a scholarship to DSU Toscana, must enter the data requested by the system on the online Secretariat during the registration/enrollment phase. Until the publication of the final shortlist, the student will be temporarily exempted from paying the university fees due. Instead, the student will necessarily have to pay the € 16.00 virtual stamp duty.

After the DSU Toscana has published the final ranking (30 November, 2022), the results of the scholarships will be recorded and the contribution due will be determined. The provisional ranking published by the DSU Toscana (30 September 2022) will not, on the other hand, produce effects on university fees.

Scholarship winners and those who are, in any case, eligible in the rankings are definitively exempted from paying university fees (virtual stamp duty is still due):
- the students’ fees situation will remain unchanged if they have already obtained the temporary exemption referred to above (scholarship application);
- if, on the other hand, they have not obtained the temporary exemption and have paid the 1st installment of the fees, if the requisites are met, they can request a refund. The reimbursement relating to the amount of any regional tax for the right to study paid (€ 140.00) will instead be requested from the DSU Toscana itself (see How do I get a refund of the fees paid in excess?)

For students whose DSU scholarship applications have been rejected, fees are calculated with reference to the parameters provided for by the Fees Regulations:
- the students' fees situation will remain unchanged if they have not previously obtained the temporary exemption referred to above.
- if, on the other hand, they had obtained the temporary exemption, the payment will be established on the online secretariat with a suitable deadline (20 December 2022).

A few days after the publication of the final ranking by the DSU, students are therefore requested to access their online Secretariat to check the registration of the scholarship or, if not, the presence of the bulletin for the payment of the first installments.
I HAVE BEEN AWARDED A SIX-MONTH DSU SCHOLARSHIP: HOW MUCH DO I HAVE TO PAY AS FEES?

Pursuant to Article 23 of the Fees Regulations, students who benefit from semester scholarships of the Regional Agency for the Right to University Education and who have completed the exams (excluding the final exam) by the last appeal of the last session useful for the previous academic year, are exempt from paying the recognition fee.

On the other hand, six-month scholarship students who have not completed the exams (excluding the final exam) by the last session of the last useful session of the previous academic year are in any case exempt from 50% of the payment of the annual fee.

MY SCHOLARSHIP HAS BEEN REVOKED. WHAT SHOULD I DO?

The revocation of the scholarship is registered in the student's course of study by the Students' General Affairs Office following the official communication of the Regional Agency for the right to study.

The Office will notify the student of the revocation in his institutional email box ... .. @student.unisi.it and, at the same time, will generate the possible due fees on the online secretariat, with a deadline of 30 days from the notification of the revocation on the part of the DSU.

HOW CAN I SUSPEND THE PAYMENT OF UNIVERSITY FEES?

In reality, this is more properly the suspension of enrollment 2021/2022 by students who believe they will finish the exams of their study plan, without making any changes, or that they will be taking the final graduation exam by April 2022.

Conditions for suspension are:

- students enrolled in the systems prior to the Ministerial Decree 509/99 and the Ministerial Decree 270/04 (very old system) at the time of the filing of the application,
must lack only the defense of the thesis/final exam;
• students enrolled in the systems referred to in Ministerial Decree 509/99 and Ministerial Decree 270/04, on the date of the request, must have obtained all the signatures of attendance, if required by the degree program, and lack a number of credits not exceeding 30, with the exclusion of those foreseen for the final exam.

Since this is a course of study document, the procedure is entirely managed by the competent Student and Teaching Office, on whose website there is the form to submit the application.

HOW CAN I GET THE RECEIPT OF PAYMENT?

For the tax return it is necessary to make a self-declaration of the fees paid per calendar year. On the online Secretariat (Secretariat / Certificates) there is a pre-filled form, which you only need to date and sign.

Article 40 of D.P.R (Presidential Decree) 445/2000 (T.U. of the legislative and regulatory provisions on administrative documentation), as amended by art. 15 of Law 183/2011, in fact provides that:
• certificates issued by Italian public administrations regarding personal status, qualities and facts are valid and can be used among private parties only. In any relation with public administration bodies and public service managers, certificates and notary deeds are always replaced by the declarations referred to in articles 46 and 47 of Presidential Decree 445/2000 (Substitute declarations of certifications and Substitute declarations of the notary deeds);
• on the certifications to be produced to private subjects, under penalty of nullity, the following wording must be included: "This certificate cannot be presented to public administration bodies or to private managers of public services."

However, if students wish to obtain a receipt or a certificate of payment of university fees, they must contact the competent student and teaching Office.

HOW CAN I GET A FEES REFUND?

All amounts incorrectly paid in excess will be settled in the manner defined by the University. On the web pages of the fees section all the individual procedures and cases will be described in detail.

For the moment, we limit ourselves to specifying that, by express provision of the Fees Regulations, the following items are not refundable:
• the virtual stamp - art. 2, paragraph 4, Fees Reg.;
• the Regional Tax for the Right to University Education - art. 2, paragraph 4, reg. taxes. Any reimbursement must be requested directly from the Regional Company.
• fees and contributions paid before requesting a transfer - art. 11, paragraph 1 and 3, Fees Reg.;
• the fees and contributions paid by those who abandon or interrupt their studies for any reason - art. 13, paragraph 3, Fees Reg.;
• the contribution for participation in the assessment tests of the students' initial preparation - art. 18, paragraph 1, Tax Reg.;
• the contribution for participation in competitions for access to limited number courses - art. 18, paragraph 2, Fees Reg.;
• the contribution for the recognition of a foreign academic qualification - art. 20, paragraph 1, Fees Reg.;
• the contribution for the evaluation of foreign academic qualifications for the purposes of access to the master's degree courses conducted on the University online platform - art. 20, paragraph 3, Fees Reg.

WHAT DO THOSE WHO MAKE FALSE STATEMENTS FACE?

The University of Siena, in application of the regulations in force, carries out checks, even on a sample basis, on the declarations made by students and reported in the self-certifications. Students who submit untruthful declarations, either their own or those of their relatives, in order to obtain benefits they are not entitled to, in addition to the penalties provided for by the regulations in force, are subject to the payment of university fees at the maximum level envisaged for the type of course of study they are enrolled in, and lose the right to obtain other benefits for the entire duration of the academic course of studies. Furthermore, this student is subject to an administrative sanction consisting in the payment of a sum of three times the value of the services improperly used and loses the right to obtain other disbursements for the duration of the course of studies, without prejudice in any case to the application of the sanctions provided for by current legislation in the event of false self-certification.