

# FAQ UNIVERSITY FEES A.Y. 2023/2024

by the Student Affairs Office

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## HOW MUCH DO I HAVE TO PAY IN UNIVERSITY FEES?

The all-inclusive annual fee (i.e. university fees) is determined pursuant to art. 4 of the Fees Regulations. The amount varies, in accordance with said Regulations, depending on:

- **the type of degree programme;**
- the economic situation of the student's family unit, as indicated by the Indicator of Equivalent Economic Situation (**ISEE expiring 31 December 2023**) **valid for DSU** (Right to University Study) **benefits**, drawn up in compliance with art. 8 DPCM no. 159/2013;
- **the year of enrolment;**
- **the number of university credits (CFU)** acquired in the twelve months prior to 10 August;

The all-inclusive annual fee is divided into four equal instalments.

**The regional tax for the Right to University Education** (€ 140) and **virtual stamp duty** (€ 16) are usually added to the first instalment of the all-inclusive annual fee.

### a) Type of degree programme

Fees vary in relation to the type of degree programme (art. 4, par. 2, Fees Regulations):

- humanities-social studies (US);
- technical-scientific (TS);
- EU-regulated healthcare (UE).

A special tax applies to the Degree programme in Dentistry and dental prosthodontics (art. 4, par. 4, Fees Regulations).

### b) the year of enrolment

The year of enrolment is calculated considering all years of enrolment, including the those prior to any transfers from another university or degree programme.

### c) The number of university credits (CFU) acquired from 11 August 2022 to 10 August

## **2023**

Students who enrol in the second year must have acquired at least 10 university credits by 10 August 2023. They will otherwise be placed in a lower merit category for fee calculation purposes (Table A: group 3 instead of group 1).

Students who enrol in a year subsequent to the second year must have acquired at least 25 university credits by 10 August 2023. They will otherwise be placed in a lower merit category for fee calculation purposes (Table A: group 3 instead of group 1).

In this regard, please note that:

- The year of enrolment is determined on the basis of the criteria indicated under b);
- CFUs recognised or validated for exams taken earlier than 11 August 2022 shall not be counted;
- CFUs acquired for elective courses (*esami sovrannumerari*) shall not be counted.

The Administration has prepared a Fees Calculator for each academic year that considers the abovementioned factors in calculating the fees due.

Below are the links to the simulators for the different years:

- The Fees calculator for A.Y. 2023/2024 is available at [https://supportesse3.unisi.it/tasse23\\_24/](https://supportesse3.unisi.it/tasse23_24/)
- The Fees calculator for A.Y. 2022/2023 is available at [https://supportesse3.unisi.it/tasse22\\_23/](https://supportesse3.unisi.it/tasse22_23/)
- The Fees calculator for A.Y. 2021/2022 is available at [https://supportesse3.unisi.it/tasse21\\_22/](https://supportesse3.unisi.it/tasse21_22/)
- The Fees calculator for A.Y. 2020/2021 is available at [https://supportesse3.unisi.it/tasse20\\_21/](https://supportesse3.unisi.it/tasse20_21/)
- The Fees calculator for A.Y. 2019/2020 is available at [https://supportesse3.unisi.it/tasse19\\_20/](https://supportesse3.unisi.it/tasse19_20/)
- The Fees calculator for A.Y. 2018/2019 is available at [https://supportesse3.unisi.it/tasse18\\_19/](https://supportesse3.unisi.it/tasse18_19/)

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

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The ISEE valid for DSU (Right to University Education) benefits allows students to apply for reductions in the all-inclusive fee.

To apply for a reduction in university fees, students must contact a CAF to request a **university ISEE certificate**

- valid through to 31 December 2023
- valid for applying for DSU benefits

During the online registration/enrolment procedure, students must authorize the University to acquire the **ISEE from the INPS database**. The ISEE value will then be downloaded automatically.

**This is the only way to acquire the university ISEE.** Certificates acquired manually are discarded in all cases.

## IF I DON'T HAVE AN ISEE YET. CAN IT BE RECOGNIZED LATER?

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If the student has authorized the University to download the ISEE data, but the student's certificate **has not been issued yet**:

- the maximum fees will apply;
- the fees will be recalculated once the ISEE is uploaded, thereby usually generating a credit for the student.

## WHAT HAPPENS IF I DON'T AUTHORIZE THE UNIVERSITY TO ACQUIRE MY ISEE?

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Students who **do not authorize** the university to acquire their ISEE data shall pay the maximum amount of the all-inclusive fee and:

- can modify this option until they pay the first instalment;
- after paying the first instalment, they can still submit their ISEE, which will be used to recalculate the fees due.

For further information regarding ISEE certification, please contact a CAAF. **Note that the only valid ISEE for A.Y. 2023/2024 is that which expires on 31 December 2023.**

## WHAT IS THE CURRENT ISEE (ISEE *CORRENTE*)?

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The current ISEE is used to update the ISEE value of citizens for whom the employment or economic situation has worsened compared to two years earlier, the reference period for the regular ISEE.

Please contact a CAAF to find out the requirements for applying for the current ISEE and the necessary documentation.

## WHAT IS THE EQUIVALENT ISEE (ISEEU *PARIFICATO*)?

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The Equivalent ISEE (ISEE *parificato*) is the income certificate for:

- foreigners not resident in Italy;
- non-financially independent foreign students resident or staying in Italy (art. 8 DPCM 159/2013) whose family unit of origin is not resident in Italy, with income and/or assets held abroad;
- Italians resident abroad not registered in AIRE

**who can request a reduction in university fees only on the basis of the Equivalent ISEE.**

Issued by a CAAF Siena CGIL under agreement with the university, it must be sent by the CAAF to the Student Affairs Office (by emailing [parificato@unisi.it](mailto:parificato@unisi.it)), which will manually enter it into the system.

This category of students **cannot submit the normal ISEE valid for DSU benefits.**

**Equivalent ISEEs will be accepted only if they have been issued by an authorized CAAF that has entered into an agreement with the University,**

For AY 2023/2024, the Equivalent ISEE, as also indicated for the normal ISEE, must be requested from the CAF by 31 December 2023.

### **WHO IS A FINANCIALLY INDEPENDENT ('AUTONOMOUS') STUDENT?**

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A **financially independent student** is one 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 whose current home is not owned by a member of the original family unit.

The student must also have an adequate income, i.e., in the two years preceding the year of submission of the DSU, he/she must have generated income from employment or assimilated employment, declared for tax purposes, of no less than €9,000 per year.

### **THE DEADLINE FOR THE FIRST INSTALMENT IS APPROACHING, AND I STILL DO NOT HAVE THE ISEE CERTIFICATE. WHAT SHOULD I DO?**

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There are two alternatives:

- **wait for the ISEE to make the payment.** Note that late payments will be subject to a late payment charge as per art. 3 of the Fees Regulations (in addition, see paragraph *"What happens in case of late payment?"*);
- **pay the maximum amount of the instalment** (the instalment calculated without considering the ISEE value) and request the reimbursement/adjustment of the excess amount paid once the ISEE is available.

### **MY CAAF (FISCAL HELP CENTRE) HAS ALREADY ISSUED ME THE ISEE, BUT IT DOES NOT APPEAR YET IN MY *SEGRETERIA ONLINE* ACCOUNT. WHAT COULD BE THE PROBLEM?**

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The problem is often easily identified because the first page reports that the ISEE **does not apply to DSU benefits** or only applies to certain members of the household, whose tax code is indicated.

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

To extend its validity, the student must contact a CAAF to request the integration of data.

An **incongruous expiration date for the certificate** may be another source of problems. Please note that for the fees relating to AY 2023/2024 an ISEE expiring on 31.12.2023 is required. Certificates with a different expiration date will be automatically discarded by the system and cannot be entered in any other way.

An ISEE expiring on 31/12/2023 cannot be requested after the current year.

## HOW CAN I PAY FEES?

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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 *Segreteria online*, the amounts marked with the PagoPA logo.

This tool can be used in two different ways:

- using the "*Paga con PagoPA*" button you can access the range of possibilities available for immediate payment of the fee (Current account, Credit card, debit, prepaid card, or other payment methods).
- using the "*Stampa avviso per PagoPA*" button you can print the payment slip required for deferred payment of the amount due at any active Payment Service Provider (bank branches, home banking, SISAL, Lottomatica, etc.).

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

Note 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](http://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/tasse/come-pagare-le-tasse)

The **Carta del Docente** (Teachers' Card) is an initiative of the Ministry of Education and Merit, provided for by art. 1, par. 121 of Law 107 dated 13 July 2016.

The card, containing a maximum nominal amount of €500 per year, is issued to permanent tenured teachers of state educational institutions.

The card can be used, among other things, to enrol in first, second or single-cycle degree programmes, postgraduate programmes, university master's programmes, or individual courses related to the professional profile.

For payments via the card, teachers must generate the voucher in the Carta del Docente platform and send a copy of it, along with a scan of their identity document, to the email address [gestione-tasse@unisi.it](mailto:gestione-tasse@unisi.it). The card cannot be used to pay virtual stamp duty or the

regional DSU tax.

#### USEFUL LINKS

- **Segreteria online** 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 MUST I PAY FEES?

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Pursuant to Article 2, par. 2 of the Fees Regulations, and in accordance with the provisions of the AY 2023/2024 Study Prospectus, the instalments of fees for AY 2023/2024 have the following **due dates**:

- the first instalment upon enrolment and in any case no later than 2 November 2023;
- the second instalment by 22 December 2023;
- the third instalment by 1 March 2024;
- the fourth instalment by 2 May 2024.

As specified in the Annual Study Prospectus, the deadline for enrolment in the first year of a second cycle degree programme with no cap on enrolment is 22 December 2023, at the same time as the second instalment.

#### HOW CAN I CHECK MY FEES STATUS?

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In the *Segreteria online* portal, on the *Segreterie / Pagamenti (Administration/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, the fees due for the current academic year that have not yet been invoiced (not yet collectable by the University) are listed at the bottom of the page, under the section "**Addebiti non fatturati**" ("**Charges not invoiced**"). Billing generally takes place one month before the instalment expires.

#### USEFUL LINKS

- **Segreteria online** at <https://segreteriaonline.unisi.it/Home.do>

#### WHAT HAPPENS IN CASE OF LATE PAYMENT?

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The following surcharges apply to late payments (arrears), pursuant to art. 3 of the Fees Regulations:

- 10 Euros for payments made within 14 days after the deadline.
- 25 Euros for payments made between the 15<sup>th</sup> and 21<sup>st</sup> day after the deadline.
- 50 Euros for payments made between the 22<sup>nd</sup> and 30<sup>th</sup> day after the deadline.
- 100 Euros for payments made from the 31<sup>st</sup> day after the deadline.

Late payment charges will be invoiced and will appear in the *Segreteria online* a few days after the late payment of the fee. These can be paid in the usual way (see section "How can I pay fees?").

It is possible to request **advanced payment of the surcharge** (before the late payment), provided that the maximum delay (31st day after the due date) has already accrued.

#### USEFUL LINKS

- *Segreteria online* at <https://segreteriaonline.unisi.it/Home.do>

#### WHAT FEE CONCESSIONS ARE AVAILABLE?

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The Fees Regulations include provisions in favour of:

- students with certified civil invalidity equal to or greater than 66% and/or with a recognized handicap pursuant to art. 3, par. 1 and 3 of Law 104/1992 (*art. 22, par. 1*);
- the children of individuals receiving disability pension, pursuant to art. 30 of Law no. 118/71 (*art. 22, par. 2*);
- students who enrol in a programme and apply for DSU (Right to University Education) benefits (*art. 23 Fees Regulations*);
- foreign students who receive study grants from the Italian government (*art. 27, Fees Regulations*);
- students who have been granted or have submitted a request for refugee status or subsidiary protection (*Art. 28, par. 1*) or students, even those not meeting the requirements in said paragraph, who are in situations of particular gravity, as duly assessed by a dedicated University Committee headed by the Delegate for students and researchers from crisis areas (*Art. 28, par. 2*);
- students detained in prisons covered by the Agreement Protocols between the University of Siena and the Tuscany Regional Penitentiary Administration Department (*art. 29 Fees Regulations*);
- students over sixty (*art. 30 Fees Regulations*);
- students who are employees of the University of Siena with a permanent contract or have held a temporary contract for at least the last six months at the time of enrolment, and students who are permanent employees of the Siena University Hospital (*art. 30, par. 2, Fees Regulations*). Similar benefits apply to those registered/enrolled in study programmes under the *PA 110 e lode*<sup>1</sup> agreement;

- students enrolling in the first year of a second-cycle degree programme that is not a single-cycle programme and who were awarded a three-year degree at the University of Siena with a mark of 106/110 or higher by 30 November of the third year of the programme (*in corso*).
  - those who were awarded a degree with a final mark of 110/110 or 110/110 with honours are exempt from paying 20% of the fees due in the first year;
  - those who were awarded a degree with a final mark of between 106/110 and 109/110 are exempt from paying 10% of the fees due in the first year.
- Students simultaneously enrolled in two first- and/or second-level study programmes at the University of Siena may apply for the "simultaneous enrolment" benefit on the second study programme, which consists in exemption from payment of the Regional fee already paid for the first study programme and a 50% reduction in the total amount of university fees due (*art. 6 Fees Regulations*). For benefits relating to simultaneous enrolment see also *art. 25* of the Fees Regulations.

In application of various education agreements approved by university bodies, the University of Siena can extend benefits to certain student categories, regulating them as part of said agreements (*art. 30, par. 3, Fees Regulations*).

As of academic year 2020-2021 the **range for full exemption from payment of fees** 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 has been maintained for academic year 2023/2024.

## WHAT IS THE SOLIDARITY FUND?

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In accordance with budgetary funding, each year the University of Siena sets up a **Solidarity Fund** in favour of students in adequately documented difficult situations, even if temporary. Support, consisting in **partial or total exemption from payment of university fees**, is provided on request and is deliberated by a committee nominated by the Rector.

The following individuals can access the Solidarity Fund:

- students resident in areas affected by earthquakes and/or natural disasters (*art. 32, par. 4*);
- students with disabilities of less than 66%;
- students who have certified disabilities - pursuant to Article 3 paragraphs 1 and 3 of Law 104/1992 - recognised during the course of the academic year;
- students who have a statement of disability equal to or greater than 66% recognized

- during the course of the academic year;
- the children of recipients of an incapacity pension (pursuant to Art. 30 of Law 118/71) recognised during the course of the academic year (*art. 22, par. 3*).

Since these benefits apply to university fees only, the Solidarity Fund cannot cover virtual stamp duty or the regional DSU tax.

The procedures for Funding are governed by a **special annual call** issued by Rectoral Decree and published on the University website. The call may provide for the Fund to be awarded at one or more moments during the academic year, depending on when fees are due.

#### USEFUL LINKS

- Solidarity Fund 2023 (<https://www.unisi.it/fondo-di-solidarieta-2023>)

#### I HAVE APPLIED FOR A SCHOLARSHIP. WHAT SHOULD I DO NOW?

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The call for regional scholarships for AY 2023/2024 is available at <https://www.dsu.toscana.it/web/ardsu/-/borsa-di-studio-e-posto-alloggio-a.a.-2023-2024>, to which students must refer for detailed regulations.

Students who have applied for a DSU Toscana scholarship must enter the data requested by the system on the *Segreteria online* portal during registration/enrolment. Until the final ranking (30 November 2023) is published, said students will be temporarily exempt from payment of university fees due. Nevertheless, they must pay the €16 virtual stamp duty.

Once the DSU Toscana has published the **final ranking** (30 November 2023), scholarships will be officially assigned and the fees due will be determined. The **provisional ranking** published by DSU Toscana has no effect 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):

- students' fees status 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 first instalment of fees, and if they meet requirements, they can **request a refund**. The request for reimbursement of any regional DSU tax paid (€140) must instead be submitted to DSU Toscana itself (see *How can I obtain a refund for university fees?*)

**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 status will remain unchanged if they have not previously obtained the temporary exemption referred to above ;
- if, on the other hand, they had obtained a temporary exemption, the amount to be paid will be reported in the *segreteria online* with a suitable deadline.

A few days after publication of the final ranking by the DSU, students are therefore requested to access their *segreteria online* account to check that the scholarship has been assigned or, if not, to view the payment slip for the first instalments.

#### USEFUL LINKS

- DSU Toscana website <https://www.dsu.toscana.it/>
- *Segreteria online* at <https://segreteriaonline.unisi.it/Home.do>

### I WAS AWARDED A SIX-MONTH DSU SCHOLARSHIP. HOW MUCH DO I HAVE TO PAY IN UNIVERSITY FEES?

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Pursuant to Article 24 of the Fees Regulations, students in receipt of six-month DSU scholarships who have completed the exams (excluding the final exam) by the last exams session of the previous academic year are exempt from payment of the recognition fee.

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

#### USEFUL LINKS

- DSU Toscana website <https://www.dsu.toscana.it/>

### MY SCHOLARSHIP HAS BEEN REVOKED. WHAT SHOULD I DO?

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Withdrawal of the scholarship is recorded in the student's record by the Student Affairs Office following official notification by the Regional Agency for the Right to University Education (ARDSU).

The Office will notify the students of the revocation order through the university email address ... .. [@student.unisi.it](mailto:@student.unisi.it). At the same time, it will generate any fees due on the *segreteria online* platform, with a deadline for payment set at 30 days from notification of the revocation order by the DSU.

## HOW CAN I SUSPEND THE PAYMENT OF UNIVERSITY FEES?

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In actual fact it is more a matter suspending enrolment in AY 2023/2024 by students who believe they will complete all exams in their study plan without making any changes, i.e. they will take their final degree exam, by April 2024.

Conditions for suspension are:

- students enrolled in programmes under university systems prior to Ministerial Decree 509/99 and Ministerial Decree 270/04 (very old system) at the time of application must only have to still discuss their thesis/sit the final exam;
- students enrolled in the systems under Ministerial Decree 509/99 and Ministerial Decree 270/04, on the date of the request, must have obtained all the attendance signatures, if provided for by the degree programme, and lack no more than 30 CFUs, excluding those assigned to the final exam.

As this act pertains to the study programme, the procedure is managed entirely by the appropriate Students and Course Administration Office, which will publish the application form on its website.

## HOW CAN I GET A PAYMENT RECEIPT?

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For tax return purposes, students must self-certify the taxes paid per calendar year. There is a pre-filled form on the *segreteria online* platform (*Segreteria/Certificati*), which students need only date and sign.

Article 40 of Presidential Decree No. 445/2000 (Consolidated legislative and regulatory provisions on administrative documentation), as amended by Article 15 of Law 183/2011, 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 providers, certificates and affidavits are always replaced by declarations pursuant to Articles 46 and 47 of Presidential Decree 445/2000 (Self-certifications and Self-drafted affidavits);
- Certificates to be submitted to private parties must contain the following statement, under penalty of nullity: 'This certificate may not be submitted to public administrations or to private providers of public services'.

Students who nevertheless wish to obtain a receipt or certificate of payment of university fees should contact the appropriate Students and Course Administration Office.

## HOW CAN I OBTAIN A REFUND FOR UNIVERSITY FEES?

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Excess payments made in error will be settled in the manner defined by the University on the web pages of the fees section.

For the moment, please note that, by express provision of the Fees Regulations, the following items are not refundable:

- virtual stamp duty – *art. 2, par. 5, Fees Regulations*;
- the Regional DSU tax - *art. 2, par. 5, Fees Regulations*; Any requests for reimbursement must be submitted directly to the Regional Agency;
- dues for transferring and any fees paid prior to applying to transfer - *art. 11, par. 1 and 3, Fees Regulations*;
- fees and dues paid by those who withdraw from or suspend their studies, whatever the reason - *art. 13, par. 3, Fees Regulations*;
- the fees to sit exams for assessing students' initial preparation - *art. 17, par. 1, Fees Regulations*;
- the fee for sitting exams for admission to programmes with a cap on enrolment - *art. 18, par. 2, Fees Regulations*;
- the fee for taking part in selection procedures for admission to Master's degree programmes - *art. 17, par.3, Fees Regulations*;
- the fee for recognition of a foreign academic qualification - *art. 19, par. 3, Fees Regulations*.

## WHAT ARE THE CONSEQUENCES OF MAKING FALSE STATEMENTS?

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In application of the laws in force, the University of Siena conducts random checks on statements made by students in self-certifications.

Students who submit false statements, theirs or of their family members, in order to obtain subsidies that they do not have a right to, will be required to pay applicable sanctions and the maximum university fees for the type of study programme enrolled in and will forfeit the right to other subsidies for the entire duration of their academic studies. In addition, an administrative fine will be levied against these students, comprising the payment of an amount which is threefold the value of the services unduly accorded, and will lose the right to other benefits for the duration of the study programme, without prejudice to the application of sanctions in accordance with the laws in force in the event of false self-certification.