

# FAQS ON UNIVERSITY FEES AA 2021/2022

by the Students' General Affairs Office

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

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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 the Regulation, on the basis of:

- **the type of degree courses:** humanistic-social (US); technical-scientific (TS); health according to EU legislation. A particular regime is reserved for the Degree Course in Dentistry and dental prosthodontics.
- **the economic situation of the family unit to which they belong** as expressed by the indicator of the equivalent economic situation (ISEE expiring on 31 December 2021) valid for subsidized benefits for the right to university study.
- **the year of enrollment,**
- the **university training credits (CFU)** acquired in the twelve months prior to 10 August 2021.

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.

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

### USEFUL LINKS

The university fees calculation simulator for AY 2021/2022 can be found here:

[https://www.maprin.unisi.it/tasse21\\_22/](https://www.maprin.unisi.it/tasse21_22/)

The university fees calculation simulator for AY 2020/2021 can be found here:

[http://www.maprin.unisi.it/tasse20\\_21/](http://www.maprin.unisi.it/tasse20_21/)

The university fees calculation simulator for AY 2019/2020 can be found here:

[http://www.maprin.unisi.it/tasse19\\_20/](http://www.maprin.unisi.it/tasse19_20/)

The university fees calculation simulator for AY 2018/2019 can be found here:

[http://www.maprin.unisi.it/tasse18\\_19/](http://www.maprin.unisi.it/tasse18_19/)

## WHAT IS THE VALUE OF THE ISEE PARAMETER?

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The ISEE certificate for the right to university study (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 matriculation/enrollment procedure.

On the other hand, to be eligible for the students' tuition fee reduction it will be sufficient

that:

- that a CAF or an accountant issue the certificate ISEE 2021 (the one which expires on 31/12/2021) valid for subsidized services for the right to study.
- that the student authorizes the University, within the computerized enrollment/enrollment procedure, to acquire **the ISEE indicator from the INPS database**. The ISEE value will then be automatically downloaded.

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.
- when the ISEE is loaded, the fees will be recalculated, thus generating a credit for the student.

The student who **denies consent** of recovery from the ISEE data will pay the maximum amount of the all-inclusive contribution foreseen:

- s/he can modify his choice until he has paid the first installment.
- if s/he has paid the first installment s/he can still present the ISEE, which will be inserted 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 2021/2022 is only the one with expiration 31.12.2021.**

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

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There are two alternatives:

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

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

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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.

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 **expiration date of the incorrect attestation**. Please note that for the fees relating to the academic year 2021/2022 it is necessary to have an ISEE with expiry date on 31.12.2021. Attestations with a different deadline will be automatically discarded by the system and cannot be entered in any other way.

The ISEE expiring on 31/12/2021 can no longer be requested beyond the current year.

In this case, the ISEE must be sent to the email address [gestione-tasse@unisi.it](mailto:gestione-tasse@unisi.it) for control.

## **I AM A FOREIGN STUDENT. HOW ARE MY FEES CALCULATED?**

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The method to determine the fees for foreign students varies based on their residence.

For **foreign students residing abroad** who, at the time of matriculation/enrollment, have **denied consent to access the INPS database**, fees are calculated according to the methods provided for by art. 6, paragraph 5, of the Fees Regulations (contribution parametrized to the values of the maximum taxation multiplied by a coefficient determined in relation to the student's citizenship).

For **foreign students residing in Italy** who, at the time of matriculation/enrollment, have **consented access to the INPS database**, the fees are calculated with reference to the ISEE values. If the ISEE value is not available, the fees to be paid will be the maximum.

To date, the University of Siena has not entered into agreements with local CAFs for the issuing of the **equalized ISEE** to students with non-Italian citizenship and for Italian students residing abroad. However, by sending by email (to [gestione-tasse@unisi.it](mailto:gestione-tasse@unisi.it)) the equalized ISEE for the Right to Study, obtained in any of the ways mentioned, will be calculated on the basis of the results of this document.

Any other type of documentation (e.g., foreign documentation certifying income or assets) cannot be taken into consideration for the purposes of determining taxation.

## HOW CAN I PAY MY 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 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 specific 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** (teacher's card) 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, 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, it is necessary to create the voucher on the platform "*carta del docente*" and that you send us the scanning, together with the scanning of the identity document to the email address [gestione-tasse@unisi.it](mailto:gestione-tasse@unisi.it). With the teacher's card it is not possible to pay the virtual stamp duty and the regional tax for the right to study.

### 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 DO I HAVE TO PAY THE FEES?

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In accordance with art. 2, paragraph 2, of the Fees Regulations, the installments relating to the contribution due for the academic year 2021/2022 have the following **expiry dates**:

- The first installment upon registration and in any case not later than 2 November 2021,
- The second installment not later than 20 December 2017.
- The third installment not later than 28 February 2022.
- The fourth installment not later than 2 May 2022.

As specified in the Annual Study Manifesto, enrollments in the first year of non-limited attendance master's degree courses expire on 20 December 2021, together with the 2nd installment.

### **CAN I MAKE PARTIAL PAYMENTS OF ONE INSTALLMENT?**

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

### **HOW COULD I CHECK MY FEES STATUS?**

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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 "**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**

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

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

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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 15ths. 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 at: <https://segreteriaonline.unisi.it/Home.do>

#### WHAT SUBSIDIES ON TUITION FEES ARE AVAILABLE?

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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 the 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. 22 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 60 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<sup>1</sup> referred to in art. 6, Table A, of the Fees Regulations.

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<sup>1</sup> Students belonging to Group 1 are those who:

This exemption range was also maintained for the academic year 2021/2022.

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 to be applied to university contributions, with the Solidarity Fund the virtual stamp and the regional tax for the right to education cannot be exempt, 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%3A0-studenti-tempo-parziale>)
- Solidarity Fund academic year 2020/2021 ([https://www.unisi.it/albo\\_pretorio/bandi/studenti\\_borse/fondo-di-solidarieta%3A0-aa-2020-2021](https://www.unisi.it/albo_pretorio/bandi/studenti_borse/fondo-di-solidarieta%3A0-aa-2020-2021))

#### I HAVE APPLIED FOR A SCHOLARSHIP. HOW SHOULD I ACT?

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The call for regional scholarships for the academic year 2021/2022 will be available on the website of the Regional Agency for the Right to University Education of Tuscany (<https://www.dsu.toscana.it/>) only towards the middle of July.

In the meantime, we continue to draft these FAQs on the basis of the provisions of the

- 
- have been enrolled for a MINOR or EQUAL number of years to the normal duration of the course of study increased by one.
  - in case of enrollment in the 2nd year HAVE achieved, by 10 August of the first year, at least 10 CFU (credits).
  - in case of enrollment in years subsequent to the 2nd, HAVE achieved, in the 12 months prior to 10 August 2021, at least 25 credits.



previous calls. We will update the information once in possession of the 2021/2022 Call.

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 matriculation/enrollment phase. Until the publication of the final shortlist, the student will be temporarily exempt from paying the university fees due. Instead, he will necessarily have to pay the € 16.00 virtual stamp duty.

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

**Scholarship winners** and those who are, in any case, **eligible as per the shortlists are definitively exempt 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, he has not obtained the temporary exemption and has paid the 1st installment of taxes, if the requisites are met, he 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 taxes paid in excess?*)

**For students whose DSU scholarship applications have been rejected**, the 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 (mostly, in past years, 20 December 2021).

A few days after the publication of the final shortlist 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.

#### USEFUL LINKS

- DSU Toscana <https://www.dsu.toscana.it/>
- Call AY 2020/2021 <https://www.dsu.toscana.it/servizi/benefici-agli-studenti/bando-a-a-20202021/>
- Segreteria online (online secretariat) at: <https://segreteriaonline.unisi.it/Home.do>

**I HAVE BEEN AWARDED A SIX-MONTH DSU SCHOLARSHIP: HOW MUCH DO I HAVE TO PAY**

## **AS TUITION FEES?**

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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.

### **USEFUL LINKS**

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

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

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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 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?**

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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 for submitting the application.

## HOW CAN I GET THE RECEIPT OF PAYMENT?

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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 students' and teaching Office.

## HOW CAN I GET A FEES REFUND?

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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.
- taxes and contributions paid before requesting a transfer - *art. 11, paragraph 3, Fees Reg.*
- the taxes 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, Fees 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 carried out through the University online platform - *art. 20, paragraph 3, Fees Reg.*

## **WHAT DO THOSE WHO MAKE FALSE STATEMENTS FACE?**

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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.