UNIVERSITÀ
DI SIENA
1240

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REVIEW OF ENROLMENT FEE CALCULATION

Name and surname: _____
Matriculation number:_____ Italian tax code (Codice Fiscale)_____
Address: _____ _____
_____
Prov. _____ Post code: _____

I hereby request review of the student enrolment fees calculated for academic year _____, on the basis of the information indicated by the online Secretariat / acquired at the Student and course administration office / self-certified for the following instalments on the following grounds:

☐**Second and third instalments**
1) previous university qualifications: ☐ NO   ☐YES:_____
2) final school grade: _____ or degree grade: _____
3) other family member enrolled: ☐YES: matriculation number: _____   ☐ NO
4) course with annual credits different from 60: ☐NO   ☐ YES (**read instructions for calculating merit range)**
5) number of credits earned up to 31st October of each year: _____ **(registered with online Secretariat)**
6) average grade in exams done up to 31st October each year: _____
7) self-certified family income statement ("ISEE"): _____
8) enrolment not up to date with exams ("fuori corso"): ☐NO   ☐YES: since academic year: _____

I have considered the following points that influence the amount:

• Reductions for final school grade cannot be aggregated with other reductions.
• If lump payment of the 2nd and 3rd instalments is requested, the discount of €75 onlyapplies if a 3rd instalment is envisaged; the request cannot be revoked.
• Reductions for another family member enrolled are only admissible for one person and cannot be aggregated with other reductions, nor do they apply in the absence of a 2nd instalment.
• An average <25/30 on 31st October of each year excludes any reduction of 3rd instalment on the grounds of merit.
• Students not up to date with exams ("fuori corso") are not eligible for reduction of 3rd instalment on the grounds of merit.
• Students not up to date with exams ("fuori corso") are not eligible for reduction of 2nd instalment on the grounds of income as follows:
First cycle degree: from 4th year "fuori corso"; second cycle degree (laurea magistrale): from 3rd year "fuori corso"; long single cycle degree: from 5th year "fuori corso"; degrees prior to D.M. 509: no reduction.

and report the following error in the calculation:
_____
_____

I therefore claim that the correct amount is € _____

☐ **Second instalment**
1) other family member enrolled: ☐ YES: matriculation number _____ ☐   NO
2) self-certified family income statement ("ISEE"):   _____
3) enrolment not up to date with exams ("fuori corso"): ☐NO   ☐YES: since academic year: _____

I have considered the following points that influence the amount:

- Reductions for another family member enrolled are only admissible for one person and cannot be aggregated with other reductions, nor do they apply in the absence of a 2nd instalment.
- Students not up to date with exams ("fuori corso") are not eligible for reduction of 2nd instalment as follows:
  First cycle degree: from 4th year "fuori corso"; second cycle degree (laurea magistrale): from 3rd year "fuori corso"; long single cycle degree: from 5th year "fuori corso"; degrees prior to D.M. 509: no reduction.

and report the following error in the calculation:
_____
_____

I therefore claim that the correct amount is € _____

☐**Third instalment**
1) final school grade: _____ (Year 1 of first cycle degrees and long single cycle degrees)
1) previous university degree: ☐NO   ☐ YES:_____
2) course with annual credits different from 60: ☐ NO   ☐YES (**read instructions for calculating merit range**)
3) number of curriculum credits at 31st October each year: _____ **(registered with online Secretariat)**
4) average grade for exams done by 31st October each year: _____
5) enrolment not up to date with exams ("fuori corso"): ☐ NO   ☐ YES: since academic year _____
6) graduation grades: _____(Year 1 of second cycle degree (laurea magistrale))

I have considered the following points that influence the amount:

- Reductions for final school grade cannot be aggregated with other reductions.
- Average <25/30 on 31st October each year excludes any reduction of 3rd instalment on the grounds of merit.
- Students not up to date with exams ("fuori corso") are not eligible for a reduction of 3rd instalment on the grounds of merit.
- Students enrolled in Year 1 of long single cycle degree / second cycle degree (laurea magistrale) courses are not eligible for reduction of 3rd instalment on the grounds of merit.
- Students enrolled in Year 1 of second cycle degree (laurea magistrale) courses and only holding a first cycle degree are eligible for a reduction on the grounds of graduation grade merit as established by art. 8 of the Fees Regulation.

and report the following error in the calculation:
_____
_____

I therefore claim that the correct amount is € _____
I enclose:
- copy of passport/identity card
I authorise use of the present data for the purposes for which it was requested:

Signed _____

- I have read the Fees Regulation of Siena University and in particular the points influencing determination of the student fees due.

N.B.:
• This form must be sent by email to gestione-tasse@unisi.it from an institutional email address (student.unisi.it) only.
• Incomplete applications will not be considered.
• If **correction of data on the online Secretariat** is necessary, fees can only be recalculated after **student history data and data necessary for fee calculation** have been corrected **by the Student and course administration office.**
• **Application for review of student fees does not suspend the deadline for payment.**

Signed _____
Place _____ date _____

INSTRUCTIONS FOR ADJUSTMENT OF MERIT RANGES

The student is required to know the maximum number of credits (CFU) possible for the current year of the course on which he/she is enrolled. This information is also available from the Student and Course Administration Office of the relevant Department.
The adjustment of the merit ranges is based on the relation   M:V=M1:V1 and is calculated by the formula:
V1=(M1*V)/M
where **M** is the maximum number of credits obtainable for the year of enrolment in courses with 60 credits/year (e.g. 60 in Year 1 to calculate the merit of Year 2, 120 at Year 2 to calculate the merit of Year 3, etc.)
M1 is the maximum number of credits obtainable for the year of enrolment in courses with credits different from 60 per year (e.g. 57 in Year 1 to calculate the merit of Year 2, 123 at Year 2 to calculate the merit of Year 3, etc.)
V is the value in the merit range table
V1 is the value in the adjusted merit range table.

N.B. All credits earned and the value of the adjusted range must be rounded off to the whole number immediately below.
Example: A student enrolled in Year 3 of a course (**considers the sum of the credits earned by 31st October, i.e. earned in previous years, i.e. Years 1 and 2**) expects to earn 110 credits instead of 120 credits (maximum number of credits that can be earned before enrolment in Year 3)

M=120, M1=110, V=90 (value in the merit range table, Year 3 "up to 90"),   V1=82 (up to 82)

thus for the student, Table C of the Fee Regulations will have the following adjusted merit ranges:

Credits earned by 31st October	Courses Table A point 1	Science courses Table A points 2 and 3
Year 3		
up to 82	€ 618	€ 742
83 – 91	€ 464	€ 556
92 – 100	€ 309	€ 370
101 – 105	€ 154	€ 186
106 and over	€ 0	€ 0