ANNEX TO THE REGULATIONS

1. HOW TO APPLY FOR REDUCED STUDENT FEES

To obtain a fees reduction based on your ISEE for University, which effectively means a reduction or reimbursement of the second and third fee instalments, you need to submit an application by completing the Benefits Application Form (‘DUB’). 

Use this form to apply for any of the following:
- Student fees reduction
- Regional bursary for university studies
- 150-hour student collaboration

You should select all the benefits you wish to apply for on one single form. If you are applying for more than one benefit, please note carefully whether they have different application deadlines. Since you should complete only one application form for each academic year, you will need to submit it in time to meet the earliest relevant deadline.

For example:
- 150-hour student collaboration (deadline 30/09/17 at 1:00 pm) + fees reduction (deadline 16/10/17 at 1:00 pm) = your application is due by 30/09/17 (1:00 pm) at the latest.

To be able to apply for benefits, you must do all of the following by 16th October 2017 (1:00 pm) at the latest (if requesting a fees reduction only):

a. Request an ISEE statement for the purpose of university bursaries 2017 or an ISEE Equivalent (see Point 3 of this Annex).

To request an ISEE statement for the purpose of university bursaries, you must complete a Substitutive Declaration (‘DSU’) regarding information about your family unit and each of your family member’s income and assets. This can be completed from the ‘online services’ section of the INPS website (www.inps.it) or with the help of a Tax Assistance Centre (CAF) or qualified professional.

If two or more students belong to the same family unit, to obtain a fees reduction the ISEE statement must include the following text: “si applica alle PRESTAZIONI AGEVOLATE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO” [“for the purpose of university bursaries”] followed by the students’ respective tax numbers (codici fiscali).

The university shall only accept ISEE for University statements referring to the 2017 solar year, i.e. those requested between 01/01/17 and 16/10/17. For this purpose, the date marked on the DSU receipt will be used.

ISEE for University statements requested after the DUB application deadline, and ordinary ISEE statements, will not be considered.

Please check that there are no omissions or errors on your ISEE statement. If information is missing or if there are any mistakes, a new DSU containing the missing information or corrections must be presented promptly (and in all cases by 30/12/17) or otherwise the penalties specified in Art. 8 of the Regulations for verifying applications for university bursary and scholarship benefits shall apply.

Corrections to the ISEE for University statement may be accepted after the application deadline as long as the correction to the ISEE for University (not the ordinary ISEE) statement was requested BEFORE the application deadline.

You do NOT need to submit a hard copy of your ISEE for University statement to the University of Verona.

b.1 STUDENTS OR FUTURE STUDENTS OF BACHELOR’S DEGREES, MASTER’S DEGREES OR COMBINED BACHELOR’S+MASTER’S DEGREES

Submit your fees reduction application by completing the online Benefits Application Form from 19th July 2017. The form is available on your ESSE3 personal page – SEGREGTERIA (Administration Office) (https://univr.esse3.cineca.it/Start.do). Log in with your GIA details if you
are already a registered student, otherwise use the provisional login you were given when you first registered for the university’s online services. By completing and submitting the form, you give the university permission to receive all the details of your ISEE For University Bursaries directly from INPS. After completing the application, it needs to be CONFIRMED DEFINITELY or else it is not valid. As a receipt, you should print and keep a copy of the completed application. The computer system will also send a receipt to your email address (.....@studenti.univr.it), which you should keep as proof that your application was submitted. Students intending to enrol for the first year of a limited entry degree or a degree programme with an admission exam, and students transferring from another university who wish to apply for these benefits, must first register for the university’s online services and then submit their application by 16th October 2017 at 1:00 pm (or the earliest deadline, if applying for benefits with different application dates).

Please note that when completing the DUB, students do not need to include the amount printed on their ISEE for University statement.

Paper copies of the ISEE for University should not be submitted to the university; the university obtains the information it requires by accessing the INPS database directly.

If you wish to make any:

- requests to change the information given in the DUB form; and/or
- reports regarding technical problems attributable to the university (system malfunctions) that prevent you from submitting the application via the web in the 24 hours before the deadline,

these must be communicated using the specific change request form or form to report technical problems in one of the following ways:

- Email benefici@ateneo.univr.it from your university email account (.....@studenti.univr.it); or
- Only if you do not have a university email account yet, then from your personal email account, attaching a copy of the front and back of your ID document.

This must be submitted by 16th October 2017 at 1 pm (the same deadline as for DUB applications) OR the earliest applicable deadline if applying for benefits with different deadlines.

Applications submitted by any method not mentioned above will NOT be considered.

b.2 PhD OR MEDICAL POSTGRADUATE SPECIALISATION STUDENTS/FUTURE STUDENTS
You must use a specific Benefits Application Form (DUB): either the “DUB – Medical Postgraduate Specialisation 2017-2018” or the “DUB – PhD 2017-2018” which is available in pdf format at www.univr.it/benefici. This must be completed, signed and submitted to the University of Verona by the following deadline:

<table>
<thead>
<tr>
<th>Medical Postgraduate Specialisations</th>
<th>First year* students</th>
<th>Within 30 days of the course start date established by Ministerial Decree**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-first year* students</td>
<td></td>
<td>By 16th October 2017 at 1:00 pm</td>
</tr>
<tr>
<td>*N.B. Please refer to the academic year of registration on the documents issued by the administration office</td>
<td></td>
<td>**First year students should also complete a fees reduction application for the following year, available at <a href="http://www.univr.it/benefici">www.univr.it/benefici</a></td>
</tr>
<tr>
<td>PhDs (for regional fees reductions only)</td>
<td></td>
<td>By 16th October 2017 at 1:00 pm***</td>
</tr>
<tr>
<td></td>
<td></td>
<td>***Or the earliest applicable deadline, if applying for benefits with different deadlines</td>
</tr>
</tbody>
</table>
Applications must be submitted in one of the following ways:

- From your own personal Certified Email Account (PEC) or university email account (….@studenti.univr.it) to the email address: ufficio.protocollo@pec.univr.it, attaching a copy of your ID document. Applications sent from any other email address will not be accepted.

- In person to the University Scholarships and Grants Office (Via Vipacco 7, 37129 Verona) by 1:00 pm on the deadline specified above, attaching a copy of your ID document. If the application is delivered by another person (not the applicant), the following must also be attached:
  - A document signed by the applicant, delegating the other person as the deliverer of the application and its attachments;
  - A copy of the applicant's and the deliverer's ID document.

- Registered post with receipt of delivery to: University of Verona, via dell'Artigliere 8, 37129 Verona. The post office stamp date will be noted as the application submission date. The university takes no responsibility for missing applications by post, so students are advised to send their application with some kind of proof of submission, attaching a copy of their ID document.

Applications that are incomplete, received after the deadline or sent by any means not specified above will not be accepted.

ATTENTION

- Students who do not submit an application for reduced student fees shall pay the full fees for their degree programme.
- The DUB benefits application for reduced student fees is valid only for the academic year for which it is submitted.
- Claiming to have forgotten or to have not known the procedure and deadlines for requesting these benefits shall not be considered acceptable excuses.

2. FINANCIAL SITUATION REQUIREMENTS TO BE ELIGIBLE FOR REDUCED STUDENT FEES

On 1st January 2015, the provisions of Prime Ministerial Decree no. 159 of 05/12/2013 and following amendments and additions and the Decree of the Ministry of Labour and Social Policy of 7th November 2014 came into force. These specify new ISEE calculation rules and new procedures for issuing statements.

For the purpose of reduced student fees and regional taxes, the student’s family unit is defined as set out in Prime Ministerial Decree no. 159 of 5/12/2013, particularly Article 8. If the student does not live with their parents, the applicant is still considered a member of their parents’ family unit unless both of the following conditions are true:

a) the student has been living away from their parents’ home, in accommodation not owned by a family member, for at least two years before applying to enrol for the first time in each degree programme;

b) the student has had an income of at least €6,500 declared under a family unit of one person for at least the past two years.

Even if the students’ parents do not live together, they may be considered part of the same family unit as defined by Art. 3(2) of Prime Ministerial Decree no. 159/2013 except in the cases cited in Art. 3(3) of the same Prime Ministerial Decree if they are married, or in the cases cited in Art. 7(1) of the same Prime Ministerial Decree if they are not married. For the cases referred to in Art. 7(1) of the aforementioned Prime Ministerial Decree, the ISEE statement will include an extra component which is calculated based on the single parent’s financial situation according to the procedures set out in Appendix 2(2) of the same Prime Ministerial Decree.

For PhD programmes, the student’s family unit is based solely on the financial situation of the applicant, plus their spouse and any children, as set out in Art. 3(2) and (5) of Prime Ministerial Decree no. 159/2013, and in any case without prejudice to the possibility of the applicant constituting a family unit as per the ordinary rules in Art. 3 of the aforementioned Prime Ministerial Decree. Pursuant to Art. 8(3) of Legislative Decree no. 68 of 29/03/2012, the financial situation of foreign students or Italian students who reside abroad is defined according to the Equivalent Economic Situation Indicator (ISEE) abroad, calculated as the sum of the income earned abroad and 20% of the assets owned abroad, evaluated in the same way based on the average exchange rate of the euro in the reporting year, defined by Ministry of Finance decree under Art. 4(4) of Decree Law no. 167 of 28/06/1990, converted with modifications by Law no. 227 of 04/08/1990.
3. ISEE EQUIVALENT (Italian/foreign students residing abroad or non-independent students residing in Italy whose family unit resides abroad)

To apply for a student fees reduction,
  – Italian students who do NOT reside in Italy; and
  – foreign students residing in Italy who are NOT independent and whose family unit resides abroad
should request an ISEE EQUIVALENT statement ("Indicatore Parificato Universitario" or “ISEE PARIFICATO”).

To obtain the ISEE Equivalent statement, students need to make an appointment at one of the Tax Assistance Centres (CAF) listed at: www.univr.it/benefici.

At the CAF, students must present the documents indicated in the “LIST OF DOCUMENTS TO SUBMIT TO THE CAF TO CALCULATE THE ISEE EQUIVALENT”, which can be viewed at: www.univr.it/borsedistudio.

Without these, the CAF will not be able to calculate the ISEE equivalent.

The ISEE EQUIVALENT statement will be sent electronically to the university directly by the CAF. Students do NOT need to submit a hard copy of the statement to the University.

Please remember that to obtain a student fees reduction, it is the student’s responsibility to submit a completed DUB as stated in Point 1 of this Annex.

4. PAYMENT OF FEES – HOW AND WHEN

STUDENTS/FUTURE STUDENTS OF BACHELOR’S DEGREES, MASTER’S DEGREES OR COMBINED BACHELOR’S+MASTER’S DEGREES

Your fees should be paid as follows:

FIRST INSTALMENT

✓ FIRST YEAR STUDENTS (for the first instalment only) using the printable payment form directly from the online pre-enrolment procedure, which must be attached to the enrolment application as proof of payment before enrolling. Payment deadline: 16th October 2017 unless different payment terms are stated in the application announcement for limited entry degrees/degrees with an entry test or for students transferring from another university.

✓ NON-FIRST YEAR STUDENTS: using the MAV on Demand form, available only by downloading it from your personal account at ESSE3 online: https://univr.esse3.cineca.it/Home.do. Log in using your username and password, click the link “Segreteria” and go to the "Payments" section. Payment deadline: 16th October 2017.

SECOND AND THIRD INSTALMENTS

✓ The MAV form for the second instalment, due on 31st March 2018, will be available from the beginning of March 2018.
✓ The MAV form for the third instalment, due on 31st May 2018, will be available from the beginning of May 2018.
✓ A reduction/reimbursement may be available for the second instalment, ONLY if the procedure described in Point 1 of this Annex is followed fully and correctly.

A late payment fee of €20.00 will be charged for payments received after the deadlines specified above.

If there any problems printing the MAV on Demand form, please contact your relevant Student Administration Office. (The “Didattica e Studenti” unit of your specific degree programme).

PLEASE NOTE

Exams that a student has passed may be cancelled from their records if their student fees are not paid on time. (The student will be given advance notice of the exam record cancellation and will be informed that the exam can be retaken only after payment of all their student fees.)

PHD OR MEDICAL POSTGRADUATE SPECIALISATION STUDENTS/FUTURE STUDENTS
PhD and Medical Postgraduate Specialisation students/future students should refer to the deadline given in the announcement of their specific study programme.
If there any problems printing the MAV on Demand form, please contact your relevant Student Administration Office.

A late payment fee of €20.00 will be charged for payments made after the deadlines specified above.

5. HOW TO CALCULATE STUDENT FEES FOR ISEE STATEMENTS > €30,000 (ART. 7 of the REGULATIONS)

For students whose ISEE for University statement is between €30,000.01 and €55,000 inclusive, the fees are determined in proportion to the amount stated on the ISEE for University, using the following formula:

[minimum fee for the relevant band + (ISEE for University submitted by the student – €30,000.01) x band coefficient]

The band coefficient is determined as follows:
(Maximum fee for the relevant band) / (€55,000.00 – €30,000.01)

EXAMPLE:

A full-time student who fulfils the merit requirements but has been enrolled at university for longer than the normal duration of their degree programme + 1 year, whose ISEE for University falls into Band B at €35,000.00, would calculate their fees as follows:
Band coefficient: (€1,913.00 – €1,491.76) / (€55,000.00 – €30,000.01) = 0.01685 (*)
Student fees: [€1,491.76 + (€35,000.00 – €30,000.01) x 0.01685] = €1,576.01
The total fees to be paid by the student for the year amount to €1,576.01.
First instalment: €150 deposit (plus €16 stamp duty and €125 regional study tax deposit)
Second instalment: €713.01 (plus remaining regional study tax)
Third instalment: €713.00.

*for calculating student fees, the coefficient to 5 decimal places is used.

6. HOW TO CALCULATE STUDENT FEES FOR POSTGRADUATE SPECIALISATIONS (ART. 13 of the REGULATIONS)

For students whose meet the financial situation conditions with an ISEE for University statement of €0.00–€30,000.00, fees are determined proportionately according to the student's ISEE for University statement, using the following formula:

[€310.00 + (coefficient x amount on the ISEE for University statement submitted by the student)]

The coefficient is determined as follows:
(Maximum fee – €310.00) / €30,000.00

EXAMPLE:

A student with an ISEE for University statement of €25,000.00 would calculate their fees as follows:
Coefficient: (€1,800.00 - €310.00 ) / €30,000.00 = 0.04967 (*)
Student fees: [€310.00 + (0.04967 x €25,000.00)] = €1,551.67

*for calculating student fees, the coefficient to 5 decimal places is used.

7. HOW TO CALCULATE THE REGIONAL STUDY TAX

Please note that a contribution of €125 towards the regional study tax must be paid together with your first instalment for the 2017-2018 academic year.
The regional study tax is scaled in relation to the financial position of your family unit as determined by your ISEE for University statement, in accordance with the following table:
<table>
<thead>
<tr>
<th>ISEE for University band</th>
<th>Regional study tax due</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAND A</td>
<td>from €0.00 to €15,748.78</td>
</tr>
<tr>
<td></td>
<td>from €125.00 to €144.99</td>
</tr>
<tr>
<td>BAND B:</td>
<td>from €15,748.79 to €31,497.56</td>
</tr>
<tr>
<td></td>
<td>from €145.00 to €165.99</td>
</tr>
<tr>
<td>BAND C:</td>
<td>from €31,497.57 or no fees reduction application submitted</td>
</tr>
<tr>
<td></td>
<td>€166.00</td>
</tr>
</tbody>
</table>

### Band A regional tax:

For students with an ISEE for University statement in **Band A**, the regional tax is determined proportionally according to the ISEE for University statement using the following formula:

\[
[€125.00 + (\text{Band A coefficient} \times \text{amount on the ISEE for University statement submitted by the student})]
\]

The coefficient for Band A of the ISEE for University is determined according to the following formula:

\[
\frac{(€144.99 – 125.00)}{15,748.78} = 0.0012693047
\]

### Band B regional tax:

For students with an ISEE for University statement in **Band B**, the regional tax is determined proportionally according to the ISEE for University statement using the following formula:

\[
[145.00 + (\text{student’s ISEE for University amount} – 15,748.79) \times \text{Band B coefficient}]
\]

The coefficient for Band B of the ISEE for University is determined according to the following formula:

\[
\frac{(€165.99 – €145.00)}{(€31,497.56 – €15,748.79)} = 0.0013328025
\]

### Regional tax calculation examples:

**Band A regional tax for a student with an ISEE for University statement of €10,000.00:**

The total regional tax due for the year is:

\[
[€125.00 + (€10,000.00 \times 0.001269305)] = €136.69
\]

When paying the second instalment, the student will pay the remaining regional tax of €11.69 (= €136.69 – €125.00 already paid) in addition to any other fees.

**Band B regional tax for a student with an ISEE for University statement of €23,000.00:**

The total regional tax due for the year is:

\[
[€144.00 + (€23,000.00 – 15,748.79) \times 0.001269305)] = €153.20
\]

When paying the second instalment, the student will pay the remaining regional tax of €28.20 (= €153.20 – €125.00 already paid) in addition to any other fees.

**Band C regional tax for a student with an ISEE for University of €31,497.56 or students who do not submit a fees reduction application:**

The total regional tax to be paid for the year is €165.00

When paying the second instalment, the student will pay the remaining regional tax of €41.00 in addition to any other fees.

**PLEASE NOTE:** The regional study tax can be recalculated based on the student’s ISEE for University statement only if they submit a fees reduction application by 16th October 2017 (1:00 pm) or the earliest deadline if applying for several benefits with different deadlines.