



UNIVERSITÀ
DI TORINO

Sezione Diritto allo Studio (Tuition Fees Office)

F.A.Q.

N.B.: The following FAQs are valid exclusively for enrolment in **First and Second Level Study Programs**, namely:

- Bachelor Degree Programs
- Postgraduate Degree Programs
- 5-year or 6-year postgraduate degrees

If, **after consulting the FAQs**, you need to **submit** a **ticket** to Sezione Diritto allo Studio (Tuition Fees Office), please follow these steps:

hdstudenti.unito.it > **Visualizza ticket esistenti** (View existing tickets) >

Invia un ticket (Submit a ticket) > **Categoria:** "Sezione Diritto allo Studio (ex Ufficio Tasse e Accertamenti)"

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University Contribution and Fees

❖ How are the tuition fees to be paid for a.y. 2023-2024 composed?

- **ENROLMENT FEE**

The amount of the first instalment to be paid **at the moment of matriculation/enrolment** includes:

- **€ 16.00**: duty stamp
- **€ 140.00**: regional fee for university study right

The first instalment does not change based on ISEE or GDP per capita at PPP, however, there are **exemptions for special cases**. You can consult them in the [Contribution and Tuition Fees Regulation a.y. 2023-2024](#).

- **FULL-COMPREHENSIVE CONTRIBUTION**

For all study courses, a full-comprehensive contribution ("contributo onnicomprensivo unico": **COU**) is foreseen to cover the costs of educational, scientific and administrative services.

The amount of the **COU** varies from **€ 0.00 to € 3,040.00** depending on:

- the student's **commitment (full time or part time)**, to be chosen when compiling the career plan;
- the student's **year of enrolment**;
- **merit requirements** stated in art. 3.1 of the [Contribution and Tuition Fees Regulation](#);



- **the financial and assets status of the student**, as determined only by the ISEE Universitario or, for international students, by the ISEE Parificato or the CAPITA GDP IN PPP FORM.

You can calculate the amount of the **COU** for a.y. 2023-2024 here: [Fees and Contributions Simulator](#)

- **ADDITIONAL CONTRIBUTION**

Additional contributions are foreseen only for the study courses listed in art. 2 and 6 [Contribution and Tuition Fees Regulation a.y. 2023-2024](#)

You can calculate the amount of the additional contribution for a.y. 2023-2024 here: [Fees and Contributions Simulator](#)

❖ What are the main deadlines related to payments for a.y. 2023-2024?

- **FIRST INSTALMENT**

- by **5th October 2023** for enrolment in years subsequent to the first year
- by **5th October 2023** for enrolment in all degree courses and 5-year/6-year postgraduate degree programs without restricted number of places (with free admission) *



- by **19th January 2024** for enrolment in **postgraduate** degree programs **without restricted number** of places (with free admission) *
- **consult the individual announcements of competition** for enrolment on courses with **restricted number of places** *
- **SECOND INSTALMENT**
 - **30th November 2023** for the majority of students
 - **31st January 2024**, solely for students:
 - enrolled for the first year of **postgraduate degrees** completing the **enrolment after the 2nd November 2023**;
 - with a **foreign qualification who enrol on a first a.y.** of an undergraduate/postgraduate degree/5-year or 6-year postgraduate degrees.
- **THIRD INSTALMENT**
29th March 2024
- **FOURTH INSTALMENT**
31st May 2024

For enrolment in years subsequent to the first year and for the second, third and fourth instalments, payment made after the due dates is charged with the **late payment penalty**:

- **€40.00** late tuition fee payments **within 30 days**;
- **€100.00** late tuition fee payments **after 30 days**.



* **Late payment is not allowed** for **matriculation** to any Course of Study: in these cases, the payment deadline is to be considered mandatory.

❖ How much is the penalty for late payment of instalments for a.y. 2023-2024?

- **€ 40.00** late tuition fee for payments **within 30 days;**
- **€ 100.00** late tuition fee for payments **after 30 days;**
- **€ 40.00** for each expired instalment, only for those enrolling after a **suspension/recognition** and who must pay late more than one instalment

❖ What should I do if I do not see the payment notice to pay an instalment?

Whether it is:

- the **first instalment** of years subsequent to the first year

You may have:

- **open debt positions** with the University: contact the **Segreteria degli studenti** (Students Registry Office)



- agreed on an **instalment plan** of past debt: contact the **Sezione Diritto allo Studio** (Tuition Fees Office)
- the **second, third or fourth instalment**

The instalment may not be due based on some forms of **exemption and reduction** applicable.

We remind you that you can calculate the amount of the COU for a.y. 2023-2024 here: [Fees and Contributions Simulator](#)

You can however **contact** the Segreteria Studenti (Students Registry Office) or the Sezione Diritto allo Studio (Tuition Fees Office) **for any check**.

❖ What should I do if an instalment amount is abnormal?

If you have any questions about whether an amount is congruent with your position, contact the **Sezione Diritto allo Studio** (Tuition Fees Office) as soon as possible.

You can open a **ticket** or **call** 011.6709902 active Monday through Friday, 9 a.m. to 12 a.m.

We remind you that you can calculate the amount of the COU for a.y. 2023-2024 here: [Fees and Contributions Simulator](#)

❖ What is the amount of the first instalment for the academic year 2023-2024?

The amount of the first instalment to be paid **at the moment of matriculation/enrolment** includes:

- **€ 16,00**: duty stamp, virtually paid at the moment of enrolment
- **€ 140,00**: regional tax for university study right

The first instalment does not change based on ISEE or GDP per capita at PPP, however, there are exemptions for special cases. You can consult them in the [Contribution and Tuition Fees Regulation a.y. 2023-2024](#)

❖ What is the full-comprehensive contribution for A.Y. 2023-2024?
How is it calculated?

For all study courses, a full-comprehensive contribution (**COU** – “contributo onnicomprensivo unico”) is foreseen to cover the costs of educational, scientific and administrative services.

The amount of the **COU** varies from **€ 0.00 to € 3,040.00** depending on:

- the student's **commitment (full time or part time)**, to be chosen when compiling the career plan;
- the student's **year of enrolment**;
- **merit requirements** stated in art. 3.1 of the [Contribution and Tuition Fees Regulation](#);



- **the financial and assets status of the student**, as determined only by the ISEE Universitario or, for international students, by the ISEE Parificato or the CAPITA GDP IN PPP FORM.

You can calculate the amount of the COU for a.y. 2023-2024 here: [Fees and Contributions Simulator](#)

The formulas applied to calculate the COU can be found in Articles 2 and 3.1 of the [Contribution and Tuition Fees Regulation a.y. 2023-2024](#)

Please note that the COU **does not include the first instalment**.

❖ What career consequences does missing a penalty payment have?

If you have any penalty to be paid, you cannot make any career acts, including:

- registration for the **following academic year**
- registration for **exam dates**
- **registration** of exams already taken
- submission of **graduation application**
- **closing** your career
- printing of **certifications** from MyUnito

Missing full or partial payment of a.a. 2023-2024 contribution does not deny access to a.a. 2022-2023 graduation sessions.



❖ Do late payment penalties have a deadline by which they must be paid?

No, but if you do not pay them before **September** you will incur a **career block** that prevents you from registering for the following a.y. year.

In that case to unblock your a.y. registration you will have to settle the debt and contact your **Student Registry Office**.

❖ I have not complied with my tuition payment. What are the career consequences of debt positions?

If you have open debt positions of any kind (student contribution, late payment penalty, return of international mobility scholarship, honor loans, etc.), you cannot make any career acts, including:

- registration for the **following academic year**
- registration for **exam dates**
- **registration** of exams already taken
- submission of **graduation application**
- **closing** your career
- printing of **certifications** from MyUnito

Missing full or partial payment of a.a. 2023-2024 contribution does not deny access to a.a. 2022-2023 graduation sessions.



❖ Are there any student contribution exemptions for special cases?

Yes, there are exemptions for **specific cases**. You can refer to them in Art. 3 of the [Contribution and Tuition Fees Regulation a.y. 2023-2024](#)

❖ How to make payments?

Log in to unito.it > Login > Fees and select your preferred payment method from those available.

According to new Italian regulation, **starting from June 30th, 2020 all payments for Public Administrations** must be made through the **electronic system PagoPA**. (art. 65, co. 2, del D.Lgs n. 217/2017 as last modified by D.L. n. 162/2019 - Decreto Milleproroghe).

Payment Service Providers (PSPs), such as banks, postal services, payment institutions, and any other authorized entities, may apply **fees** to payments.

Payments previously issued via Payment Slip (MAV) or through domestic wire transfers in Italy are **no** longer accepted.

However, it is still possible to make payments through international wire transfers.

Read carefully the Guidelines to make your payments with pagoPA:

[Guidelines to make your payments with pagoPA](#)



❖ How can I make a PagoPA payment?

From the list **Elenco Tasse**, click on the **receipt number** that you wish to pay.

You can now choose between **two types of payment**:

- **Stampa Avviso per PagoPA**

A **PDF file** is downloaded with all the codes necessary to pay through several ways, for example:

- home banking (section payments CBILL/PagoPA)
- several app for payment (es. Satispay)
- tobacconist's shop and in general at shops of Mooney, Lottomatica and ITB
- bank offices
- ATM counters

- **Paga online con PagoPA**

You will be **led to the page** to access **the service**. Follow the instructions to make the payment out.

Read carefully the Guidelines to make your payments with pagoPA:

[Guidelines to make your payments with pagoPA](#)

❖ I clicked the button "Paga online con PagoPA" but the payment try was not successful. Is there another opportunity to pay?

Instead of clicking on the button "Paga online con PagoPA" already used, select the other: "Stampa Avviso per PagoPA", and follow the instructions, described in the previous paragraph.

A **PDF file** is downloaded with all the codes necessary to pay through several ways, for example:

- home banking (section payments CBILL/PagoPA)
- several app for payment (es. Satispay)
- tobacconist's shop and in general at shops of Mooney, Lottomatica and ITB
- bank offices
- ATM counters

❖ I have just tried to pay but the payment was not successful. Now the buttons "Paga online con PagoPA" and "Stampa Avviso per PagoPA" are not available. Why?

If a payment procedure is interrupted, the "Paga online con PagoPA" and "Stampa Avviso per PagoPA" might be not available for **30 minutes**. During this period of time, it is recommended that you do not try again, do not recharge the page, otherwise the whole time of the buttons for the payment can rise.



❖ How do I contact PagoPA support?

You can contact PagoPA support here: pagopa.gov.it/it/assistenza

❖ I clicked the “Stampa Avviso per PagoPA” button but another payment notice that I had previously downloaded opened instead. How can I view the correct payment notice?

Delete or rename the old payment notices in the Downloads of the device that you are using; then, return to the payment you need to pay and click again on “**Stampa Avviso per PagoPA**” (“Print Notice for PagoPA”).

❖ I am paying through the home banking, I copied the Codice Avviso (Payment Notice Code) on the payment notice, but it is not recognized. Why?

Please note that the Codice Avviso (Payment Notice Code) must be entered **without spaces** between the digits.



❖ I am paying through the home banking but it is required a code with a name, different from the one on the notice of payment that I downloaded. Which code do I need to enter?

Some payment procedures may use different terms, for example:

- "Codice Azienda" o "Codice SIA" = **CBILL code**
- "Beneficiario" = **Tax Code of the Creditor Entity**
- "Codice IUUV" o "Codice Pagamento" = **Payment Notice Code**

❖ Can I make payments by bank transfer?

It is not possible to make student contribution payments by bank transfer directly to the University account, except for transfers from foreign bank accounts.

If you need to make a payment by **international transfer**, contact the **Sezione Diritto allo Studio** (Tuition Fees Office) by ticket.

Contribution reduction and exemption

❖ How to benefit from the exemption/reduction of contributions?

International students

If you are a student

- **resident abroad**, *unless* you are:
 - **registered with AIRE and married to a citizen resident in Italy**or
 - **registered with AIRE and your family members are resident in Italy**or
 - **resident in Italy**, but you do **not meet the independence requirements** pursuant to art. 8 of DPCM 159/2013 **and your family members are resident abroad**

you can **choose to request a reduction** for the full-comprehensive contribution based on:

- **the ISEE Parificato**
- or
- **the GDP** per capita at Purchasing Power Parity (PPP) of **the country in which you or your parents are resident**



Non-international students

If you are a student:

- **resident in Italy** and you meet the independence requirements
- or
- **resident in Italy** and you **do not meet the independence requirements**, but **your family members are resident in Italy**
- or
- **resident abroad**, registered with **AIRE** and **married to a citizen resident in Italy**

you have to **request an ISEE Universitario** in order to benefit from full-comprehensive contribution reduction.

For full details, please refer to the next FAQs and Article 4 of the [Tuition and Fees Regulation for the academic year 2023-2024](#).

❖ How to benefit from the reduction based on the ISEE Universitario?

The ISEE Universitario can be requested in two ways:

- through the procedure available online from **INPS website**
- by asking to a **CAF** (Fiscal Assistance Centre)

The University of Turin offers you an [online service](#) to facilitate the request of the ISEE Universitario, the ISEE Corrente and ISEE corrections.



This **free service** is dedicated to UniTo students with an account @edu.unito.it.

It can take **several weeks to obtain** the ISEE Universitario, so we recommend that you apply for it now.

In order to pay a contribution calculated according to your economic situation, you must request an **ISEE Universitario**:

- by **22nd November 2023**: in order to get in time the right amount of the full-comprehensive contribution according to your economic situation and not to pay the penalty
- from 23rd November 2023 to **22nd February 2024**: by paying a penalty of **150.00 €**.

Your ISEE Universitario must report the following definition: "**Si applica alle prestazioni agevolate per il diritto allo studio universitario in favore di: codice fiscale studente**" (translated: "to be applied to social benefits for the right to academic study in favour of: fiscal code of the student"). The fiscal code of **all the students** of that family for whom it is intended to apply for the reduction must be included.

For the purposes of compliance with the deadlines, the date of **submission of the DSU** (translated: the statement) shown on the ISEE Universitario certificate is considered to be the date of presentation.

The **maximum amount** of the full-comprehensive contribution will be applied:

- if you do **not ask** for ISEE **by 22nd February 2024**
- if your ISEE value is **higher than 85,000 €**



The ISEE Universitario is **taken** from the INPS database **automatically** by the University and therefore **does not have to be submitted** to the Sezione Diritto allo Studio (Tuition Fees Office).

The **ISEE Universitario 2024** will **only** be considered **if** you have **not already** applied for ISEE Universitario 2023 by 31st December 2023.

For full details, please refer to the next FAQs and Article 4.1 of the [Tuition and Fees Regulation for the academic year 2023-2024](#).

❖ How can I benefit from the fee exemption/reduction if I am an international student?

For the purposes of the contribution reduction, international students are considered to be students:

- **resident abroad**, unless they are:
 - registered with AIRE and married to a citizen resident in Italy
 - registered with AIRE and their family members are resident in Italy
- **resident in Italy**, but they **do not meet the independence requirements** pursuant to art. 8 of DPCM 159/2013 **and** their **family members are resident abroad**



In these cases, you may choose to apply for a reduction of the full-comprehensive contribution for the a.y. 2023-24 academic year based on:

- **ISEE Parificato**
- the **GDP** per capita at Purchasing Power Parity (PPP) of **the country in which you or your parents are resident**

For full details, please refer to the next FAQs and Article 4.2 of the [Tuition and Fees Regulation for the academic year 2023-2024](#).

❖ How can I apply for the ISEE Parificato reduction?

If you are an international student, you must **deliver** your Isee Parificato by ticket using the **Helpdesk service**, addressing to the Sezione Diritto allo Studio (Tuition fees Office):

- **by 22nd November 2023**
- after 22nd November 2023 and **by 22nd February 2024** with a penalty of **150.00 €**

In case the ISEE Parificato is not delivered by the deadline of 22nd February 2024, you are not entitled to the reduction/exemption of the full-comprehensive contribution, and you are required to pay **the maximum amount**.

For full details, please see Article 4.2 of the [Contribution and Tuition Fees Regulation a.y. 2023-2024](#).

❖ What is the contribution value based on GDP per capita PPP for each country?

Please check the table available in **ANNEX A** of the [Contribution and Tuition Fees Regulation a.y. 2023-2024](#).

We remind you that the full-comprehensive contribution (COU) **does not** include the **first instalment** of the contribution, which amounts to **€ 156.00** (regional fee + duty stamp).

❖ How much is the contribution based on the GDP per capita at Purchasing Power Parity (PPP) of one's own country of residence or the one of the parents?

For those applying for a reduction based on GDP per capita at PPP, the amounts of the **full-comprehensive contribution** (COU) are defined as follows:

- **€ 300.00** for GDP per capita PPP **up to € 23,000.00**
- **€ 500.00** for GDP per capita PPP between **€ 23,000.01 and € 40,000.00**
- **€ 700.00** for GDP per capita PPP **over € 40,000.00**

We remind you that the full-comprehensive contribution (COU) **does not** include the **first instalment** of the contribution, which amounts to **€ 156.00** (regional fee + duty stamp).

The contribution for the entire academic year will be divided as follows:

Instalment	Deadline
First instalment € 156.00	To be paid at the moment of matriculation/enrolment: please consult the relevant deadline in your case
Second instalment € 200.00	<ul style="list-style-type: none"> ❖ 30th November 2023 general deadline ❖ 31st January 2024 solely for students: <ul style="list-style-type: none"> • enrolled for the first year of postgraduate degrees completing the enrolment after the 2nd November 2023 • with a foreign qualification who enrol on a first a.y. of an undergraduate/postgraduate degree/5-year or 6-year postgraduate degrees
Third instalment Balance	29/03/2024

In the case of COU payment based on the GDP per capita at PPP of the country of residence, the last will **replace the ISEE Parificato** in all University procedures for the academic year 2023-2024 where **economic benefits** or payments are proportional to the economic condition.

For example, it will be applied to determine the amount due for those Study Programs that include **additional contributions** for on-demand services, in cases where these additional contributions are proportional to the ISEE value.



❖ How can I apply for the reduction based on GDP per capita PPP?

If you are an international student, you can ask for the GDP reduction for a.y. 2023/24:

- **by 22nd November 2023**
- after 22nd November 2023 and **by 22nd February 2024** with a penalty of **€ 150.00**

After the deadline of **22nd February 2024**, you are not entitled to the reduction/exemption and you are required to pay **the maximum amount**.

The procedures for applying are as follows:

- **If you are resident abroad**

Check within the deadlines that **the country of residence** declared in your unito.it > **Login** > **Personal Data** is correct and updated. The University will directly apply the COU based on GDP per capita PPP of the country of residence

- **If you are resident in Italy but do not meet the independence requirements and your family members are resident abroad**

Apply by the deadlines by filling out the dedicated **Google Form**, available in your unito.it > **Login** > **Career** > **Fees reduction**.

For full details, please see Article 4.2 of the [Contribution and Tuition Fees Regulation a.y. 2023-2024](#).

❖ I have enrolled in a postgraduate degree. Do I have any particular deadlines?

If you complete the **enrolment after 2nd November 2023**, no penalty will be charged for request of reduction of the full-comprehensive contribution based on ISEE Universitario / ISEE Parificato / GDP per capita PPP of the country of residence carried out after 22nd November 2023.

However, you must carry out the request of reduction **by 22nd February 2024**, otherwise you will pay the maximum amount due.

❖ I have enrolled in a study course with restricted number of places. Do I have any particular deadlines?

If you are admitted **after 2nd November 2023**, you can carry out the request of **reduction** of the full-comprehensive contribution based on ISEE Universitario / ISEE Parificato / GDP per capita PPP of the country of residence **within 30 days after the admission** without paying any penalty.

❖ What is the NO TAX AREA?

The no tax area is a possibility introduced by the 2017 Stability Law, which provides for **total exemption from the payment of the full-comprehensive contribution** (COU) for students who meet certain requirements.



For a.y. 2023-2024, at Unito, you are in the no tax area if you meet these **requirements**:

- **First year**
 - ISEE lower than € 23.000

- **Second year**
 - ISEE lower than € 23.000
 - **10 CFU** earned between August 11, 2022 and August 10, 2023

- **Following academic years, up to first year beyond nominal lenght**
 - ISEE lower than € 23.000
 - **25 CFU** earned between August 11, 2022, and August 10, 2023

Please note that **the first instalment of € 156.00**, consisting of the regional fee and duty stamp, **is still required**.

❖ What are the merit requirements to qualify for additional exemptions/reductions as provided by the Stability Law 2017?

The **merit requirements** for the academic year 2023-2024 are as follows:

- Enrolment in the **first year**
 - No requirements



- Enrolment in the **second year**
10 CFU earned between 11th August 2022 and 10th August 2023
- Enrolment in the **following** academic years, **up to first year beyond nominal lenght**
25 CFU earned between 11th August 2022 and 10th August 2023

If you meet the above requirements, the amount of COU will be determined based on the formulas outlined in **Article 3.1** of the [Contribution and Tuition Fees Regulation a.y. 2023-2024](#). These represent further reductions/exemptions compared to the formulas outlined in Article 2.

Article 2 remains valid **if you do not meet the merit requirements**.

N.B. Credits related to validations (e.g., for career abbreviations due to academic studies abroad and completed in Italy, incoming transfers, or changes of Study Program) **are not counted** towards meeting the merit requirements. However, credits recognized for periods of international mobility, programs for obtaining double degrees, internships, and ECDL are included in the calculation.

In case of change of degree or incoming transfers or carry out a shortened degree program etc, **only the credits earned during the reference period** are counted, and not the validated ones.

❖ Are there exemptions based on merit requirements in case of enrolments from the 2nd year beyond nominal length?

No. For enrolments from the second year beyond nominal length, the COU amount is calculated based on the formulas outlined in **Article 2** of the [Contribution and Tuition Fees Regulation a.y. 2023-2024](#), exclusively considering the **ISEE value** and the chosen **commitment** (full-time or part-time).

❖ Do exemptions/reductions apply also if I want to pursue an additional degree?

Yes: Articles 2, 3, and 4 of the [Contribution and Tuition Fees Regulation a.y. 2023-2024](#) do not make distinctions regarding enrolment for the achievement of an additional degree.

❖ Do I need to submit the ISEE Universitario to the University?

No. The University gets the ISEE Universitario **directly from the INPS database**. At the time of acquisition, you will receive a notification email on your @edu.unito.it account.

However, acquisition is never automatic in case of **rettifica** (correction), **ISEE Corrente**, or a **new ISEE** submitted to correct the one previously acquired: in



these cases, please contact the **Sezione Diritto allo Studio** (Tuition fees Office) via ticket.

You can always **check** the acquired ISEE data at unito.it > Login > Career > Fees reduction.

❖ Do I have to submit the ISEE Parificato to the University?

Yes. You must submit the Isee Parificato **by the deadlines** to the **Sezione Diritto allo Studio** (Tuition Fees Office) via **ticket**.

❖ I have applied for a.y. 2023-2024 Edisu scholarship. If I were excluded, could I still access the reduction/exemption of the contribution based on the ISEE?

Yes, you can obtain the exemption or reduction of the contribution by requesting the **ISEE Universitario** / submitting **ISEE Parificato** / requesting a reduction based on **GDP per capita at PPP within the deadlines** specified in Article 4 of the [Contribution and Tuition Fees Regulation a.y. 2023-2024](#).

N.B. An ISEE Parificato issued before 01/01/2023 will not be accepted; therefore, **it is not possible to confirm data from an ISEE Parificato issued before 2023.**

❖ I am “idoneo” (eligible) or “vincitore” (winner), for the a.y. 2023-2024 Edisu scholarship. Can I apply for the reduction of the additional contribution, not covered by the scholarship, based on ISEE or GDP per capita PPP?

Yes, for **Business & Management** and **Business Administration** courses, which provide a reduction of the additional contribution based on the economic situation.

In this case, you can obtain the reduction of the additional contribution by requesting the **ISEE Universitario** / submitting **ISEE Parificato** / requesting a reduction based on **GDP per capita PPP within the deadlines** specified in Art. 4 of the [Contribution and Tuition Fees Regulation a.y. 2023-2024](#).

❖ My residence is in a different place from my parents: how does it affect my ISEE?

Check if you meet **both independence requirements** (Art. 8 of DPCM 159/2013 and Art. 3 of D.M. 1320/2021):

- **residence outside the unit** of the family of origin, for **at least two years** from the date of submission of the ISEE, in accommodation not owned by one of its members
- adequate **income capacity**, that means having produced tax-declared income from employment of no less than **€9,000 for at least two years**.

If you **do not** meet one or both conditions, you are part of your parents' family unit for the purpose of obtaining the ISEE Universitario / ISEE Parificato.

❖ What are the requirements to be considered an independent student?

To be considered an independent student, there are **2 requirements** (Art. 8 of DPCM 159/2013 and Art. 3 of D.M. 1320/2021):

- **residence outside the unit** of the family of origin, for **at least two years** from the date of submission of the ISEE, in accommodation not owned by one of its members
- adequate **income capacity**, that means having produced tax-declared income from employment of no less than **€9,000 for at least two years**

If you **do not** meet one or both conditions, you are part of your parents' family unit for the purpose of obtaining the ISEE Universitario / ISEE Parificato.

If in doubt, always consult your CAF or professional of choice.

❖ Can I modify/replace an ISEE?

Yes, if:

- the ISEE to be replaced contains errors or discrepancies



In this case, you must request a formal **rettifica** (correction) from the same office (ex. CAF) that issued the original ISEE. Then you have to send the correct ISEE to **Sezione Diritto allo Studio** (Tuition fees Office) via **ticket**.

- you have a ISEE Universitario Corrente

In this case, the ISEE Universitario Corrente must be sent to **Sezione Diritto allo Studio** (Tuition fees Office) via **ticket** before its expiration date.

We remind you that the **ISEE Universitario 2024** is **only** acquired **if you haven't already requested** the ISEE Universitario 2023 by 31st December 2023.

❖ What is Isee Corrente?

ISEE Corrente can be requested by students whose family experiences a **significant reduction of ISEE Universitario**, if the conditions pursuant to art. 9 of the D.P.C.M. 159-2013 apply. ISEE Corrente must refer exclusively to an ISEE Universitario required within the deadlines.

In order for the University to **acquire** the ISEE Corrente, the related ISEE Universitario must have been requested for **by the deadlines** for a.y. 2023-2024.



We remind you that the **ISEE Universitario 2024** is **only** acquired **if you haven't already requested** the ISEE Universitario 2023 by 31st December 2023.

❖ Are ISEE declarations checked by the University?

The University **checks** the ISEE Universitari / ISEE Parificati, namely it checks the truthfulness of the family situation declared by the students and compares the income and assets data with the information system of the Ministry of Economy and Finance or with the data requested from the consulates.

In the event that the University finds untruthful declarations and this is relevant for the purposes of granting the benefit, an **administrative procedure** is opened to check the truthfulness of the family situation and the income and assets data declared for the eventual imposition of the **sanction** foreseen.

For full details, please refer to Art. 10 of the [Contribution and Tuition Fees Regulation a.y. 2023-2024](#).

❖ What happens if the University verifies that my ISEE is not correct?

If the investigations result in the finding of untruthful declarations and said declarations have an impact on the concession of the benefit, the following situations can arise:

If the **gap** between the declared ISEE and the information obtained from the cross-check is:

- **less than € 3,000.00**
 - the investigation will be archived
- **between € 3,000.00 and € 10,000.00**
 - you will have to pay the **supplement** of the comprehensive contribution redetermined following the recalculation of the ISEE University value
 - you will have to pay an **administrative sanction** of **€ 250.00**
- **higher than € 10,000.00**
 - you will **lose** access to the reduction **until the end of your degree**;
 - will be required to pay an administrative **sanction** penalty which equates to **three times the difference** between the amount of the full-comprehensive contribution re-calculated based on the ISEE calculation and, potentially, the one paid based on the ISEE used

In accordance with art. 76 of the D.P.R. 445/2000, in the event of false declarations, the University will also notify the **relevant legal authority** in order to investigate whether a crime has been committed.

Reimbursements

❖ What are the main cases in which a refund is possible?

Undue payments contributions are refundable in the following cases:

- application of **exemptions**
- reduction based on **ISEE or GDP per capita PPP**
- graduation in the **previous academic year** (e.g. graduation in extraordinary session)
- graduation with a mark of **110/110 cum laude**, in the first available session, with current enrolment and without having obtained a shortened career
- **double payments**

❖ Are there any payments that Unito does not refund?

The amounts paid for **admission tests** and **duty stamps** are **never refundable**.

The refund of the **regional fee** is [Edisu Piemonte](#)'s competence.

❖ Which refunds must be requested by the student and which are made ex officio?

- Refunds paid ex officio
- **graduation in the previous academic year** (e.g. graduation in extraordinary session)
- obtaining the degree with a mark of **110/110 cum laude**, in the first useful session, with current enrolment and without having obtained a shortened career path
- eligibility or winning an **Edisu scholarship**

➔ are processed ex officio, you do not need to make a request.

The timeframe for processing the reimbursement is **90 days** from the end of the degree session or from the communication of data by Edisu, provided that you have entered the **reimbursement method** promptly in MyUniTo.

- Refunds processed on request

For all refunds not listed among those processed ex officio, after entering a **valid refund method in the Personal Data** section of [MyUniTo](#), it is required to contact the **Sezione Diritto allo Studio** (Tuition Fees Office) by ticket or telephone.

The refund will then be processed within 90 days.



❖ How do I enter or change my refund mode?

Please follow the steps below to choose your refund method:

unito.it > Login > Enrolments > Personal Data > Edit Bank Account Refund Data

You can choose:

- **"bancoposta/CC bancario/carta prepagata"** (bank account/prepaid card) the bank account must be in the name or joint name of the student benefiting from the refund
- **"a mezzo cassa presso il tesoriere"** (by cash at the bank office): you will receive an e-mail on the institutional account @edu.unito.it with the payment mandate and instructions for collecting the money at any bank office of Banca Intesa Sanpaolo
- **"a mezzo assegno circolare non trasferibile"** (by non-transferable bank cheque): the cheque will be sent to the residential address indicated in the MyUniTo Personal Data, at the charge of the student benefiting from the reimbursement

The method of reimbursement will also be considered for any future refunds: check periodically that the data entered in MyUniTo are **correct** and **updated**.



❖ I graduated in the extraordinary graduation session, how do I get a refund of the fees paid in excess?

The reimbursement of the regional tax for the right to university study is the competence of [Edisu Piemonte](#).

Refunds of the **full comprehensive contribution** (2nd, 3rd, 4th instalment) are processed ex officio within 90 days from the end of the extraordinary session, it is not necessary to make a request.

Make sure you have entered a valid refund method in the Personal Data of your [MyUnito](#).

Instalment plans

❖ What is an instalment plan of payments?

Instalment plans consist of splitting the amount owed into instalments agreed with the student.

Compliance with the agreed payment deadlines allows for the regular continuation of the career, including the booking of exam dates and the possibility of renewal of the enrolment. No penalty is charged in the event of late payment.

In any case, all payments must be settled by the time the graduation application is submitted.

❖ When can I request an instalment plan?

You can request an instalment plan of single payments of **€ 500.00** or more, if you have a valid **ISEE Universitario / ISEE Parificato** of **€ 40.000.00 or less**.

The first instalment and the penalties **cannot** be divided into further instalments.

The **additional contribution** can be divided into instalments only upon authorization of the study courses.

Please see also **art. 8** of the [Tuition and Fee Regulations a.y. 2023-2024](#).



❖ How can I ask for an instalment plan?

Contact the **Sezione Diritto allo Studio** (Tuition Fees Office) via ticket.

❖ Can I pay instalments before they are past due?

Yes.

❖ Can I change my instalment plan?

Yes, you can submit a **reasoned request** to the attention of the Supervisor of the **Sezione Diritto allo Studio** (Tuition Fees Office).

The Equity Commission

❖ What are the tasks of the Commissione Equitativa (Equity Commission)?

The Commissione Equitativa (Equity Commission) has the task to:

- assess requests for a fair interpretation of the rules in order to **benefit from the exemption/reduction of the full-comprehensive contribution** or the recognition of the condition of autonomy provided for in art. 8 of the D.P.C.M. 5 December 2013, n. 159
- examine applications for **suspension of studies for serious personal or family reasons**, pursuant to art. 13 of the Regolamento delle carriere studentesche (Student Career Regulations)
- examine the applications of **students on international mobility** who are experiencing social and/or economic hardship and/or who have faced emergency situations of various kinds.

Consult the page: [Commissione Equitativa di Ateneo](#) (Equity Commission)

❖ How to appeal to the Commissione Equitativa (Equity Commission)?

You can appeal to the Commissione Equitativa (Equity Commission) only if you are **enrolled** in a bachelor's degree, master's degree or master's degree.

You can submit a request by sending a ticket to the **Sezione Diritto allo**



Studio (Tuition fees Office) no later than the seventh day before the date of the Commission's meeting.

Remember:

- make the **request** clear
- detail the **motivation**
- attach **documents** / **evidences** to support what has been declared

After submitting the request you will have to pay **duty stamp** of **€ 16,00**: the notice of payment will be available on unito.it > **Login** > **Payments**.

Consult the page: [Commissione Equitativa di Ateneo](#) (Equity Commission)