

## STUDENT FEES AND TAXES NOTICE

### Academic year 2018- 2019, bachelor's degrees, master's and specialisation degrees, research degrees

#### Article 1 – Fees and taxes

##### 1. Calculation of fees and taxes

For each year of enrolment, stamp duty (€16.00), the regional tax and the overall fees as detailed in the sections below are due, as well as any ancillary charges for special services or charges for late payment.

##### 2. Overall fees for students resident in Italy and enrolled on bachelor's, master's degree courses

Students fulfilling both of these requirements: a) enrolled at the University for less than or equal to the normal duration of the course of study in years, plus one, and b) enrolled in the second year and having completed at least 10 university credits (CFU) by 10 August of the first year of enrolment or enrolled in an academic year after the second and having completed 25 university credits (CFU) in the twelve months prior to the 10 August preceding the respective enrolment. For students enrolling in the first year, the only requirement is a). The overall fees are calculated as follows:

| ISEE* 2018 for University in Euros | Overall fees in Euros                                   |
|------------------------------------|---|
| from 0.00 to 13,000.00             | 0   |
| from 13,000.01 to 30,000.00        | 0,031 x (ISEE 2018 for University – 13,000.00)          |
| from 30,000.01 to 70,000.00        | 527,00 + 0,051 x (ISEE 2018 for University – 30,000.00) |
| Over 70,000.00                     | 2,567.00  |

\*ISEE = Indicator of the Equivalent Economic Situation

For students not fulfilling the above requirements, the overall fees are increased by 10% and cannot be less than €200.00, even if the student is entitled to exemptions or partial reductions. The overall fees are rounded to the nearest €5.00.

##### 3. Overall fees for students resident outside Italy and enrolled in bachelor's, master's degree courses

Students resident outside Italy pay overall fees of €300.00. For students not fulfilling requirement b) of the present article, the overall fees are increased by 10% and cannot be less than €200.00, even if the student is entitled to exemptions or partial reductions.

##### 4. Overall fees for students enrolled on PhD programmes

Students taking PhD courses receiving a research grant pay overall fees of €300.00 (also for any extra year 'extension to complete attendance requirement'). Students not receiving a grant and those who have definitively declined a research grant in the previous academic year do not pay the overall fees. Students receiving dual supervision who pay fees to the partner institution are exempt from any payment except the stamp duty, unless the agreement between universities stipulates different regulations.

##### 5. Regional tax

a) Students resident in Italy and enrolled in a bachelor's or master's degree course pay a regional tax of €120.00 if they have an ISEE 2018 for University up to €23,253.00, €140.00 if they have a ISEE 2018 for University up above €23,253.00 but less than €46,506.00, and €160.00 if they have a ISEE 2018 for University above €46,506.00, or do not have an ISEE 2018 for University, or are excluded from the calculation of fees and taxes based on the ISEE 2018 for University.

- b) Students resident outside Italy and enrolled on a bachelor's or master's degree course pay a regional tax of €160.00.
- c) Students enrolled on a PhD course pay a regional tax of €160.00.

## **Article 2 - ISEE 2018 for University**

### **1. Dates and application procedure**

To avoid having to pay the regional tax and the maximum overall fees, students resident in Italy and enrolled on a bachelor's, master's course must apply for the ISEE 2018 for University by 31 October 2018 or by 31 December 2018 with an extra charge (for the extra charge, see article 7 of the notice). Application for the ISEE 2018 for University can be made to any CAF or obtained directly from the INPS website (a PIN device provided by INPS is needed). For students holding a residence permit for Italy issued on humanitarian grounds, for subsidiary protection or refugee status, and for stateless students, the ISEE 2018 for University takes account only of income and assets generated in Italy.

### **2. Significant change in overall income**

Even if you already hold a valid ISEE, you can apply for another one - an ISEE Current - referring to a more recent period. An ISEE Current will only be issued if the change in employment status of one or more of the components of the family unit results in a change in overall income of the family of more than 25% compared to the standard ISEE. An ISEE Current can also be requested for the ISEE for University. The ISEE Current is valid for two months from the date of application which must, therefore, be made between 31 August and 31 October 2018. Students must notify [tasse.studenti@amm.units.it](mailto:tasse.studenti@amm.units.it) (using their university e-mail) that they have applied for a ISEE Current for University (NB: e-mail notification is required ONLY for the special "ISEE Current", NOT for the normal ISEE 2018 for University).

### **3. Access to ISEE data**

By applying and enrolling for the academic year 2018-2019, students authorise the University to access ISEE data available in the INPS databases.

### **4. Exclusion from calculation of the regional tax and overall fees based on the ISEE for University**

The following categories are excluded from the calculation of the regional tax and overall fees based on the ISEE for University:

- a) students resident in Italy and enrolled on a bachelor's or master's degree course who do not apply for the ISEE 2018 for University by 31 December 2018
- b) students subject to disciplinary sanctions for the academic year 2018-2019
- c) students who enrol under particular agreements.

## **Article 3 - Instalments and deadlines for payment**

- 1. **For bachelor's, master's degree courses, there are three instalments (four for courses with distance learning).**

The first instalment is due by 4 October 2018 or any other deadline indicated for the enrolment. The first instalment is €590.00, except for those students with particular types of exemption (see Article 4) and those whose ISEE 2017 for University already held by the University for the previous academic year gives rise to overall fees and taxes less than €590.00 using the calculations for the academic year 2018-2019. The first instalment includes the stamp duty, a minimal part of the regional tax and part of the overall fees. Students applying for graduation in the autumn or special session for the academic year 2017-18 who do not manage to graduate can pay the first instalment without additional charge by 28 March 2019 rather than by 4 October 2018. Students who graduate in one of the two sessions for the academic year 2017-2018 and erroneously pay the first instalment for the academic year 2018-2019 can request reimbursement from the Student Secretariat. Students who correctly enrol within the dates set for degree courses at the University of Trieste for the academic year 2018-2019 and then receive a national award under the Ministerial Decree No. 337 of 26 April 2018, and are admitted to another university, can request reimbursement of the first instalment after having enrolled at their new place of study. The second instalment comprises 50% of the overall fees still to be paid, any additional sums regarding the regional tax, and any additional charges and must be paid by 28 March 2019. The third instalment comprises the remaining due payments not made in the first two instalments and must be paid by 30 May 2019. The fourth instalment, due only for courses with distance learning, must be paid by 18 July 2019. Payment of the first instalment constitutes the intention to apply and/or enrol for the academic year 2018-2019.

## **2. Research degree courses**

The first instalment of €176.00 includes the stamp duty and the regional tax and must be paid by all students on research degrees within the application/enrolment dates. The second instalment of €300.00 must be paid by 30 April 2019 only by those students receiving a research grant. Students who confirm that they are not receiving a grant and those under joint-supervision will be reimbursed any over-payment that they may have made. Payment of the first instalment constitutes the intention to apply and/or enrol for the academic year 2018-2019.

### **Article 4 - Exemptions and reductions**

#### **1. Full exemptions**

- a)** Full exemption from the regional tax and overall fees for eligible students and winners of grants awarded by ARDISS (Regional Agency for the Right to Higher Education) for the academic year 2018-2019. Those students who were beneficiaries or eligible in academic year 2017-2018 are exempt from payment of the first instalment for academic year 2018-2019, except for the stamp duty. Students enrolling online who have already applied for an ARDISS grant also benefit from a pre-exemption (payment of just the stamp duty). If the ARDISS grant is not awarded/confirmed for the academic year 2018-2019, the student must make an additional payment to the first instalment when the ARDISS ranking list is published, and pay the remaining amount with the second and third instalments. The University will automatically reimburse those students who are eligible and beneficiaries of grants for the academic year 2018-19 any payments made for the first instalment, except for the stamp duty and the regional tax. The regional tax will be reimbursed by ARDISS. If the grant is revoked or declined, the student must pay the fees and taxes for the academic year 2018-2019.
- b)** Full exemption from the regional tax and the overall fees for students with disabilities recognised under Article 3, section 1 of Law No. 104 of 5 February 1992 or with an invalidity equal to or greater than 66%. These students can enrol by paying just the stamp duty if they

have applied for exemption on webpage <http://web.units.it/page/it/dsdi/gen/studenti-disabili-dsa/> or at the Disability Desk. Students who were exempted for disability in academic year 2017-18 only need to re-apply if the certificate issued by the medical commission has either expired or not been updated. The application for exemption cannot be presented after 13 December 2018, even if the additional charge is paid.

- c) Full exemption from overall fees for non-Italian students receiving an annual grant from the Italian government. The student must pay the first instalment that will be automatically reimbursed (except for the stamp duty and regional tax, if due) after the conditions have been verified. Students enrolled on bachelor's, master's and specialisation degree courses will also be exempt from payment of the fee to enrol on any any individual courses. Application must be made by 13 December 2018 using the form on the webpage [www.units.it](http://www.units.it) >> Studenti >> Tasse e Agevolazioni >> Tasse, contributi e esoneri. Application cannot be made after the deadline, even if the extra charge is paid.
- d) Full exemption from the regional tax and overall fees for the period of interruption for students who have to interrupt a bachelor's, master's or specialisation degree course as a result of certified grave and prolonged infirmity. Students benefiting from this exemption cannot undertake any academic activity during the period of interruption.

## 2. Partial exemptions and reductions

- a) For war-wounded and civilian invalids who have lost more than two-thirds of their capacity to work and are part of economically disadvantaged households (where economically disadvantaged means eligibility for a grant) and for children of beneficiaries of a disability pension, exemption from fees and all other taxes similar to that for war orphans, civilian blind, war wounded and invalids, occupational and civilian disabled and their children;
- b) For students with a certified disability between 45% and 65%, the overall fees due are reduced by 50%. To apply for an exemption, follow the procedure and respect the deadlines under section 1, sub-section b) of this article;
- c) For students on bachelor's, master's and specialisation degree courses with learning disabilities (DSA), exemption from the 10% extra charge on the the overall fees due. To apply for an exemption, follow the procedure and respect the deadlines under section 1, sub-section b) of this article;
- d) For non-Italian students from developing countries (the list of which is updated annually by ministerial decree), reduction of the overall fees up to the amount for an ISEE for University of €0.00 for students on bachelor's, master's and specialisation degree courses, and exemption from the overall fees for students on research degree courses. Application must be made by 13 December 2018 using the form on the webpage [www.units.it](http://www.units.it) >> Studenti >> Tasse e Agevolazioni >> Tasse, contributi e esoneri. Application cannot be made after the deadline, even if the extra charge is paid;
- e) For students with children under the age of two years at the time of enrolment for academic year 2018-2019, reduction of €300.00 in the overall fees for students on bachelor's, master's and specialisation degree courses, and of €150.00 for students on research degree courses. If both parents are students of the University, the reduction can be requested only by one. In any case, the reduction cannot be greater than the fees originally due from the student. The application must be made within 30 days after enrolment (payment of the first instalment) using the form on the webpage [www.units.it](http://www.units.it) >> Studenti >> Tasse e Agevolazioni >> Tasse, contributi e esoneri. Application cannot be made after the deadline even if the extra charge is paid;

- f) For students enrolled on bachelor's, master's and specialisation degree courses with other family members of the same family unit enrolled simultaneously on bachelor's, master's and specialisation degree courses, a reduction of €100.00 in overall fees. Students must have maintained the simultaneous enrolment for the entire academic year and if they are resident in Italy, the fees and taxes must have been calculated on the basis of the ISEE for University. In any case, the reduction cannot be greater than the fees originally due from the student. The reduction is applied automatically for all students resident in Italy. Students resident outside Italy must apply by 13 December 2018 using the form on webpage [www.units.it](http://www.units.it) >> Studenti >> Tasse e Agevolazioni >> Tasse, contributi e esoneri. Application cannot be made after the deadline even if the extra charge is paid;
- g) Students enrolled part-time (either in the correct year of study or repeating a year) on bachelor's, master's and specialisation degree courses receive a reduction in overall fees of €120.00 if they take the 40 CFU option, or of €180.00 for the 30 CFU option. Enrolment as a part-time student must be approved by the teaching department, which must specify the courses for which this enrolment is permitted. The form to enrol for part-time study is available on the webpage [www.units.it](http://www.units.it) >> Studenti >> Segreteria Studenti >> Iscrivarsi ad anni successivi and Part-time, and must be submitted to the Student Secretariat by 13 December 2018. The reduction for part-time study cannot not be combined with any other exemptions of reductions, and the student cannot be selected for student collaborations.
- h) Students on bachelor's, master's and specialisation degree courses receiving a recognition of merit as specified in the Appendix of the present notice receive a reduction of €450.00, €300.00 or €150.00 for 1st, 2nd and 3rd class or merit, respectively.

**Article 5 - Returning to studies after a period of interruption (bachelor's, master's and specialisation degree courses)**

**1. Return to studies after an interruption of one academic year**

To return to studies after an interruption of one year, the student must submit a late enrolment (with respective extra charge) for the year in which studies were interrupted, paying the required fees and contributions (calculated on the basis of the ISEE for University, if its use for the calculation of the fees and taxes for that year had been approved).

**2. Return to studies after an interruption of two or more consecutive academic years**

To return to studies after an interruption of at least two consecutive years, the student must pay the re-enrolment fee for each year of interruption, in addition to the fees and contributions for the academic year in which study is recommenced. The student cannot undertake any academic activity during a period of interruption. If the student wishes to do so, s/he must make a late enrolment (with respective extra charge) for the year in which studies were interrupted, paying the required fees and taxes (calculated on the basis of the ISEE for University, if its use for the calculation of the fees and contributions for that year had been approved). Application for enrolment after a period of interruption of two or more years must be submitted to the Student Secretariat by 24 September 2018.

**3. Return to studies after an interruption following grave and prolonged infirmity**

If the return to studies follows an interruption following grave and prolonged infirmity, refer to Article 4, section 1, sub-section d.

## Article 6 - Suspension/postponement of attendance (research degree courses)

### 1. Suspension/postponement of attendance

Research degree students who suspend attendance for one of the reasons under Article 16 of the Regulation for Research degrees (Ministerial Decree No. 45 of 8 February 2013) must pay the required fees and taxes. If the periods of suspension in a given academic year amount to more than six months, the student must re-enrol to repeat the year.

### 2. Maximum period of suspension/postponement of attendance

Except for special regulations regarding maternity, the cumulative periods of suspension cannot be greater than twelve months.

## Article 7 - Extra charge, charge for accessories and other contributions

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| Charge for late payments up to 20 days (except for application for the ISEE for University)  | € 30.00  |
| Charge for late payments over 20 days (except for application for the ISEE for University)   | € 100.00 |
| Charge for late application for ISEE for University less than or equal to €23,252.00.  | € 50.00  |
| Charge for late application for ISEE for University less than or equal to €46,506.00.  | € 100.00 |
| Charge for late application for ISEE for University greater than €46,506.00.   | € 150.00 |
| Fee to return to studies   | € 200.00 |
| Charge for transfer to the University  | € 100.00 |
| Charge for transfer from the University + stamp duty   | € 116.00 |
| Charge to change course with request to recognise examinations taken   | € 60.00  |
| Charge to change course without request to recognise examinations taken or with pre-defined recognition by the teaching department | € 30.00  |
| Duplicate of the degree certificate + folder + stamp duty  | € 46.00  |
| Duplicate student card   | € 30.00  |

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| Fee for students enrolled on full-time, distance learning courses   | € 420.00 |
| Fee for students enrolled on part-time, distance learning courses (30 CFU)  | € 210.00 |
| Fee for students enrolled on part-time, distance learning courses (40 CFU)  | € 280.00 |
| Fee for students exceeding the number of years of study and enrolled on distance learning courses (except for former Nettuno students and those with learning difficulties) | € 210.00 |

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|---|----------|
| Fee to enrol on individual courses for degrees introduced with the Ministerial Decree 509/99 and the Ministerial Decree 270/04: cost/CFU (University Learning Credit), (maximum 36 CFU/academic year) | € 40.00  |
| Fee for entry examination, to verify adequate initial preparation or for entry requirements (see specific admission procedures that may envisage different charges)                                   | € 30.00  |
| Charge to verify equivalent requirements  | € 150.00 |
| Charge for equivalence check  | € 200.00 |

#### **Article 8 - Verifications, check and false declarations**

##### **1. Verifications and checks**

The University reserves the right to verify the validity of self-certifications submitted by students, including through random checks and assessments of ISEE for University declarations. To this end, in addition to being able to require the student to provide any information considered necessary, all investigations deemed appropriate may be undertaken with other bodies and administrations.

##### **2. Untruthful declarations**

If the investigation reveals any untruthful declarations or documentation not corresponding to the truth or containing untruthful data, the judiciary authorities will be informed and a fine usually equal to three times the unlawfully obtained benefit will be imposed. In any case, the fine cannot be less than €300.00 or more than the difference between the maximum fees plus €300.00 and any sum already paid.

#### **Article 9 - Access to documentation, processing of personal data, and responsibility for the administrative procedure**

##### **1. Provision, use and archiving of personal data**

In accordance with Article 13 of EU Regulation 2016/679, the University of Trieste will process, hold and archive (also electronically) personal data provided by students for the purposes of the present Notice. This data must be provided for the above purposes.

##### **2. Responsibility for data processing and recipients of personal data**

Responsibility for data processing rests with the University of Trieste, registered at Piazzale Europa 1, Trieste. Data processed for the purposes described above will be communicated and, in any case, accessible to staff of the respective university offices, who have been correctly trained by the responsible body. The University may pass personal data in its possession to other public sector authorities should the latter need to process this data for any procedures for which they are responsible, as well as to any other public sector bodies to which, under given circumstances, the data must be made available in accordance with community directives, laws and regulations. Personal data collected by the University is managed and archived as hard copy and on servers within the University and/or the external systems of suppliers of required technical and administrative services. For the sole purpose of the requested service, these suppliers may become aware of individuals' personal data and will be duly specified as responsible for data processing, as required by Article 28 of the regulation.

### **3. Individual's rights to data access and verification**

Students enjoy the rights afforded by Articles 15-21 of the above European regulation and, in particular, the right of access, correction, integration and cancellation of personal data, as well as the limitation of the use of such data, which can be requested by sending an email to the head of data protection at the following addresses: ateneo@pec.units.it and dpo@units.it. Students are guaranteed access to the documentation related to the procedure (Law 241/90, and Presidential decree 184/2006)

### **4. Responsibility for the administrative procedure**

In accordance with Law 241/90, the head of the University of Trieste Student and Teaching Services is responsible for the administrative procedure.

## **Appendix to the FEES NOTICE AND STUDENT CONTRIBUTIONS, academic year 2018- 2019, bachelor's degrees, master's and specialisation degrees, research degrees**

### **REDUCTION ON MERIT FOR BACHELOR'S DEGREES, MASTER'S AND SPECIALISATION DEGREES**

#### **Article 1 - Application method**

1. A reduction on merit is set each year by the Administrative Board.
2. This reduction is applied automatically and no special request needs to be made.
3. The amount of the reduction is deducted from the payments due in the instalments after the first or automatically reimbursed.
4. However, the reduction on merit cannot exceed a student's total fees due.
5. For the purposes of the reduction on merit, students are divided into three groups.

#### **Article 2 - Reduction on merit for first time enrolments to the first year of a bachelor's degree and a single-cycle master's degree.**

1. First group: students obtaining a mark of 99 or 100/100 in the secondary school leaving examination or state examination.
2. Second group: students obtaining a mark of 97 or 98/100 in the secondary school leaving examination or state examination.
3. Third group: students obtaining a mark of 95 or 96/100 in the secondary school leaving examination or state examination.
4. To calculate the group assignment, any marks out of 60 are converted into marks out of 100. Students with foreign qualifications must produce documentation certified by the relevant authorities to clarify the mark obtained, including the respective scales.



**Article 3 - Reduction on merit for first time enrolments to the first year of a master's degree.**

1. First group: students obtaining 109, 110 or 110 cum laude/100 in their bachelor's degree.
2. Second group: students obtaining a mark of 107 or 108/110 in their bachelor's degree.
3. Third group: students obtaining a mark of 105 or 106/110 in their bachelor's degree.

**Article 4 - Reduction on merit for enrolments in years after the first.**

- a. Enrolments in the same course of study (and for inter-class courses of study, in the same class), with the same number of years of study after the the first enrolment, and with the required minimum qualifications are included in a ranking list based on the sum of the marks weighted by the credits obtained by 10 August of the previous academic year.
- b. For students from other universities or from other courses offered by the University, the examinations considered for inclusion in the ranking list are those passed by 10 August of the previous academic year and constituting part of the study plan of the new course of study (including any validated examinations).
- c. In the case of changes in course or university, the total number of years of study prior to the change must also be included.
- d. The minimum requirements for inclusion in the ranking list are: a weighted average of 24/30 or above and, depending on year of study:
  - d.i. For bachelor's degrees:
    - d.i.1. those enrolling in the second year must have passed at least two examinations prior to 10 August of the previous academic year;
    - d.i.2. those enrolling in the third year must have passed at least four examinations prior to 10 August of the previous academic year;
    - d.i.3. those enrolling in the final year must have passed at least six examinations prior to 10 August of the previous academic year.
  - d.ii. For single-cycle master's and specialisation degrees:
    - d.ii.1. those enrolling in the second year must have passed at least two examinations prior to 10 August of the previous academic year;
    - d.ii.2. those enrolling in the third year must have passed at least four examinations prior to 10 August of the previous academic year;
    - d.ii.3. those enrolling in the fourth year must have passed at least six examinations prior to 10 August of the previous academic year;
    - d.ii.4. those enrolling in the fifth year must have passed at least eight examinations prior to 10 August of the previous academic year;
    - d.ii.5. those enrolling in the final year (or sixth year for students on single cycle master's courses in medicine and surgery, dentistry or dental prosthetics) must have passed at least ten examinations prior to 10 August of the previous academic year;

- d.ii.6. those enrolling in the final year of single cycle master's courses in medicine and surgery, dentistry or dental prosthetics must have passed at least twelve examinations prior to 10 August of the previous academic year.
- d.iii. For master's and specialisation degrees:
  - 5. those enrolling in the second year must have passed at least two examinations prior to 10 August of the previous academic year;
  - 6. those enrolling in a further year must have passed at least four examinations prior to 10 August of the previous academic year.
- e. Optional, additional examinations and any test which does not have a mark out of 30 cannot be included.
- f. Once the ranking list has been completed, the mark 'm' obtained by the last student in the top 20% of the list is derived. If the number of students in the list is divisible by 10, the average of those on the borderline of the top 20% is taken. Taking 'M' as the maximum mark in the ranking list, then
  - f.i. the first group is those students with a mark between  $M-(M-m)/3$ , inclusive and M, inclusive;
  - f.ii. the second group is those students with a mark between  $M-2(M-m)/3$ , inclusive and  $M-(M-m)/3$ , exclusive;
  - f.iii. the third group is those students with a mark between m, inclusive and  $M-2(M-m)/3$ , exclusive.
- g. If the ranking list comprises fewer than 6 students, those with maximum marks are included in the first group.

**Article 5 - Exclusion from reduction on merit.**

1. The following categories are not entitled to reduction on merit:
- a) students already holding a qualification of the same level as the course in which they are currently enrolled.
  - b) students who since their first enrolment have been enrolled for the normal duration of the course plus one year;
  - c) enrolled students who have recommenced their studies following a withdrawal or forfeit (except those whose year of enrolment in their current course is the same as their first entry into the Italian university system)
  - d) students subject to disciplinary sanctions for the academic year in which the sanction is applied;
  - d) students enrolled under conventions that exclude a reduction on merit;
  - f) part-time students.

**ADVICE REGARDING THE ISEE FOR UNIVERSITY (BACHELOR'S, MASTER'S DEGREES)**

**ALWAYS OBTAIN YOUR ISEE FOR UNIVERSITY**

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| If you are resident in Italy, apply for an ISEE 2018 for University before the deadline indicated in Article 2 of the current notice, even if you will enrol/apply for academic year 2018/2019 at some later time. Otherwise, you will have to pay - without exception - the maximum fees. |
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| Do you plan to graduate in academic year 2017/18? If you are resident in Italy, apply for an ISEE 2018 for University. If you do not manage to graduate by the special session of academic year |
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| 2017/2018, and therefore have to enrol for academic year 2018/2019 and do not have an ISEE 2018 for University, you will have to pay - without exception - the maximum fees.   |
| If you are resident in Italy, apply for an ISEE 2018 for University, even if you believe that your grant will be renewed. Otherwise, if your grant is revoked or you decline the grant, you will have to pay - without exception - the maximum fees.   |
| Are you thinking of temporarily interrupting your studies? If you are resident in Italy, apply for an ISEE 2018 for University. If you recommence your studies and need to apply for late enrolment for the academic year 2018/19 (see Article 5) and have not applied for an ISEE 2018 for University, you will have to pay - without exception - the maximum fees. |
| ALWAYS CHECK YOUR UNIVERSITY EMAIL, as all correspondence is sent there.   |
| TO PAY FEES, follow the instructions on the webpage:<br><a href="http://www.units.it/sites/default/files/media/documenti/studenti/tasse/pagamento.pdf">http://www.units.it/sites/default/files/media/documenti/studenti/tasse/pagamento.pdf</a><br>DO NOT USE OTHER MEANS OF PAYMENT   |

### MAIN DEADLINES

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|------------------|---|
| 4 OCTOBER 2018   | Payment of the first instalment (except where enrolment specifies a different date) |
| 31 October 2018  | Application for ISEE University (without additional charge)                         |
| 31 December 2018 | Application for ISEE University (with additional charge)                            |
| 28 March 2019    | Payment of second Instalment  |
| 30 May 2019      | Payment of third Instalment   |

Trieste, 11 July 2018