



## **FEES NOTICE**

Academic Year 2024-2025 Bachelor's and master's degrees

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This notice regulates fees and waivers applied to students enrolled to bachelor's and master's degrees at the University of Trieste during academic year 2024/2025.

### Article 1 – Fees and taxes

#### **1. Fees and tax items**

For each year of enrolment, students must pay:

- non-refundable revenue stamp (EUR 16.00 to be paid in all cases);
- regional tax (from EUR 120.00 to EUR 160.00);
- tuition fee (from EUR 0.00 to EUR 3.105,00)

There may also be additional fees for on-demand services, late payments and/or missed deadlines.

#### **2. Regional tax**

- Students with their permanent address (*residenza*) in Italy must pay a regional tax. The amount of tax payable may vary as follows:
  - EUR 120.00 if they obtain a specific type of equivalent economic situation indicator (ISEE Università) up to EUR 27,726.79;
  - EUR 140.00 if they obtain an ISEE Università between EUR 27,726.80 and EUR 55,453.58;
  - EUR 160.00 if they obtain an ISEE Università exceeding EUR 55,453.58 or if they do not request an ISEE Università;
- Students with their permanent address (*residenza*) abroad pay a regional tax of EUR 160.00;
- UniTS Students who are [simultaneously enrolled](#) at the University of Udine or SISSA or at any of the Friuli Venezia Giulia conservatoires only pay regional tax at the institution they enrolled to first;
- UniTS students enrolled during academic year 2024-2025 who withdraw from their studies and re-enrol to another UniTS course do not have to pay the regional tax a second time.

#### **3. Tuition fees for students with their permanent address (*residenza*) in Italy**

Students who meet the following requirements must pay a tuition fee set pursuant to Table A:

- they have not exceeded the usual duration of their degree course by more than one academic year while being enrolled at UniTS;
- after their first year, students must meet a minimum credit requirement:
  - students enrolled in their second academic year must have earned at least 10 credits (CFU/ECTS) by 10 August of their first year;



students enrolled in subsequent academic years must have earned at least 25 credits (CFU/ECTS) during the 12 months before 10 August of the previous year.

Students enrolled to their first academic year only need to meet requirement (a).

**Table A:**

ISEE Università (in EUR)	Tuition fee (in EUR)	Regional tax (in EUR)	Stamp duty (in EUR)
from 0.00 to 30,000.00	0.00	The amount may vary from 120.00 to 140.00	16.00
from 30,000.01 to 75,000.00	$527.00 + 0.051 \times (\text{ISEE Università} - 30.000.00)$	The amount may vary from 140.00 to 160.00	16.00
more than 75.0000,00 (or without ISEE)	2,820.00	160.00	16.00

Students who do not meet requirement (a) and/or (b) must pay a tuition fee set pursuant to **Table B:**

ISEE Università (in EUR)	Tuition fee (in EUR)	Regional tax (in EUR)	Stamp duty (in EUR)
from 0.00 to 30,000.00	200.00	The amount may vary from 120.00 to 140.00	16.00
from 30,000.01 to 75,00.00	$579.75 + 0.0561 \times (\text{ISEE Università} - 30.000,00)$	The amount may vary from 140.00 to 160.00	16.00
more than 75.000,00 (or without ISEE)	3,105.00	160.00	16.00

Tuition fees are rounded up/down to the nearest EUR 5.00.

#### 4. Students with specific learning difficulties and special educational needs (SpLD and SEN)

Even if they do not meet the above-mentioned requirements, SpLD and SEN students are exempt from paying the tuition fee set pursuant to Table B.

In order to benefit from this exemption, SpLD and SEN students must submit a request to the Disability and DSA Services via email ([disabili.dsa@units.it](mailto:disabili.dsa@units.it)) and attach their SpLD and SEN certificate (Italian Law No 170/2010). You can find the request form for fee exemption for SpLD and SEN students on the [Disability and DSA Services webpage](#).

#### 5. Tuition fees for students with their permanent address (*residenza*) abroad

Students with their permanent address (*residenza*) abroad must pay revenue stamp, regional tax and a tuition fee of EUR 300.00.

The tuition fee will be increased by 20% if the student does not meet the following requirements:

- they have not exceeded the usual duration of their degree course by more than one academic year while being enrolled at UniTS;
- after their first year, students must meet a minimum credit requirement:
  - students enrolled in their second academic year must have earned at least 10 credits (CFU/ECTS) by 10 August of their first year;
  - students enrolled in subsequent academic years must have earned at least 25 credits (CFU/ECTS) during the 12 months before 10 August of the previous year.
 Students enrolled to their first academic year only need to meet requirement (a).

Student with their permanent address ( <i>residenza</i> ) abroad meeting requirements set in Article 1(3a) and (3b).	Tuition fee (in EUR)	Regional tax (in EUR)	Stamp duty (in EUR)
yes	300.00	160.00	16.00
no	360.00	160.00	16.00



## Article 2 – ISEE Università for students with their permanent address (*residenza*) in Italy

### 1. ISEE Università submission deadlines

Students with their permanent address (*residenza*) in Italy who are entitled to pay a lower rate of regional tax and/or tuition fee must request a specific type of equivalent economic situation indicator (**ISEE Università**) which is applied in order to ensure students' right to university study.

**This is the only document that can be used to request a reduction in university fees. UniTS cannot accept an ISEE Università drawn up for a family member; any generic equivalent economic situation indicators (ISEE ordinario) even if it contains the same information as the ISEE Università; any document equivalent to ISEE or any other declarations / self-certifications.**

An ISEE Università can be requested at any tax assistance centre (CAF) or obtained directly through the Italian national social security institute (INPS) website. For students with a residence permit for refugees, subsidiary protection or political asylum in Italy and also for stateless students, the ISEE Università calculation will only take into account any income and assets they may have in Italy.

The ISEE must be issued within the following deadlines:

ENROLMENT DATE ACADEMIC YEAR 2024-2025	ISEE UNIVERSITA' ISSUE DATE
Enrolment by <b>31<sup>st</sup> December 2024</b> (date of payment of the first instalment, even if it only consists of stamp duty)	<b>ISEE Università 2024 must be obtained no later than 31<sup>st</sup> December 2024.</b> <b>WARNING</b> If you enrol by 31 <sup>st</sup> December 2024, ISEE Università 2025 CANNOT be used to reduce your fees even if you pay a late fee.
Enrolment <b>after 1 January 2025</b> (date of payment of the first instalment, even if it only consists of stamp duty)	<b>ISEE Università 2025 must be requested by 30<sup>th</sup> May 2025.</b> <b>WARNING</b> If your ISEE Università 2025 is issued after this deadline, it CANNOT be used to reduce your fees <b>even if you pay a late fee</b> . Under no circumstances can your ISEE Università 2024 be used if you enrol in 2025.

### 2. Significant change in your overall income situation – ISEE CORRENTE UNIVERSITA'

If you already submitted an ISEE Università within the correct deadline, you can request a second ISEE Università **by 30<sup>th</sup> May 2025** which refers to a shorter period of time. This is called 'ISEE Corrente Università'.

You must send your ISEE Corrente Università to [tasse.studenti@amm.units.it](mailto:tasse.studenti@amm.units.it) from your official UniTS email address.

For information on the requirements to obtain a ISEE Corrente Università, please contact a tax assistance centre (CAF).

### 3. Giving consent to UniTS to access and acquire your ISEE from the INPS database.

During their online enrolment, students can give UniTS their consent to access the INPS database for acquiring data on your equivalent economic situation indicator (ISEE) or your single substitute statement (DSU). To check or change the status of your consent, access your reserved area under Home>Consents request

### 4. Exclusion from a reduction in regional tax and tuition fee on the basis of a student's ISEE Università

The following students are excluded from a reduction in regional tax and tuition fee on the basis of their ISEE Università and must therefore pay their fees in full:

- students with their permanent address (*residenza*) in Italy who do not submit their ISEE Università within the deadlines;
- students who have received disciplinary sanctions including the exclusion from one or more exams and temporary suspension from any university activities during the academic year covered by those fees and taxes;
- students enrolled on the basis of specific conventions.



Article 3 – Instalments and payment deadlines

Instalment No	COURSE ACADEMIC YEAR	AMOUNT	DEADLINE
<b>FIRST INSTALMENT</b>	<b>FIRST YEAR bachelor's and integrated master's degrees</b>	EUR 250.00 (EUR 16.00 stamp duty + EUR 120.00 regional tax + € 114.00 tuition fee)	<b>4<sup>th</sup> October 2024</b> (or as established within the course's call for application)
	<b>FIRST YEAR master's degree courses</b>	EUR 250.00 (EUR 16.00 stamp duty + EUR 120.00 regional tax + € 114.00 tuition fee)	<b>20<sup>th</sup> December 2024</b> (or as established within the course's call for applications) <b>for the first round of verification of requirements</b> <b>31<sup>st</sup> March 2025</b> (or as established within the course's call for applications) <b>for the second round of verification of requirements</b>
	<b>SUBSEQUENT YEARS bachelor's and integrated master's degrees</b>	EUR 16,00 (stamp duty) if during the academic year 2023-2024 a student was awarded an ARDiS scholarship or if they fall under special exemption cases pursuant to Article 4	<b>4<sup>th</sup> October 2024</b> <b>31<sup>st</sup> March 2025</b> for undergraduates who have withdrawn their degree applications
		For students with their permanent address ( <i>residenza</i> ) in Italy: from EUR 136.00 to EUR 590.00 (the amount of the first instalment may be less than EUR 590.00 if a valid ISEE Università was acquired for the academic year 2023-2024 which allowed the student to pay fees of less than EUR 590.00 for that academic year) For students with their permanent address ( <i>residenza</i> ) abroad: from EUR 436.00 to EUR 496.00 (see Article 1(5))	
<b>SECOND INSTALMENT</b>	<b>bachelor's, master's and integrated master's degrees</b>	- possible balance settlement of first instalment of the tuition fee - possible balance settlement of the regional tax - 50% of the tuition fee still to be paid	<b>31<sup>st</sup> March 2025</b> <b>29<sup>th</sup> May 2025</b> for students in their final year who have withdrawn their degree application or for students enrolled after 25 <sup>th</sup> March pursuant to their degree course's call for applications
<b>THIRD INSTALMENT</b>	<b>bachelor's, master's and integrated master's degrees</b>	- balance settlement of any fees due and not paid with the first two instalments	<b>29<sup>th</sup> May 2025</b> <b>15<sup>th</sup> June 2025</b> for students in their final year who have withdrawn their degree application or for students enrolled after 25 <sup>th</sup> March pursuant to their degree course's call for applications

The payment of the first instalment (even if it consists solely of stamp duty) is an expression of the wish to enrol for the 2024-2025 academic year.

Students who have applied to graduate during the autumn or extraordinary winter round of academic year 2023-2024 but are unable to graduate can pay the first instalment without any late fees by 31<sup>st</sup> March 2025 (and in any case within 30 days of the date of their withdrawal from the graduation round), instead of by 4<sup>th</sup> October 2024. Students who obtain their degree in one of the graduation rounds of academic year 2023-2024 and have incorrectly paid the first instalment of academic year 2024-2025 will be automatically reimbursed.

If a student enrolls at the University of Trieste within the deadlines set for the academic year 2024-2025 and is subsequently admitted to another university through a national selection, they must first complete their enrolment in the other university



before requesting the reimbursement of their first UniTS instalment. The request must be sent by writing an email to the Admissions Office. Please find all contacts [here](#).

#### Article 4 – Fee waivers

##### 1. Full exemptions

Students must always pay the revenue stamp for each year of enrolment.

- a. Eligible students or holders of scholarships awarded by ARDiS** (Regional Agency for the Right to Study) for academic year 2024-2025 are exempt from paying regional tax and the tuition fee. The University will automatically reimburse any amount paid as the first instalment. The regional tax will only be reimbursed after ARDiS has verified that the student has earned the number of credits (CFU/ECTS) necessary for maintaining the scholarship for academic year 2024-2025.

Eligible students or holders of scholarships awarded by ARDiS during academic year 2023-2024 shall be exempt from paying the first instalment for academic year 2024-2025.

Should they subsequently not be awarded the scholarship, lose the scholarship or withdraw from it during academic year 2024-2025, students will have to pay the amount of the first instalment, which will be included in their second instalment.

- b. Students who have had an official disability assessment corresponding to 66% to 100% (attested by a committee of the national health service) or with a handicap pursuant to Article 3 of Italian Law No 104 of 5 February 1992** are fully exempt from paying regional tax and the tuition fee.

In order to receive this exemption, students must submit the request form available [here](#). Students who were entitled to exemption during academic year 2023-2024 must only reapply if the certification issued by the relevant committee has expired or has not been updated.

- c. Pursuant to Article 30 of Italian Law No 118/1971, students with a parent entitled to a disability pension or who has been declared officially unable to work with an assessment of 2/3 or higher; war orphans; people living with blindness caused by circumstances outside of work, the military or service (ciechi civili) and people who have been mutilated at war, at work or while in service as well as their children** are also exempt from paying regional tax and the tuition fee. The request must be submitted using the form available on this [page](#) under 'Fee waivers' (previously Exemptions and Reductions').

##### 2. Partial exemptions and reductions

Students must always pay the stamp duty and regional tax for each year of enrolment.

- a. Foreign students holding an annual scholarship from the Italian Government** are fully exempt from paying the tuition fee. Students must pay the first instalment of their fees, which will be automatically reimbursed upon verification of requirements. These students will also be exempt from paying any enrolment fees for individual courses. The request must be submitted using the form available on this [page](#) under 'Fee waivers' (previously Exemptions and Reductions').
- b. Students with an official disability assessment corresponding to 45% to 65% (attested by a committee of the national health service)** are exempt from paying 50% of the tuition fee. In order to receive this exemption, students must submit the request form available [here](#).
- c. Students from developing countries** who comply with the requirements set out in Article 1(3), are exempt from paying the tuition fee. The list of eligible countries is updated annually by ministerial decree. If the student does not meet all requirements, they must pay a tuition fee of EUR 200.00. The request must be submitted using the form available on this [page](#) under 'Fee waivers' (previously Exemptions and Reductions').
- d. Students with children under two years of age at the time of enrolment for academic year 2024-2025** will have a reduction of EUR 300.00 in the tuition fee. If both parents are enrolled at UniTS, only one of them may request the reduction.



The reduction can never exceed the amount of the tuition fee originally due by the student. In the event of non-compliance with the requirements of Article 1(3), the tuition fee cannot be lower than EUR 200.00. The request must be submitted within 30 days of enrolment (payment of first instalment, even if it only consists of stamp duty) using the form available on this [page](#) under 'Fee waivers' (previously Exemptions and Reductions').

Requests submitted after the deadline will not be accepted, even with the payment of a late fee.

- e. Students enrolled at the same time as other family members, belonging to the same household pursuant to their ISEE Università** will have their tuition fees reduced by EUR 100.00. Students and their family member(s) must have been enrolled at the same time for the entire academic year. If they have their permanent address (*residenza*) in Italy, they must have obtained the recalculation of their fees based on their ISEE Università. The reduction can never exceed the amount of the tuition fee originally due by the student. If the students does not comply with the requirements of Article 1(3) the tuition fee cannot be lower than EUR 200.00. The reduction is automatically applied to all eligible students with their permanent address (*residenza*) in Italy.
- Students with their permanent address (*residenza*) abroad, on the other hand, must request a recalculation of their fees by using the form available on this [page](#) under 'Fee waivers' (previously Exemptions and Reductions').
- f. Part time students who are in line with their exams** (in corso) **or who are repeating an academic year because they did not attend all mandatory courses** (ripetenti) are entitled to a reduction in their tuition fee of EUR 120.00 if they opted for a 40-credit part-time enrolment or of EUR 180.00 if they opted for a 30-credit part-time enrolment. Part-time enrolment is subject to the approval of the educational units in charge of the chosen course. The possibility to enrol to a given course as a part-time student must be officially provided for. The request form for part-time enrolment is available [here](#) and must be submitted via email to the Admissions Office section in charge of the selected course. The reduction for part-time enrolment cannot be cumulated with other fee waivers. Part-time students cannot apply for 175-hour Student Collaborations.
- g. For students eligible according to the University Regulation on Merit** please see the rules set out in the regulation.
- h. Students employed as civil servants at the University of Trieste** enrolling for the first time pay a tuition fee of EUR 250.00 irrespective of their ISEE. For subsequent enrolments, the provisions for the University welfare apply.
- i. International students** who have a residence permit for political asylum and subsidiary protection are exempt from paying the tuition fee. The same exemption is granted to holders of a residence permit for special protection pursuant to Italian Law No 132/2018 and Decree-Law No 130/2020, converted into Law 173/2022, which reformulated Article 19 of the Consolidated Immigration Act (TUI) and subsequent amendments. The request must be submitted using the form available on this [page](#) under 'Fee waivers' (previously Exemptions and Reductions').
- j. Foreign students not yet in possession of an entry visa to Italy** will only pay the stamp duty (EUR 16.00) at the time of enrolment as a temporary pre-exemption. Any additional amount due will be included in their second instalment after confirmation of their enrolment.
- k. According to the 'PA 110 e lode' protocol, students employed as civil servants** will pay a tuition fee of EUR 250.00 irrespective of their ISEE. Civil servants may request 'a course programme with a yearly number of credits between 18 and 45 CFU/ECTS instead of the standard 60'. In these cases, they are entitled to a reduction in university fees according to the following scheme:
- first and second year of part-time enrolment: 90% of the university fees;
  - third year of part-time enrolment: 80% of the university fees;
  - subsequent years of part-time enrolment: 60% of the university fees.

Students who adhere to the above protocol are also entitled to fee waivers pursuant to provisions for ensuring students' right to study (see Article 4(1b) and 4(2b)). Further information is available [here](#).

## Article 5 – Resumption of studies after a hiatus

### 1. Resumption of studies after a hiatus of 1 academic year

To resume their studies after a hiatus of only one academic year, students must enrol to the missed academic year by paying a late fee and all due fees. Fees can only be reduced according to their ISEE Università if it was obtained within the deadlines set in the Fee Notice of the relevant academic year.

### 2. Resumption of studies after a hiatus of 2 or more academic years

To resume their studies after a hiatus of at least two consecutive academic years, students must pay a hiatus fee for each academic year missed, all the fees due for the academic year in which they resume their studies and any fees still pending from before their hiatus.

Students cannot undertake any academic activities during their hiatus. If they did undertake any academic activities, they must enrol to the last academic year they missed by paying a late fee and all due fees. Fees can only be reduced according to their ISEE Università if they obtained it within the deadlines set in the Fee Notice of the relevant academic year.

Enrolment application after a hiatus of two or more academic years must be submitted to the Academic Services **by 20<sup>th</sup> September 2024**.

### 3. Resumption of studies after a hiatus due to severe and prolonged illness

If the hiatus is due to severe and prolonged illness, students are exempt from paying regional tax, tuition fee and stamp duty for the entire duration of their hiatus. Students entitled to exemption for severe and prolonged illness cannot undertake any academic activities during their hiatus.

## Article 6 – Late fees, additional fees and other allowances

Fee for late payments or missed deadlines of up to 30 days	EUR 30.00
Fee for late payments or missed deadlines of up to 45 days	EUR 60.00
Fee for late payments or missed deadlines exceeding 45 days	EUR 100.00
Hiatus fee	EUR 200.00
Incoming transfer allowance	EUR 100.00
Outgoing leave allowance	EUR 100.00
Transfer fee with credit recognition request	EUR 60.00
Transfer fee without credit recognition request (or with recognition pre-set by the relevant education unit)	EUR 30.00
Initial proficiency assessment fee	EUR 30.00
Admission exam fee (see call for application to the selected degree course)	from EUR 30,00
Duplicate diploma	EUR 30.00

Foreign qualification assessment fee	EUR 150.00
Foreign qualification recognition fee	EUR 400.00
Individual course allowance per credit (max 36 CFU/ECTS) Students enrolled in SISSA and students pre-enrolled to master's degrees are exempted from paying this allowance.	EUR 40.00
University-transfer fee with credit recognition request	EUR 150.00
Resumption fee after withdrawal from studies or forfeiture for students enrolled until academic year 2023/2024	EUR 50.00
Resumption fee after withdrawal from studies or forfeiture for students not regularly enrolled	EUR 500.00

## Article 7 – Verification and false declarations

### 1. Verification

The University has the right to verify students' declarations and ISEE certificates, including through random checks. To this end, UniTS may make request to students for any information deemed necessary and may carry out any appropriate verification by contacting competent bodies and administrations.

### 2. False declarations

If verification should prove that a student provided a false statement, false documents or false data, UniTS shall inform the judicial authority and apply a penalty usually equal to three times the benefit unduly obtained. The penalty cannot in any case



be less than EUR 300.00, nor can it exceed the difference between the full fees plus EUR 300.00 and the amount that the student has already paid.

## Article 8 – Access to documents, data processing, and staff member in charge of the administrative procedure

### 1. Provision, purpose and storage of personal data

Pursuant to Article 13 of Regulation (EU) 2016/679, the personal data provided by students will be processed, stored and archived, also electronically, by the University of Trieste for the purposes related to this Notice. The provision of such data is mandatory for the aforementioned purposes.

### 2. Data controller and recipients of personal data

The data controller is the University of Trieste, with registered office in Trieste, Piazzale Europa 1.

The data processed for the purposes described above will be transmitted or will in any case be accessible to employees and collaborators of UniTS competent offices, who are, for this purpose, adequately instructed by the Data Controller.

The University may also communicate the personal data it holds to other public administrations (if they need to process the same data for any procedures falling within their institutional competence) as well as to all public institutions with which the University is required to communicate according to EU provisions, laws or regulations (conditions apply).

The management and storage of personal data collected by the University takes place in paper format and on servers located within the University and/or on external servers belonging to the providers of certain services necessary for technical administrative management. These services may become aware of the personal data of the data subjects solely for the purposes of the service requested and will be duly appointed as Data Processors in accordance with Article 28 of the relevant regulation.

### 3. Rights of the data subject to processing and access to documents

Students are granted the rights referred to in Articles 15 to 21 of the aforementioned EU Regulation and, in particular, the right to access their personal data, to request their rectification, integration and cancellation, as well as to obtain the limitation of processing, by sending an email to the Data Controller or Data Protection Officer at [ateneo@pec.units.it](mailto:ateneo@pec.units.it) and [dpo@units.it](mailto:dpo@units.it). Students are guaranteed access to the relevant documents, in accordance with the legislation in force (Italian Law No 241/90 and Presidential Decree No 184/2006).

### 4. Staff member in charge of this administrative procedure

Pursuant to Italian Law No 241/90, the staff member in charge of this administrative procedure is the Head of the Digital Student Services and Taxes Unit of the University of Trieste.

## REFERENCE LEGISLATION

- Italian Law No 118 of 30 March 1971 ‘Conversion into Law of Decree-Law No 5 of 30 January 1971 and new rules in favour of the mutilated and disabled civilians’;
- Last sentence of Article 3(19)(b) of Italian Law No 549 of 28 December 1995 (Measures to rationalise public finances) establishes a ‘reduction by 10% of the minimum enrolment fee’. Paragraphs 20 to 23 regulate the establishment and allocation of the regional fee for the right to university study;
- Legislative Decree No 68 of 29 March 2012 on the revision of the legislation founding the right to study;
- Prime Ministerial Decree No 159 of 5 December 2013 on the ‘Regulation on the revision of the calculation and the scope of application of the equivalent economic situation indicator (ISEE)’, and subsequent amendments;
- Italian Law No 232 of 11 December 2016 (Stability Law 2017);
- Article 7(20) of Regional Law No 15/2023
- Italian Law No 132/2018 and Decree-Law No 130/2020 132/2018, DL 130/2020, converted into Law 173/2022, which reformulated Article 19 of the Consolidated Immigration Act (TUI) and subsequent amendments).

Trieste, 4<sup>th</sup> June 2024