Why this guide?

This is the guide *How to apply for the fees reduction 2015/2016* for students enrolled full-time in a Bachelor's (both D.M. 270/04 and D.M. 509/99), Master's (both D.M. 509/99 and D.M. 270), e-learning of Politecnico of Torino, PhD course and Scuola di Specializzazione. It is a guide indicating how to apply for the **fees reduction**.

This guide is not for you if you are a student enrolled **part time** in a Bachelor's (both D.M. 270/04 and D.M. 509/99), Master's (both D.M. 509/99 and D.M. 270/04), E-learning courses or a **Specializing Master** (for more information you can ask Ufficio Master - Master Office - writing to master.universitari@polito.it).

Official communications

Politecnico uses exclusivey the institutional student e-mail address (s<student number>@studenti.polito.it) for official communications. This account is still active after graduation and during periods of leave (congedo). Other e-mail accounts will not be considered for communication purposes.

Politecnico di Torino offices

The Segreteria Generale e Diritto allo Studio desks are available for further information during opening schedules.

Segreteria Generale e Diritto allo Studio
Corso Duca degli Abruzzi, 24 – Torino
In the Cittadella Politecnica – Ground floor
Office schedules: Monday, Wednesday and Friday 08.30 – 12.00; Tuesday and Thursday - 08.30 – 12.00 and 13.30 - 15.00
Tel. 011/090.6254
Email: riduzione.tasse@polito.it
Internet: https://didattica.polito.it/tasse_riduzioni/

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1 HOW TO APPLY FOR FEES REDUCTION

If you are a student enrolled full time in a course of Politecnico di Torino you can apply for fees reduction provided that you respect the requirements described in the following chapters. The amounts dues are described in Chart 1 https://didattica.polito.it/tasse_riduzioni/Regolamento_tasse_15_16_Cap3_en.html#cap3_3_1_4) and Chart 2 (https://didattica.polito.it/tasse_riduzioni/Regolamento_tasse_15_16_Cap3_en.html#cap3_3_1_4).

If you are a foreign student (UE or Extra-UE) and you do not belong to an exchange program which includes a fees agreement between Politecnico and your University of origin, nor to an international project of Politecnico, you can apply for fees reduction as any Italian student.

1.1 Incompatibility

You cannot apply for fees reduction if you are:

- Part-time enrolled;
- Enrolled at single courses;
- A graduated student, enrolling in a degree of the same level;
- A foreign student enrolled through an exchange program between Politecnico and your University of origin;
- Enrolled at any course previous to the D.M. 509/09 (e.g. five-years courses, academic diploma);
- Enrolled in a Specializing Master's degree.

1.2 Reduction

You can benefit from fees reduction only if you apply for it. This application must be done each academic year.

In order to grant you fees reduction, Politecnico will evaluate the economic conditions of your family unit, according to your "ISEE per prestazioni agevolate per il diritto allo studio universitario", from now on called ISEE Universitario. In order to obtain this declaration you need to fill in the "QUADRO C PRESTAZIONE UNIVERSITARIE" of Dichiarazione Sostitutiva Unica (from now on called DSU) for the ISEE values calculation.

If you are a PhD student you have to specify your condition at the moment of DSU compiling, in order to obtain a correct ISEE.[1]

You can benefit from fees reduction if your family unit ISEE (Indicator of the Equivalent Economic Situation) does not exceed the 85.500,00 Euros limit and your ISPE (Indicator of the Equivalent Property Situation) does not exceed the 200.000,00 Euros limit.

These indicators are expressed with the abbreviations reported in the chart below, depending on the different situations, (see chapter 1.3 and following):

ISEE Universitario ISEEU ISEEUP		≤ 85.500 €
ISPE ISPEU ISPEUP	*This value is calculated by dividing the ISP (Indicator of Property Situation) by the Equivalence Scale indicated in the document (SE).*	≤ 200.000 €

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[1] If you do not want to select a close family unit, you do not have to ask for ISEE UNIVERSITARIO, but for ISEE ORDINARIO for "prestazioni agevolate di natura socio-sanitaria non residenziali per persone maggiorenni e ai corsi di dottorato".

To obtain fees reduction you have to use an ISEE Universitario/Parificato issued from 1st January 2015.

1.3 ISEE Universitario Declaration

Generally, the economic situation is recapitulated in your ISEE Unversitario (Indicator of the Equivalent Economic Situation). You can obtain your ISEE in any CAAF or other authorized offices, after filling in the Dichiarazione Sostitutiva Unica form (DSU).
Then the CAAF will send it to INPS for processing. The ISEE Declaration will be ready within 15 working days.

NOTE: if you are enrolled in a PhD course, you have to apply for fees reduction by using a ISEE Universitario for PhD students.

1.4 Foreign students

For Extra-UE or UE students with family unit that generates income abroad (or anyhow not totally in Italy), have to require an Indicatore Sostitutivo of ISEE, called ISEE Parificato, in any CAAF (see facsimile in Chapter 2 of this Guide).
The ISEE Parificato can be issued only by a CAF situated in Piemonte and agreed upon by EDISU Piemonte. The list of which is available at https://didattica.polito.it/tasse_riduzioni/pdf/elenco_caf_15_16.pdf

1.5 Independent student

You are considered as independent student if you meet the two following conditions:
- you have been living in a different accommodation from that of your origin family for at least two years when you submit your ISEE and the accommodation does not belong to any members of your family unit;
- you have been generating and declaring to the tax office an income from dependent employment for no less than 6.500,00 Euros.

If your accommodation is different from that of your family of origin, but do not meet either of the requirements listed above, you must consider the economic and patrimonial conditions of your origin family unit.

1.6 Deadlines for the fee reduction application

1.6.1 Students in general

The request for fees reduction must be made on-line, **between the 12th October and 16th November 2015**.

In order to apply for fees reduction you have to use a ISEE Universitario or ISEE Parificato issued between the 1st January 2015 and 16th November 2015.

If by the 16th November, you have already asked for ISEE processing by presenting the DSU, but you did not yet get the ISEE Declaration, you can apply for fees reduction anyway.

NOTE: If you do not respect the deadlines, you can still apply for fees reduction from 1sr February 2016 until 15th April 2016, with a penalty of € 150.
During this period you can only use a ISEE Universitario or Parificato, issued between the 16st January 2016 and 15th April 2016. Also in this case, you can apply for fees reduction with a DSU presented until 15th April.

1.6.2 Students coming from other Universities and enrolling in a Politecnico Master's degree in the second academic period

If you graduated with a Bachelor's from another University and during 2015/2016 academic year you enroll in a Politecnico di Torino Master's degree in the II academic period, you can apply for fees

reduction **between the 1th February 2016 and 15th April 2016**, following the procedure indicated in paragraph 1.6.1, without penalties.

1.6.3 Students at the end of their career that have only their thesis CFU left

If you are a student at the end of the career (see Fee Regulation 2015/2016 Chapter 2.5), you can apply for fees reduction between the 12th October and 30th December 2015. You have to use ISEE Universitario or ISEE Parificato issued between the 1st January 2015 and 30th December 2015. If at 30th December, you asked for ISEE processing by presenting the DSU, but you did not yet get the ISEE Declaration, you can apply for fees reduction anyway.

1.7 Fee reduction application

You can apply for fees reduction exclusively on-line.

Until you have applied for fees reduction you are assigned to the maximum contribution class and therefore the first instalment to be paid by those who do not apply within the 16th November will be the one assigned to the maximum class (except for freshmen of Bachelor's Degree, Master's Degree, Phd and Specialized Course).

After the update of the economic class, a balance will be made to your second instalment, depending on the fee level you will have been assigned to.

1.7.1 ISEE Universitario application

In order to apply for fees reduction you must have already requested the DSU. Then you have to log in into your personal page on Portale della Didattica, select Segreteria On-line, click on the Riduzione tasse button.
The system will present you with the ISEE Universitario data as calculated by INPS (usually these data are available online fifteen working days after your DSU request).
Then you will need to complete the online procedure until you are assigned to a fee class for the academic year 2015/2016.
When the procedure is complete, you will receive an e-mail of confirmation on your institutional account (s<student number>@studenti.polito.it).

If the ISEE Universitario data are missing:

1) check your fiscal code on your personal page, if it does not correspond to DSU one, you have to rectify it;
2) it could depend on INPS not having yet calculated the ISEE. As soon as the data will be available, you will be assigned to a fee level corresponding to the data you have inserted and you will receive an e-mail of confirmation.

Politecnico will then check the ISEE Universitario data inserted. If there should be any incongruities and/or mistakes you will be informed exclusively via e-mail to your institutional account.

If, for any reason, you should not be able to complete the online procedure, you have to send within the deadlines an e-mail to riduzione.tasse@polito.it to report the problem and you will be contacted back.

1.7.2 Foreign students with family unit that generates income abroad (or anyhow not totally in Italy)

In order to apply for the online request, you need the ISEE Parificato declaration, you have to log in into your personal page on Portale della Didattica, select Segreteria on-line, click on the Riduzione tasse button and fill in the values, if present, of the following sections (see facsimile in Chapter 2 of this Guide):

a) section 2:
- ISPU data;
- Equivalence value (with two figures only after the point);
- ISEEU data;
- Date of issue.

ISPEU value will be automatically calculated. Remember to attach the PDF ISEE Parificato declaration (all the pages require the data above mentioned).
NOTE: if you do not attach the PDF file, you will not be able to complete the online application.

b) Section 3:
- ISPUP value;
- Equivalence value (with two figures only after the point);
- ISEEUP value;
- Date of issue.

ISPEUP value will be automatically calculated. Remember to attach the PDF ISEE Parificato declaration (all the pages require the data above mentioned).
NOTE: if you do not attach the PDF file, you will not be able to complete the online application.

At the end of the online procedure you will receive an e-mail confirming that your data have been entered and indicating the fee level assigned to you.
Politecnico will then check the ISEE Parificato data inserted. If there should be any incongruities and/or mistakes you will be informed exclusively by an e-mail sent on your institutional account.
If, for any reason, you are not be able to complete the online procedure, you have to send within the deadlines, an e-mail to riduzione.tasse@polito.it reporting the problem, and you will be contacted back.

1.8 Students who enroll for the 6th time or more at a Bachelor's degree in 2015/2016 academic year and enroll in the II academic period to the Master's degree

If during 2015/2016 academic year you make two enrollments (for example for both a Bachelor's and a Master's) and you are enrolled for the 6th time or more at Bachelor's degree, for the amount that you have to pay you need to behave as follow:

- for the first instalment you have to refer to CHART 2;
- for the second instalment instead, you have to refer to CHART 1, section "enrolled to years following the first"

For both instalment please refer to your fee level.

1.9 Students enrolled for the 7th time or more on a first level degree, or for the 5th time or more on a second level degree

If during 2015/2016 academic year you enroll full-time to a Bachelor's degree for the 7th time or more, or you enroll to a Master's degree for the 5th time or more and your ISEE is between 85.501€ and 150.000€ we suggest you to ask for fees reduction, so as to be collocated in contribution fee level 75, with a total amount of 3.211,70€, instead in contribution fee level 75 with a total amount of 3.821,87€.

1.10 Automatic assignment to the highest fees level

If after due controls it should result that you have entered inexistent or incongruous DSU data, or you did not attach the entire pdf ISEE Parificato, you will be informed through your institutional e-mail only. **You**

will then have to submit within the 13th May 2016 the correct and complete ISEE Universitario/ISEE. Parificato, at our counters or send it in attachment to an e-mail to riduzione.tasse@polito.it.

If by the 13th of May 2016 you will not present any documentation, you will be inserted as a matter of course in the highest contribution fee level (level 75). The update of your economic situation will be communicated by an e-mail sent to your institutional account only.

NOTE: The automatic assignation to the highest fee level is irrevocable.

1.11 Self-certification controls

The ISEE declaration, ISEE Parificato which is necessary for the fees reduction application, is a self-certification and requires you to take full responsibility for the veracity of your declarations (D.P.R. 28/12/2000 No. 445). Please note that, according to clause 76 of DPR 445/2000, those who release false declarations, produce or use false acts, will be punished by law, under the penal code and special laws concerning the topic. The self-certification may be subject to an annual sample verification by Politecnico. For this purpose, besides asking the students all the informations that will be considered necessary, there will be made enquires made with the relevant bureaus and administration offices. If it should result that either your declarations or your documents are false or containing false data, all benefits shall be revoked and the recovery of the fees due will be carried out and the situation will be indicated to the Judicial Authority.

Once the procedure of verification has begun, it cannot be stopped anymore (even if you spontaneously renounce to your undue benefits).

If you are subject to verification, you will be informed by an e-mail sent to your institutional account. Also the result of the verification will be communicated via e-mail, as well as the decisions taken in case of irregularity.

These decisions are not open to appeal inside Politecnico.

1.11.1 Penalties

If the self-certification should result false, incomplete or incongruous, Politecnico will apply the administrative penalties indicated by the university regulations (law 10 clause 3 of law 68 of the 29th of March 2012) and the disciplinary penalties specified by the university rules, up to the temporary exclusion from university.

1.13 Data processing

In all procedures for the assignment of the fees classes the data processing will be carried out according to the regulations of the "Codice in materia di protezione dei dati personali " (Decree No. 196 of 30/6/2003), of the " Legge sulla trasparenza e sul diritto di accesso ai documenti " (Law 241/1990 and following changes and integrations), of law No.190 of 6/11/ 2012 "Disposizioni per la prevenzione e la repressione della corruzione e dell'illegalità nella pubblica amminestrazione" and the legislative Decree No. 33 of 14/03/2013 "Riordino della disciplina riguardante gli obblighi di pubblicità, trasparenza e diffusione di informazioni da parte delle pubbliche amministrazioni".

2 FAC SIMILI

2.1 ISEE Parificato for Foreign students with family unit that generates income abroad (or anyhow not totally in Italy)

SCHEDA RACCOLTA DATI PER INDICATORE PARIFICATO UNIVERSITARIO

Università

Corso di Laurea   Anno Accademico

Il/la sottoscritto/a

Cognome   Nome

Codice fiscale   Sesso   M   F

Nato a   Il

Matricola (se presente)   Telefono(facoltativo)

E-mail (facoltativo)   Stato civile

Cittadinanza   Italiana ☐   Straniera ☐

Residente in   Italia ☐   all'Estero UE ☐   all'Estero extra UE ☐

   Comune   o   Stato estero   Indirizzo   N°

   Cap

Disabilità   Media ☐   Grave ☐   Non autosufficienza ☐

Studente autonomo (ai sensi dell'art.6 del DPCM 159/2013)   SI   NO

Stato civile dei genitori dello studente   Separati/divorziati ☐   Non coniugati e non conviventi   ☐

   Deceduti ☐   Unicamente riconosciuto da un genitore   ☐

DSU   Assenza di DSU ☐

   Protocollo DSU

   Presentata da C.F

   In data

   ISEE ordinario   €

Borsa di studio percepita   Anno 2013   €   Anno 2014   €

Composizione del nucleo familiare studente straniero non autonomo e genitori stranieri (Art. 8 DPCM 159/2013)

Cognome e nome (*)	Data di nascita	Codice fiscale(**)	(***)

(*) Nel primo rigo indicare lo studente universitario
(**) Indicare il codice fiscale dei componenti se presente
(***) Indicare la relazione di parentela con lo studente dichiarante (G – genitore, P-altro componente)

Informazioni necessarie per le seguenti prestazioni (compilare solo se richiesto dall'Ente Erogatore)

☐ Borsa di studio   ☐ Tariffa agevolata per il servizio di ristorazione

☐ Posto alloggio   ☐ Agevolazioni per tasse universitarie

☐ Altro

☐ Altro

☐ Altro

1. **Indicatori ISEE attestati ai sensi del DPCM 159/2013 per il diritto allo studio universitario (compilare in presenza di DSU):**

A	ISR	Indicatore Situazione Reddituale		€	
B	ISP	Indicatore Situazione Patrimoniale		€	
C	ISE	Indicatore Situazione Economica		€	
D	ISEE	Indicatore Situazione Economica Equivalente		€	
E	ISPE	Indicatore Situazione Patrimoniale Equivalente	(B/F)	€	
F		Scala di equivalenza			

2. **Modalità di calcolo indicatori parificati per prestazioni per il diritto allo studio universitario (compilare in assenza di DSU):**

	Estero		
G	Redditi complessivamente prodotti	€	
H	Patrimonio mobiliare del nucleo familiare posseduto	€	
I	Patrimonio immobiliare solo abitazione principale nucleo (1)	€	
J	Altri immobili diversi da I posseduti dal nucleo familiare (1)	€	
K	Reddito figurativo del Patrimonio Mobiliare $\quad$ (H x 1,5 (Tasso di Rendimento)	€	
L	Somma dei redditi della dichiarazione $\quad$ (G+K)	€	
M	Detrazione per il canone di locazione (2)	€	
N	ISRU $\quad$ (L–M)	€	
O	Detrazione per abitazione principale (3)	€	
P	Detrazione Patrimonio Mobiliare (4)	€	
Q	Detrazione altri immobili (5)	€	
R	ISPU $\quad$ [(H–P) +2/3* (I–O) + (J-Q)]	€	
S	ISEU $\quad$ [(N + (R x 20%)]	€	
T	ISEEU $\quad$ (S / V)	€	
U	ISPEU $\quad$ (R / V)	€	
V	Scala di equivalenza (6)		

(1) Per i fabbricati all'estero, il valore è determinato ai fini dell'imponibile IVIE

(2) Detrazione Canone € 7.000. La detrazione spetta per l'ammontare massimo indicato e fino a concorrenza.

(3) Detrazione Abitazione Principale € 52.500 + eventuale mutuo residuo al 31/12 anno precedente. La detrazione spetta per l'ammontare massimo indicato e fino a concorrenza.

(4) Detrazione € 6.000.La detrazione spetta per l'ammontare massimo indicato e fino a concorrenza.

(5) Detrazione sino a concorrenza per mutui contratti per l'acquisto o per la costruzione dell'immobile.

(6) Il coefficiente è dato dalla somma dei componenti delle due DSU riparametrato alla scala di equivalenza (con esclusione delle ulteriori maggiorazioni di cui ai punti a), b), c) e ultimo comma dell'allegato 1 DPCM 159/2013).

3. **Aggregazione punto 1 e punto 2 (Studente non autonomo residente in Italia con nucleo familiare dei genitori residenti all'estero):**

ISRUP	Indicatore Situazione Reddituale	(A + N)	€	
ISPUP	Indicatore Situazione Patrimoniale	(B + R)	€	
ISEUP	Indicatore Situazione Economica	(A + N) + ((B + R) x 20%)	€	
ISEEUP	Indicatore Situazione Econ. Equiv. Universitaria	[(ISEUP) / S.E)]	€	
ISPEUP	Indicatore Situazione Patrimoniale Equivalente	[(ISPUP) / S.E]	€	
S.E. (*)	Scala di equivalenza			

(*) Il coefficiente è dato dalla somma dei componenti delle due DSU riparametrato alla scala di equivalenza (con esclusione delle ulteriori maggiorazioni di cui ai punti a), b), c) e ultimo comma dell'allegato 1 DPCM 159/2013).

4. **Calcolo Indicatore Parificato con borsa di studio se inserita nella DSU:**

Al valore dell'ISEE ai fini del diritto allo studio Universitario si sottrae il valore della borsa di studio percepita nell'anno precedente rapportata alla scala di equivalenza (solo se si intende richiedere stessa prestazione).

a) Studente in possesso degli Indicatori di cui al punto 1:

ISEE (D)	€	
Borsa di studio percepita nel 2014	€	
Scala equivalenza (F)		
Indicatore parificato con borsa di studio [ISEE – (Borsa di studio 2014 / F)]	€	

b) Studente in possesso degli Indicatori di cui al punto 2:

ISEEU (T)	€	

Borsa di studio percepita nel 2014	€	
Scala equivalenza (V)		
Indicatore parificato con borsa di studio [ISEEU – (Borsa di studio 2014 / V)]	€	

c) Studente in possesso degli Indicatori di cui al punto 3:

ISEEUP	€	
Borsa di studio percepita nel 2014	€	
Scala equivalenza (S.E.)		
Indicatore parificato con borsa di studio [ISEEUP – (Borsa di studio 2014 / S.E.)]	€	

Il sottoscritto _____

Autorizza

La società _____ al trattamento dei dati personali, in esecuzione del D.Lgs 196/2003 (Testo Unico sulla privacy).I dati da Lei forniti verranno trattati per tutte le operazioni necessarie all'adempimento e tutti gli obblighi a questo afferenti. Il trattamento sarà effettuato in forma cartacea e/o elettronica. Il conferimento dei dati necessari all'espletamento dell'incarico, ivi compresi quelli di natura sensibile, è obbligatorio al fine dell'instaurazione del rapporto contrattuale.

_____   _____   _____
(luogo)   (data)   (firma del richiedente)

La società _____ alla trasmissione e/o consegna del presente modulo all'Ente erogatore della prestazione con il quale il CAF ha sottoscritto apposita convenzione recante, fra l'altro, le modalità di esecuzione dell'incarico.

_____   _____   _____
(luogo)   (data)   (firma del richiedente)

2.2 Window Fees reduction application for Foreign students with family unit that generates income abroad (or anyhow not totally in Italy)

RICHIESTA RIDUZIONE TASSE - A.A.2015/2016

PROCEDURA PER LA PRESENTAZIONE DELLA RICHIESTA DI RIDUZIONE TASSE

ISPU/ISPUP

ISEEU/ISEEUP

SE

DATA ISEEU/ISEEUP

DD/MM/YYYY

ISPEU/ISPEUP

Esci   Calcolo livello contributivo