



## **TUITION FEE GUIDE 2018/2019**

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*The English translation of this document is provided as a support to the student community and has no legal effects. The Italian version shall constitute the sole authentic text and will be referred to for any legal matters.*

## SECTION 1

### Article 1. Self-service information and operations

- For information about your tuition fees and payments you can log into your personal page: *Teaching Portal - Segreteria on-line – Tuition Fees and payments (Portale della Didattica - Segreteria on-line - Tasse e Pagamenti)*.

### Article 2. Tuition fees

- Tuition fees include:

FEES COLLECTED BY POLITECNICO UNDER ITS COMPETENCE	Comprehensive fee	Variable fee: varies according to type of enrolment (full-time or part-time) and contribution level
EXTRA-POLI FEES  (COLLECTED BY POLITECNICO AND TRANSFERRED TO OTHER INSTITUTIONS)	Regional tax for the Right to University Education - Edisu	€ 140
	Enrolment revenue stamp	€ 16
	Premium for accident insurance	€ 3,53 *

\*The Regional tax for the Right to University Education and the insurance premium may change due to new rules adopted by Edisu Piemonte and to the stipulation of a new insurance contract.

### Article 3. Types of enrolment

- You are considered enrolled for the academic year only after you pay the first instalment of your tuition fees (if your payment scheme is in two instalments) or after you pay your full tuition fees (for lump-sum payment schemes) in accordance with the table below.
- There are different tuition fee payment options depending on your type of enrolment.

Type of enrolment	Payment terms
Full-time	Payment in two instalments, regardless of the date of enrolment and date of graduation <ol style="list-style-type: none"> <li>First instalment: to be paid upon enrolment</li> <li>Second instalment: to be paid according to the deadlines stated in Section 4 or before registering for the final examination, if it is earlier</li> </ol>
Part-time with the requirements mentioned in Section 2	
Part-time without the requirements mentioned in Section 2	Lump-sum payment to be paid upon enrolment

### Article 4. Tuition fee maximum amounts for full-time students enrolling in Bachelor's degree programmes or Master's degree programmes

- The tuition fee maximum amount (including the amounts referred to in article 2) is calculated as follows:

TYPE OF STUDENT/ENROLMENT*	MAXIMUM AMOUNT
Students enrolling in a Bachelor's degree programme/ Master's degree programme	€ 2.596,67
Students enrolling in a Bachelor's degree programme for the 6 <sup>th</sup> time or students enrolling in a Master's degree programme for the 4 <sup>th</sup> time	€ 2.962,24
Students enrolling in a Bachelor's degree programme for the 7 <sup>th</sup> time or students enrolling in a Master's degree programme for the 5 <sup>th</sup> time	€ 2.962,24
Students enrolling in a Bachelor's degree programme or <i>Laurea Specialistica</i> with over 7 enrolments  or students enrolling in a Master's degree programme with over 5 enrolments  or students enrolling in a Bachelor's degree programme belonging to the system pre-dating Ministerial Decree. No. 509/99; <i>Diploma universitario</i>  with ISEE/ ISEE Parificato ≤ 150.000€	€ 3.205,96
Students enrolling in a Bachelor's degree programme or <i>Laurea Specialistica</i> with over 7 enrolments  or students enrolling in a Master's degree programme with over 5 enrolments  or students enrolling a Bachelor's degree programme belonging to the system pre-dating Ministerial Decree. No. 509/99; <i>Diploma universitario</i>  with ISEE/ ISEE Parificato > 150.000€	€ 3.815,24

For the exclusive purpose of calculating the number of years of enrolment, in this Tuition Fee Guide one year of part-time enrolment is worth 0.5 points (e.g. 4 full-time enrolments + 2 part-time enrolments = 5 enrolments; 4 full-time enrolments + 1 part-time enrolment = 4.5 enrolments, which are counted as 4 enrolments)

**Article 5. Tuition fees for part-time students enrolling in Bachelor's degree programmes or Master's degree programmes without the requirements mentioned in Section 2**

1. If you enrol as a part-time student and you do not meet the requirements mentioned in Section 2, you must pay a fixed fee and a variable fee, on the basis of the number of credits (Crediti Formativi Universitari - CFU) included in your Annual Personal Study Plan (APSP).
2. The amount of the fixed fee is 650.11 Euro (including extra- Poli fees), plus 16 Euro for each credit you want to purchase.
3. If you enrol as a part-time student and you do not meet the requirements mentioned in Section 2, you cannot receive any kind of tuition fee reduction, except as provided for in Article 7.

**Article 6. Tuition fees for part-time students enrolling in Bachelor's degree programmes or Master's degree programmes with the requirements mentioned in Section 2**

1. If you enrol as a part-time student and you meet the requirements mentioned in Section 2 you must pay your tuition fee in two instalments according to the amounts stated in Section 2.
2. Payment in two instalments is applied only when it is more favourable than the amounts stated in Articles 5 and 8.
3. In order to verify if you meet the requirements mentioned in Section 2, you need to apply for tuition fee reduction following the instructions provided in Section 3. If you do not apply for tuition fee reduction you must pay the amounts illustrated in Articles 5 and 8.

**Article 7. Tuition fees for Bachelor's first-year students (first-time enrolment in a Bachelor's degree programme)**

1. If you enrol under Conditional enrolment for a.y. 2018/19 (i.e., if you haven't earned your high school diploma yet or you are currently enrolled at another university), you have to pay 200.00 EUR for the first instalment of the comprehensive fee.  
This amount will not be refunded if your "conditional status" is not lifted and you do not confirm your enrolment at Politecnico.
2. If you pass the TIL-I admission test and you enrol for the first time in a Bachelor's degree programme at Politecnico di Torino by 29<sup>st</sup> August 2018, you will get a 70.00 Euro reduction off the comprehensive fee (except for candidates who are exempted from taking the TIL test)
3. Both part-time and full-time students are entitled to get this reduction.

**Article 8. Tuition fees for students approaching the end of their university studies (not applicable to students who meet the requirements of Section 2)**

1. If you are a student enrolled in a Master's degree programme (belonging to the system pre-dating Ministerial Decrees No. 509/1999 and No. 270/2004) and you finished all your exams by September 2018 and you have already included the credits for the final examination (thesis credits) in your Annual Personal Study Plan of previous academic years, you can choose one of the following enrolment options for a.y. 2018/2019:
  - Full-time enrolment: payment of first and second instalment, with the possibility to apply for a tuition fee reduction.
  - Part-time enrolment: payment of a fixed amount (359.51 Euro) only.

**Article 9. Tuition fees for students enrolling in a Bachelor's degree programme and in a Master's degree programme during the same academic year (2018/2019)**

1. If you enrol in a Bachelor's degree programme in a.y. 2018/2019 and, after graduation you enrol in a Master's degree programme in the same academic year, you can choose between the following enrolment options:

Type of enrolment in the Bachelor's degree programme and subsequent enrolment in the Master's degree programme	Payment terms	Amount due for enrolment in the Master's degree programme
Full -time	1 <sup>st</sup> instalment to be paid upon enrolment in the Bachelor's degree programme; 2 <sup>nd</sup> instalment to be paid before registering for the final examination	€ 16 revenue stamp upon enrolment in the Master's degree programme
Part-time with the requirements mentioned in Section 2		
Part-time without the requirements mentioned in Section 2	Lump-sum payment to be paid upon enrolment in the Bachelor's degree programme	€ 16 revenue stamp + € 16 for each credit upon enrolment in the Master's degree programme

If you choose a certain type of enrolment for your Bachelor's degree programme, you have to maintain the same type of enrolment for your Master's degree programme.

2. If you apply for tuition fee reduction before registering for the final examination you must pay your tuition fees according to your contribution level. If you do not apply for tuition fee reduction before registering for the final examination you must pay your tuition fees according to the highest contribution level (75). If you apply for tuition fee reduction at a later stage (after enrolling in your Master's degree programme within the deadlines mentioned in Article 45), you will be reimbursed for overpaid tuition fees.
3. If you enrol in your Bachelor's degree programme over the fifth time in a.y. 2018/19 and after graduation you enrol in a Master's degree programme during the same academic year, an extra charge (15/25%) will be applied to the second instalment of your tuition fees (in accordance with Article 58 table 3). This amount will be reimbursed to you after you enrol in your Master's degree programme.
4. If you meet the requirements mentioned in Section 2 after you enrol in your Master's degree programme, your tuition fees are calculated as follows: (comprehensive fee due for your Bachelor's degree programme / 2) + (comprehensive fee due for your Bachelor's degree programme / 2) + extra-Poli fees. The difference (if any) will be paid before the deadline for the second instalment (29 March 2019).

**Article 10. Tuition fees for students transferring from another university and enrolling in a Master's degree programme in the second semester of a.y. 2018/2019**

1. If you enrol for the first time in a Master's degree programme at Politecnico di Torino in second semester, you can choose between full-time or part-time enrolment.
2. If you enrol as a full-time student, you have to pay the two instalments of your tuition fees. You must pay your first instalment upon enrolment according to the tables of Section 4 and you will be assigned the highest contribution level (level 75). You will be able to apply for tuition fee reduction as described in Section 3 of this Guide and you will pay the second instalment afterwards. Payment deadlines are illustrated under Section 4 of this Guide.
3. If you choose to enrol as a part-time student, you must refer to the provisions of article 5 and 6.

**Article 11. Tuition fees for students enrolling in single courses**

1. If you enrol in single courses, you must pay a fixed fee and a variable fee, depending on the number of academic credits you want to purchase.
2. The amount of the fixed fee is 350.11 Euro (including revenue stamp and insurance); the cost for every academic credit is 16 Euro.
3. If you have been admitted to a Master's degree programme, and if you need to make a double enrolment for a.y. 2018/19 (i.e., you first enrol in single courses in order to make up for your unfulfilled academic requirements, and later on you enrol in a Master's degree programme), the fixed fee paid for single course enrolment will be deducted from the tuition fees due for your Master's degree programme up to a maximum of €334.11 (the 16 Euro revenue stamp cannot be deducted). The fixed fee cannot be refunded if:
  - a) You have a full tuition fee exemption;
  - b) You decide to enrol in a different Master's degree programme (you were enrolled in single courses to make up for your unfulfilled academic requirements for admission to a certain Master's degree programme but eventually enrol in another Master's degree programme).
4. Students with refugee status or subsidiary/humanitarian protection enrolling single courses pay their tuition fees in accordance with Article 18.

**Article 12. Students with revocation or renunciation of E.Di.S.U. benefits**

1. If you revoke or renounce your EDISU student benefits, you must pay your tuition fees for the year of revocation or renunciation on the basis of your contribution level.
2. It is Politecnico's responsibility to inform you if you lose your tuition fee exemption. Politecnico will send an e-mail to your institutional mailbox (s<matricola>@studenti.polito.it) and you are required to pay your outstanding debt within one month of the notification.
3. Politecnico can place or remove a hold on your university progress (career block) upon request of E.Di.S.U. if you have any outstanding debt with this institution.

**Article 13. Alta Scuola Politecnica (ASP) students**

1. If you are participating in the ASP programme (Alta Scuola Politecnica), you are exempted from paying your tuition fees for the entire duration of the programme (two academic years). You just have to pay the extra-Poli fees stated in article 2. If you lose your ASP student status, you must pay your tuition fees retroactively (i.e. for those years in which you had a full tuition fee exemption). In this case your tuition fees will be calculated on the basis of your current contribution level: if you have not applied for tuition fee reduction, you will be assigned the highest contribution level.
2. In this case you are required to pay your tuition fees within one month of the message informing you that you lost your ASP student status. You will receive this message by e-mail into your institutional mailbox (s<matricola>@studenti.polito.it).
3. Given all the above, we suggest you apply for tuition fee reduction in any case: this way you can be assigned your correct contribution level.
4. If during the same academic year you enrol in a Bachelor's degree programme and then you enrol in a Master's degree programme and also gain the ASP student status, you will be reimbursed for the second instalment of the tuition fees paid for your Bachelor's degree programme, as long as it was at Politecnico di Torino.

**Article 14. Students of the Young Talent Project (Percorso Giovani Talenti)**

1. If you are admitted to the Young Talent Project, you are entitled to receive a tuition fee reduction up to a maximum amount of 1500 Euro per year depending on the total amount due. This reduction is automatic and will be applied after you get your final contribution level and before the application deadline for tuition fee reduction. The revenue stamp (16 Euro) is not included in this reduction.
2. You can apply for tuition fee reduction following the procedure illustrated in Section 3.

**Article 15. Students enrolling in Bachelor's degree programmes partially taught in English (first year in English) or entirely taught in English**

1. You can be exempted from paying your first-year tuition fees (except for the fees referred to in article 18) if you:
  - a) have a Upper Secondary School diploma awarded by an Italian high school;

- b) enrol in a Bachelor's degree programme partially or entirely taught in English:
- for Engineering programmes (except for Engineering for Industrial Production): you must score at least 60 points in the TIL-I admission test. You cannot get the above-mentioned tuition fee exemption if you are among the candidates who are exonerated from taking the TIL-I test in accordance with the Call for admissions to Engineering Bachelor's degree programmes.
  - for the Architecture Bachelor's degree programme: you must place yourself in a decile rank of 5 or greater in the admission test;
- c) have an IETLS 5.5 certificate or other certificate accepted by Politecnico in substitution for IELTS. The list of certificates accepted by Politecnico is published on the CLA website (Centro Linguistico di Ateneo – Languages Centre):  
<https://didattica.polito.it/cla/en/certificazioni>.  
 You cannot get the above-mentioned tuition fee exemption if you are exonerated from having an English language certificate.

#### Article 16. Technical and Administrative Staff of the University

1. Within the framework of its staff training policy, Politecnico offers its Technical and Administrative Staff a comprehensive fee reduction (excluding extra-Poli fees) in accordance with the provisions of a specific university Call for applications.

#### Article 17. Teacher Card/Carta docente

1. Within the meaning of Law no. 107/2016 (*Buona Scuola*), if you have the “Electronic card for school teacher training” (called Teacher Card/*Carta docente*, with a maximum value of 500 Euro) you can use it to pay for part of your tuition fees. To this end you must send a ticket from your personal page of the Teaching Portal, select the “TUITION FEES” topic and send the QR code of your teacher card.

#### Article 18. Students with tuition fee exemption

1. Some students are exempted from paying their tuition fees, but still have to pay the extra-Poli fees which Politecnico collects and transfers to other institutions, as indicated in article 2. These fees are the following:

Exemptions for students enrolled in 1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup> level programmes		
Type of student	Type of exemption	Fees due
EDISU students: scholarship recipient/ eligible ( <i>vincitore/idoneo</i> )* - Also refer to Art. 47 -	Exempted by law	Revenue stamp and insurance
Students with refugee status or subsidiary or humanitarian protection*	Exempted by Politecnico	Regional Tax for the Right to University Education, revenue stamp and insurance
Students with a scholarship awarded by the Italian Government	Exempted by law	Regional Tax for the Right to University Education, revenue stamp and insurance
Students enrolled in a Bachelor's or Master's degree programme, a degree programme belonging to the system pre-dating Ministerial Decree no. 509/9, <i>Diploma Universitario</i> and Graduate School with disabilities *: <ul style="list-style-type: none"> <li>- rating of 66% or greater</li> <li>- Law no. 104/92 with disability rating of 66% or greater</li> <li>- Law no. 118/71</li> </ul>	Exempted by law	Revenue stamp and insurance
Students enrolled in a Bachelor's degree programme partially taught in English (first year in English) or entirely taught in English - Also refer to Art. 15 -	Exempted by Politecnico	Regional Tax for the Right to University Education, revenue stamp and insurance
No tax area students - see Section 2 -	Exempted by the 2017 Budget Law + exempted by Politecnico	Regional Tax for the Right to University Education, revenue stamp and insurance
PhD candidates with EDISU scholarship	Exempted by law	Revenue stamp and insurance
Non-Italian PhD candidates with a scholarship awarded by the Italian	Exempted by Politecnico	Regional Tax for the Right to University Education, revenue



Government		stamp and insurance
Polito PhD candidates without any scholarship	Exempted by law	Regional Tax for the Right to University Education, revenue stamp and insurance
PhD candidates from a foreign university within the framework of a co-tutelle agreement with Politecnico di Torino	Exempted by Politecnico	Regional Tax for the Right to University Education, revenue stamp and insurance
PhD candidates with a scholarship awarded by Politecnico	Exempted by Politecnico	Regional Tax for the Right to University Education, revenue stamp and insurance
Students enrolled in the Graduate School (Scuola di Specializzazione)	Exempted by Politecnico	Regional Tax for the Right to University Education, revenue stamp and insurance

*\*PLEASE NOTE: in order to obtain the tuition fee exemption students are required to present a certificate stating their particular condition/disability at the Office of the University Registrar (Segreteria Generale, located at Cittadella Politecnica - ground floor) before the deadline for enrolment. Students with disabilities can send a copy of their certificate through the Ticketing service available from their personal page, selecting "TUITION FEES" as main topic.*

#### **Article 19. Students whose comprehensive fee is partially or entirely paid by third parties**

1. Some students do not have to pay their comprehensive fee as this is partially or entirely covered by a third party. Nevertheless they still have to pay the extra-Poli fees (see amounts in Article 2). The fees due are the following:

<b>Type of student</b>	<b>Comprehensive fee</b>	<b>Fees due</b>
ASP students (Alta Scuola Politecnica) - see Art. 13 -	Paid by the project	Paid by the student: Regional tax for the Right to University Education, revenue stamp and insurance
Students of the Young Talent Project / Giovani Talenti - see Art. 14 -	If tuition fees are $\geq$ € 1.516.00: € 1.500,00 reduction off the overall tuition fees amount	
	If tuition fees are $<$ € 1,516.00: full tuition fee exemption (only the revenue stamp must be paid by the student)	
Students and PhD candidates with international mobility grants fully-funded by external organizations	Paid by the project	Paid by the project
Students participating in specific international mobility projects which entail tuition fee exemption	Exempted by Politecnico	Paid by the student: Regional tax for the Right to University Education, revenue stamp and insurance
PhD candidates with a scholarship awarded by an external organization	Funded by the sponsor	Paid by the PhD candidate: Regional tax for the Right to University Education, revenue stamp and insurance
PhD candidates with a scholarship awarded by a Politecnico Department	Funded by the sponsor	Paid by the PhD candidate: Regional tax for the Right to University Education, revenue stamp and insurance
PhD candidates participating in an Industrial Doctoral Research Programme	Funded by the company	Paid by the PhD candidate: Regional tax for the Right to University Education, revenue stamp and insurance

#### **Article 19 (NEW). Students whose comprehensive fee is partially or entirely paid by third parties**

1. Some students do not have to pay their comprehensive fee as this is partially or entirely covered by a third party. Nevertheless they still have to pay the extra-Poli fees (see amounts in Article 2). The fees due are the following:

Type of student	Comprehensive fee	Fees due
ASP students (Alta Scuola Politecnica) - see Art. 13 -	Paid by the project	Paid by the student: Regional tax for the Right to University Education, revenue stamp and insurance
Students of the Young Talent Project / Giovani Talenti - see Art. 14 -	If tuition fees are $\geq$ € 1.516.00: € 1.500,00 reduction off the overall tuition fees amount	
	If tuition fees are $<$ € 1,516.00: full tuition fee exemption (only the revenue stamp must be paid by the student)	
Students and PhD candidates with international grants fully-funded by external organizations	Paid by the project	Paid by the project
Students participating in specific international projects which entail tuition fee exemption	Exempted by Politecnico	Paid by the student: Regional tax for the Right to University Education, revenue stamp and insurance
PhD candidates with a scholarship awarded by an external organization	Funded by the sponsor	Paid by the PhD candidate: Regional tax for the Right to University Education, revenue stamp and insurance
PhD candidates with a scholarship awarded by a Politecnico Department	Funded by the sponsor	Paid by the PhD candidate: Regional tax for the Right to University Education, revenue stamp and insurance
PhD candidates participating in an Industrial Doctoral Research Programme	Funded by the company	Paid by the PhD candidate: Regional tax for the Right to University Education, revenue stamp and insurance

#### Article 20. Incoming mobility students

Exemptions for mobility students		
Type of student	Comprehensive fee	Fee due
Double degree/ joint degree students (who are awarded a degree by Politecnico)	Exempted by Politecnico	Paid by the PhD candidate: Regional tax for the Right to University Education, revenue stamp and insurance
Mobility students in the framework of bilateral agreements with foreign universities (who are not awarded a degree by Politecnico)	Exempted by Politecnico	-

#### Article 20 (NEW). Incoming mobility students

Exemptions for mobility students		
Type of student	Comprehensive fee	Fee due
Outgoing students participating in mobility projects	Exempted by Politecnico, unless otherwise provided in the specific agreement/project	Paid by the student: Regional tax for the Right to University Education, revenue stamp and insurance

Incoming students in the framework of bilateral agreements with foreign universities who are awarded a degree by Politecnico*	Exempted by Politecnico, unless otherwise provided in the specific agreement/project	Paid by the student: Regional tax for the Right to University Education, revenue stamp and insurance
Incoming students in the framework of bilateral agreements with foreign universities who are not awarded a degree by Politecnico**	Exempted by Politecnico, unless otherwise provided in the specific agreement/project	-----

\*students who are enrolled in a degree programme

\*\* students who are NOT enrolled in a degree programme

#### Article 21. Tuition fee payment options

1. When you enrol for a new academic year or when you register for the Final Examination, you can choose your preferred payment method from your personal page of the Teaching Portal – Segreteria online – Tuition Fees and Payments – Pay your tuition fees (*Portale Della Didattica - Segreteria on-line - Tasse e pagamenti - Pagamento tasse*):
  - a) MAV (Modulo Avviso Pagamento / electronic deposit slip). At first you must generate your MAV (please note that you have the possibility to enter a different amount from the one automatically generated by the system). You can pay your MAV at any bank counter or through the online banking service of your bank. If you wish to pay at a bank counter, you must print your MAV and show it at the bank counter. If you pay through the online banking service of your bank, you must use the code generated by the system and you do not need to print the MAV. The MAV is a univocal code and can be used only for the credit amount generated at the moment. The MAV is valid until the payment is done. A bank commission of 0.59 Euro is charged for any MAV transaction. The payment is automatically recorded within five days of the date of payment (after the bank has sent Politecnico the information); therefore you do not need to go to the Office of the University Registrar in order to record your payment.).  
For any other operation requiring a simultaneous payment (for instance, first enrolment/enrolment for a new academic year, Final Examination registration) you must declare the date of payment: log into the enrolment/registration procedure again and click the "Registra MAV/MAV " registration button. Please note that if you pay your MAV after 5.00 p.m., the bank might not record your payment on the same day (you must verify with your bank their recording schedule). This could be a problem if you pay on the deadline date (extra costs might be applied for late payment).
  - b) Credit card (Visa or MasterCard) or debit card; a 1% bank commission is charged. At the end of the procedure you will get a payment receipt with all the details.
  - c) PagoPA (online electronic payment to the Public Administration): it is an electronic payment system which allows users of online banking services to choose a bank or a payment institution (defined as "Payment Service Provider" – PSP) among those recognized at national level.  
 More information on PagoPA is available at: <http://www.agid.gov.it/agenda-digitale/pubblica-amministrazione/pagamenti-elettronici>.  
For any other operation requiring a simultaneous payment (for instance, first enrolment/enrolment for a new academic year, Final Examination registration) you must declare the date of payment: log into the enrolment/registration procedure again and click the "Registra MAV/MAV" registration button.
2. Payment at the front office of the Office of the University Registrar/ Offices of Student Services, by:
  - a) Bank debit card (Bancomat);
  - b) Credit card (Visa or MasterCard): a 1% bank commission of 1% is charged.

#### Article 22. Failure to pay or late payment of tuition fees – career block

1. If you do not pay your tuition fees within the deadline for second instalment, or if you pay less than the amount due, a hold will be placed on you (career block) and you will not be able to perform any further career acts (exams, withdrawal from studies, etc.). The hold will be removed on full payment of your outstanding debt. If you have a hold, all your exam registrations are cancelled and you cannot register for an exam until your payment has been recorded.
2. The fee charged for removing the hold is 10 Euro, if you pay within the first 15 days of the deadline. If your payment takes place after the 15<sup>th</sup> day, you will be charged an additional cost (10% of your debt).
3. The fee charged for removing the hold must be paid by 31<sup>st</sup> May 2019 (or before the registration deadline for the final examination, if this is earlier).
4. If you have a hold, you will receive an e-mail into your institutional mailbox ([s<matricola>@studenti.polito.it](mailto:s<matricola>@studenti.polito.it)).

#### Article 23. Failure to pay or late payment of other debts – career block

1. All outstanding debts in your virtual current account (for example: costs for a replacement smart card, IELTS registration fee...) must be settled by 31<sup>st</sup> May 2019 (or before the registration deadline for the final

examination, if this is earlier); if you do not pay your outstanding debts, a hold will be placed on you (career block) and you will not be able to perform any further career act (exams, withdrawal from studies, etc.). The hold will be removed on full payment of your outstanding debt. If you have a hold, all your exam registrations are cancelled and you cannot register for an exam until your payment has been recorded.

2. If you have a hold, you will receive an e-mail into your institutional mailbox ([s<matricola>@studenti.polito.it](mailto:s<matricola>@studenti.polito.it)).

#### Article 24. Students' virtual current account

1. When you enrol at Politecnico, you establish a system of economic relations with the University which is similar to a current account. In fact it is called "virtual current account". This means that whenever you perform a career act for which a payment is required (for example when you pay the second instalment of your tuition fees, when you ask for a replacement smart card ...), you owe money to Politecnico; on the other hand, you can also become a creditor of Politecnico in other circumstances (e.g., if you obtain tuition fee reimbursement for academic merit).
2. All debits and credits, as well as money transfers, are recorded into a virtual current account which you can check at any time by logging into your personal page of the Teaching Portal – Segreteria on-line – Tuition fees and payments – Pay your tuition fees (*Portale della Didattica - Segreteria on-line - Tasse e pagamenti - Pagamento tasse*).
3. Money transferred into your virtual current account first settles your outstanding debts, following the order of the deadlines. For instance, if you transfer into your virtual current account an amount of money corresponding to the second instalment of your tuition fees (and you intend to pay precisely this second instalment), but your current account has a negative balance due to another unpaid fee, your money will be used to settle this unpaid fee (your older debt). This means that the second instalment of your tuition fees remains partially unpaid; when the deadline expires, a hold will be placed on you (career block) and you will be charged a fee in accordance with Article 22.

#### Article 25. How to claim a refund

1. If your virtual current account has a credit balance, you can claim a refund following the online procedure available on your personal page of the Teaching Portal – Segreteria online – Tuition fees and payments – Pay your tuition fees (*Portale della Didattica - Segreteria on-line - Tasse e pagamenti - Pagamento tasse*). In any case, at the end of every academic year, Politecnico will refund all students who have graduated during the year and who are not continuing their studies at Politecnico, if their virtual account has a credit balance.
2. You can receive your refund only if you have chosen a payment method by entering this information on your personal page of the Teaching Portal – Segreteria online – Tuition fees and payments (*Portale della Didattica - Segreteria on-line - Tasse e pagamenti*).
3. The options for reimbursement are the following:
  - a) Bank or Banco posta bank transfer: you must be the holder or co-holder of a bank account and you must indicate its IBAN code in order to receive the refund.
  - b) Cash: as soon as money is available, an e-mail will be sent to your institutional mailbox, with the instructions for collecting your refund: you must go to a UniCredit bank counter with your identity card and your fiscal code in order to get your money.
4. If your credit is 1.000 Euro or greater, money can be refunded by bank transfer only, in accordance with Article 12 of Decree-Law No. 201 of 6<sup>th</sup> December 2016.
5. If you do not enter your bank details correctly or if you do not withdraw your cash within the deadline, a new refund is not automatic and you need to make a new request.

#### Article 26. Other charges for individual services rendered upon request

1. There are some administrative operations for your university career for which you need to pay a charge.
2. The Student Guide describes these operations and their effects on your career. This is a summary table of these charges.

CHARGE	AMOUNT DUE Academic Year 2018/2019
Replacement smart card	€ 11.00
Transfer out application ( <i>congedo</i> )	€ 16.00 revenue stamp + € 50.00 administrative fee – (see also Art. 29)
Revenue stamp for registration for the Final Examination	€ 32.00

Revenue stamp for registration for the Final Examination for PhD Programmes and Postgraduate School	€ 32.00
Replacement degree parchment	€ 100.00
Registration for the State Examination for Professional Practice ( <i>esame di stato</i> )	€ 200.00
Resumption of studies after an interruption - charge for each year of interruption ( <i>tassa ricognizione</i> )	€ 100.00 Art. 31
Resumption of studies after an interruption – charge for unfinished evaluation procedure	€ 150.00 Art. 31
New enrolment after withdrawal from studies ( <i>rinuncia</i> ) – fixed amount and variable amount for credit recognition	€ 150.00 + 16.00 € per credit Art. 27
New enrolment after forfeiture ( <i>decadenza</i> ) – fixed amount and variable amount for credit recognition	€ 150.00 + 16.00 € per credit Art. 27
Entry transfer to a Polito Bachelor's degree programme– charge for unfinished procedure	€ 200.00 Art. 28
Entry transfer to a Polito a Master's degree programme – charge for unfinished procedure	€ 100.00
Credit transfer ( <i>abbreviazione carriera</i> ) - charge for unfinished procedure	€ 100.00 Art. 30
Internal transfer – charge for unfinished procedure	€ 50.00 Art. 32
Evaluation of previous academic records for admission to a Master's degree programme – charge for unfinished procedure	€ 100.00 Art. 33
Application for foreign degree equivalency for admission to the State Examination for Professional Practice	€ 16.00 revenue stamps + € 60.00 administrative fee
Certificate of foreign degree recognition – request	€ 16.00 revenue stamps + € 60.00 administrative fee
Certificate of foreign degree recognition – issue	€ 16.00 revenue stamps + € 100.00 administrative fee

**Article 27. New enrolment after forfeiture / withdrawal from studies – charge for credit validation**

1. The cost for the recognition of credits earned during a previous university career is composed of a fixed fee (150 Euro), plus 16 Euro for each validated credit.
2. You are required to pay this amount only if you are applying for the recognition of credits earned during a previous university career which was NOT at Politecnico di Torino.

**Article 28. Entry transfer to a Bachelor's degree programme - charge for unfinished procedure**

1. If you are transferring to Politecnico from another university, you have to pay 200.00 Euro. If your transfer is completed successfully, this amount will be deducted from your tuition fees; otherwise, if you eventually decide not to enrol at Politecnico, it will not be refunded.

**Article 29. Exit transfer (*congedo*)**

1. If you apply for a transfer to another university (*congedo*) before the payment deadline for the second instalment of your tuition fees, you do not need to pay your second instalment.
2. If you have not been assigned your final contribution level for a.y. 2018/2019 by the time you apply for a transfer, you must pay the first instalment of your tuition fees on the basis of the highest contribution level (see article 44.1.b), unless you have applied for tuition fee reduction before your transfer application.
3. The fee charged for a transfer application is 66.00 Euro, of which: 50.00 Euro for administrative fees and 16.00 Euro for the revenue stamp.

**Article 30. Credit Transfer (*abbreviazione carriera*) - charge for unfinished procedure**

1. If you have a university degree and you apply for credit transfer, you must pay 100.00 Euro at the beginning of the credit transfer process. If you confirm your credit transfer, this amount will be deducted from your tuition fees; otherwise, if you eventually decide not to enrol at Politecnico, it will not be refunded.

**Article 31. Interruption and resumption of studies**

1. If you intend to resume your studies after one or more years of interruption, you have to settle possible outstanding debts deriving from your last year of enrolment, plus a fixed fee (100.00 Euro) for every year in which you have not been enrolled at Politecnico.
2. If you also need to get an evaluation of your previous academic records, you have to pay 150.00 Euro. This amount will be deducted from your tuition fees if you enrol at Politecnico; otherwise, if you eventually decide not to enrol at Politecnico, it will not be refunded.

**Article 32. Internal transfer – charge for unfinished procedure**

1. If you apply for an internal transfer but you do not eventually confirm it, you will be charged a fee for the evaluation of your previous academic records (50.00 Euro).

**Article 33. Evaluation of previous academic records for admission to a Master's degree programme – charge for unfinished procedure**

1. If you are transferring from another university and you intend to enrol in a Master's degree programme at Politecnico di Torino, you have to pay 100.00 Euro for the evaluation of your previous academic records. If you are admitted to Politecnico and you confirm your enrolment, this amount will be deducted from your tuition fees; otherwise, it will not be refunded.

**Article 34. Tuition fee reduction based on academic merit**

1. If you have a high academic performance (measured with the score described below), you are classified as a high-achieving student. In this case you can get a tuition fee reduction up to a maximum of 300.00 Euro. This reduction is applied to your comprehensive fee (but not on the revenue stamp, regional tax and insurance – see Article 2)
2. You must pay the 16.00 Euro revenue stamp when you enrol even if the first instalment of your tuition fees is reduced down to zero due to the above mentioned merit-based reduction.
3. In order to calculate your merit score, Politecnico takes into account the exams that you passed from 10<sup>th</sup> August 2017 to 10<sup>th</sup> August 2018. Exams taken during a closed academic career, although already recognized by Politecnico (e.g., credit transfer exams) are not taken into consideration for this calculation.
4. The score is calculated as follows: a) multiply the number of credits of every exam passed at Politecnico in the above-mentioned period by its grade (please consider that pass-or-fail exams are assigned the value of the weighted average grade of the other exams); b) sum the results of these products.
5. To obtain a merit-based reduction, you need to get at least 1000 points if you are a first-year student in a.y. 2017/2018 or at least 1225 points if you are a continuing student (enrolled in year two or beyond).
6. You are entitled to obtain a merit-based reduction if you reached the above mentioned score in a.y. 2017/18, provided that you are have enrolled at Politecnico as a full-time student for a.y. 2018/19. Part-time students are not entitled to receive any merit-based reduction.
7. If you were a third year Bachelor's student in a.y. 2017/18, you can get this merit-based reduction for a.y. 2018/19 only if you enrol in a Master's degree programme during a.y. 2018/19. In this case you can get this reduction after enrolling in your Master's degree programme.
8. Any exams passed in order to make up for unfulfilled academic requirements do not count towards this score.
9. This procedure (calculation of your merit score and refund on your virtual current account) is automatic. The reduction is calculated on the basis of your final contribution level or, if this is still unavailable, on your provisional contribution level. When your final contribution level becomes available, possible adjustments are applied to the second instalment of your tuition fees, after 15<sup>th</sup> March 2019.

10. You can get a merit-based tuition fee reduction for no more than three times if you are enrolled in a Bachelor's degree programme (the third reduction is possible only if you have already enrolled in a Master's degree programme). Merit-based tuition fee reduction can be offered one time only to second-year Master's students.

*Example of calculation*

Bachelor's degree programme = B	
Merit obtained in 1 <sup>st</sup> year	Fee reduction in 2 <sup>nd</sup> year B
Merit obtained in 2 <sup>nd</sup> year	Fee reduction in 3 <sup>rd</sup> year B
Merit obtained in 3 <sup>rd</sup> year	Fee reduction in 1 <sup>st</sup> year M
Master's degree programme = M	
Merit obtained in 1 <sup>st</sup> year	Fee reduction in 2 <sup>nd</sup> year M

**Article 35. Outgoing students: calculation of academic merit for the attribution of benefits referred to in Art. 34 and 37**

1. If you are an outgoing student participating in a mobility programme abroad or in a specific international educational path, some of the exams you took abroad may not be recorded by 10<sup>th</sup> August 2018. In this case Politecnico calculates your merit score for the attribution of the benefits referred to in Art. 34 and 37 in accordance with the criteria mentioned in the next paragraphs. In any case you can receive the above-mentioned student benefits only after you exams are recorded and validated.
2. If your mobility programme ends before 10<sup>th</sup> August 2018, your merit score is calculated on all validated exams.
3. If your mobility programme ends after 10<sup>th</sup> August 2018, your merit score is calculated proportionally to the credits you earned during your mobility programme.
  - a. The number of credits is calculated as follows: (total number of validated credits) / (total number of mobility days) \* (number of days from the first mobility day to 10<sup>th</sup> August 2018)
  - b. For the calculation of the score for merit-based reduction (Art. 34): credits calculated with the method illustrated under letter a) will be given a grade corresponding to the average grade of all the exams taken during the mobility programme and validated by Politecnico.

## SECTION 2

**Article 36. Tuition fees for students who meet the requirements of the 2017 Budget Law (Law no. 232 of 11<sup>th</sup> December 2016) integrated by the resolution of the Board of Directors of 27<sup>th</sup> February 2018**

If you are enrolled in a Bachelor's or Master's degree programme and you meet **all** the requirements listed in the next articles (income, number of earned credits, number of years of enrolment), you can be exempted from paying your comprehensive fee, or, you can pay the comprehensive fee amount established by the Budget Law and BoD resolution; in any case, you must pay the extra-Poli fees (regional tax, revenue stamp, insurance – these are called *extra-Poli* fees in the tables below). Your ISPE value (Indicatore della Situazione Patrimoniale Equivalente) is not taken into account.

This payment scheme applies both to part-time and to full-time students (for part-time students Politecnico calculates the tuition fees according to the following tables and on the basis of articles 5 and 8 and charges the student the most favourable amount).

For the purpose of verifying if a student fulfils the requirements, one year of part-time enrolment is worth half year (0.5/year).

**Article 37. Students enrolling in Bachelor's degree programmes and Master's degree programmes**

**First- year students - first enrolment** in a Bachelor's or Master's degree programme in a.y. 2018/2019:

TABLE A

ISEE = I	CFU REQUIRED	COMPREHENSIVE FEE	EXTRA POLI FEES	TOTAL AMOUNT TO BE PAID
I ≤ 25.500	none	not due	due	See Table 1
25.500 < I ≤ 30.500	none	due	due	See Table 1

**Continuing students** (enrolling at Politecnico after first year) - second enrolment in a Bachelor's or Master's degree programme in a.y. 2018/2019:

TABLE B

ISEE = I	CFU REQUIRED	COMPREHENSIVE FEE	EXTRA POLI FEES	TOTAL AMOUNT TO BE PAID
I ≤ 25.500	10 CFU before 10 <sup>th</sup> August 2018	not due	due	See Table 1
25.500 < I ≤ 30.500	10 CFU before 10 <sup>th</sup> August 2018	due	due	See Table 1

**Continuing students** (enrolling at Politecnico after first year) – enrolment beyond the second time but within the standard graduation timeline plus one year in a.y. 2018/2019 (third and fourth enrolment in a Bachelor's degree programme, third enrolment in a Master's degree programme):

TABLE C

ISEE = I	CFU REQUIRED	COMPREHENSIVE FEE	EXTRA POLI FEES	TOTAL AMOUNT TO BE PAID
I ≤ 25.500	25 CFU earned in the period from 10 <sup>th</sup> August 2017 to 10 <sup>th</sup> August 2018	not due	due	See Table 1
25.500 < I ≤ 30.500	25 CFU earned in the period from 10 <sup>th</sup> August 2017 to 10 <sup>th</sup> August 2018	due	due	See Table 1



**Continuing students** (enrolling at Politecnico after first year) - **enrolment beyond the standard graduation timeline plus one year in a.y. 2018/19** (beyond fourth enrolment in a Bachelor's degree programme, beyond third enrolment in a Master's degree programme)

TABLE D

ISEE = I	CFU REQUIRED	COMPREHENSIVE FEE	EXTRA POLI FEES	TOTAL AMOUNT TO BE PAID
I <= 30.500	25 CFU earned in the period from 10 <sup>th</sup> August 2017 to 10 <sup>th</sup> August	due	due	See Table 1

TAB 1

Tuition fees for students included in categories A, B, C, D. The amounts include: comprehensive fee (when due), Regional tax for the Right to University Education, enrolment revenue stamp and premium for accident insurance

Student		Art 37 - TABLE A First-enrolment in a Bachelor's degree programme or Master's degree programme			Art 37 - TABLE B - C Enrolling within the standard graduation timeline plus one year			Art 37 - TABLE D Enrolling beyond the standard graduation timeline plus one year		
Contribution level	ISEE / ISEE Parificato up to	First instalment	Second instalment	Total	First instalment	Second instalment	Total	First instalment	Second instalment	Total
1	€ 12.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 159,53	€ 0,00	€ 159,53	€ 179,00	€ 177,00	€ 356,00
2	€ 13.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 159,53	€ 0,00	€ 159,53	€ 179,00	€ 177,00	€ 356,00
3	€ 14.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 159,53	€ 0,00	€ 159,53	€ 179,00	€ 177,00	€ 356,00
4	€ 15.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 159,53	€ 0,00	€ 159,53	€ 179,00	€ 177,00	€ 356,00
5	€ 16.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 159,53	€ 0,00	€ 159,53	€ 179,00	€ 177,00	€ 356,00
6	€ 17.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 159,53	€ 0,00	€ 159,53	€ 179,00	€ 177,00	€ 356,00
7	€ 18.500,00	€ 200,00	€ 40,47*	€ 159,53	€ 159,53	€ 0,00	€ 159,53	€ 179,00	€ 177,00	€ 356,00
8	€ 19.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 159,53	€ 0,00	€ 159,53	€ 179,00	€ 177,00	€ 356,00
9	€ 20.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 159,53	€ 0,00	€ 159,53	€ 179,00	€ 177,00	€ 356,00
10	€ 21.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 159,53	€ 0,00	€ 159,53	€ 179,00	€ 177,00	€ 356,00
11	€ 22.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 159,53	€ 0,00	€ 159,53	€ 179,00	€ 177,00	€ 356,00
12	€ 23.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 159,53	€ 0,00	€ 159,53	€ 179,00	€ 177,00	€ 356,00
13	€ 24.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 159,53	€ 0,00	€ 159,53	€ 179,00	€ 177,00	€ 356,00
14	€ 25.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 159,53	€ 0,00	€ 159,53	€ 179,00	€ 177,00	€ 356,00
15	€ 26.500,00	€ 200,00	€ 121,28	€ 321,28	€ 200,00	€ 121,28	€ 321,28	€ 179,00	€ 177,00	€ 356,00
16	€ 27.500,00	€ 200,00	€ 297,97	€ 497,97	€ 249,00	€ 248,97	€ 497,97	€ 249,00	€ 248,97	€ 497,97
17	€ 28.500,00	€ 200,00	€ 490,69	€ 690,69	€ 345,00	€ 345,69	€ 690,69	€ 345,00	€ 345,69	€ 690,69
18	€ 29.500,00	€ 200,00	€ 697,17	€ 897,17	€ 450,00	€ 447,17	€ 897,17	€ 450,00	€ 447,17	€ 897,17
19	€ 30.500,00	€ 200,00	€ 727,04	€ 927,04	€ 465,00	€ 462,04	€ 927,04	€ 465,00	€ 462,04	€ 927,04

\*This amount (positive balance) will be transferred to the student's virtual current account.

## SECTION 3

### Article 38. Tuition fee reduction

1. If you are enrolled in a Bachelor's degree programme or in a Master's degree programme, you can get a tuition fee reduction provided that you apply for it. The application for tuition fee reduction must be submitted every academic year.
2. If you do not apply for tuition fee reduction you are required to pay your tuition fees according to the highest contribution level (75).
3. Politecnico automatically receives your application for tuition fee reduction as soon as you apply for it upon enrolment (see Article 44) or at a later stage. Applications must be submitted online from Segreteria online – Tuition fees and payments – Apply for tuition fee reduction (*Segreteria Online – Tasse e pagamenti – Richiesta di riduzione Tasse*) – see Article 45. In order to fill out your application, you need to have an ISEE declaration issued by INPS for “prestazioni per il diritto allo studio universitario” (services for the right to university education).
4. If you are a non-EU citizen or a EU citizen with a family unit that does not generate income in Italy (or not totally in Italy), you must have the “Indicatore Sostitutivo dell'ISEE” (Substitute value for the ISEE indicator), called ISEE Parificato.
5. You can get a tuition fee reduction if your family's Equivalent Economic Situation Indicator (ISEE) does not exceed the limit of 85.500,00 Euro and if your family's Equivalent Property Situation Indicator (ISPE) does not exceed the limit of 200.000,00 Euro.
6. These indicators are abbreviated with the following acronyms:

ISEE Universitario ISEEU ISEEUP		≤ 85.500,00 €
ISPE ISPEU ISPEUP	<i>This value is calculated by dividing the ISP (Property Situation Indicator) by the Equivalence Scale</i>	≤ 200.000,00 €

\* This indicator is not taken into account if you meet the requirements listed in section 2.

7. In order to apply for tuition fee reduction, you can use your ISEE Universitario based on the Dichiarazione Sostitutiva Unica (DSU) which must be valid at the date of your application.
8. In order to apply for tuition fee reduction, you can use your ISEE Parificato issued during the academic year for which you intend to request the reduction (see Articles 41,44,45,46).

### Article 39. Students who are not eligible for tuition fee reduction

1. You are not entitled to apply for tuition fee reduction if you are:
  - a) enrolled as a part-time student (except for those students who meet the requirements listed in Section 2)
  - b) enrolled in single courses;
  - c) a student who already has a university degree and enrolls in a degree programme of the same level (e.g., if you have a Bachelor's degree and you want to enrol in a Bachelor's degree programme);
  - d) a non-Italian student enrolled at Politecnico within the framework of an agreement between Politecnico and your university of origin;
  - e) enrolled in a Specializing Master's programme (*Master Universitario*).

### Article 40. ISEE Universitario

1. You can get your ISEE declaration from any authorized office (for instance, a CAF – *Centro di Assistenza Fiscale*/Centre for Fiscal Assistance) where you must ask for the ISEE Universitario (ISEE per prestazioni agevolate per il diritto allo studio universitario/ ISEE for special support services for the right to university education). You will be asked to fill out the DSU form and you will receive a copy of it. The authorized office will later send your DSU to INPS (*Istituto Nazionale di Previdenza Sociale*/ National Institute for Social Security) for the calculation of your ISEE.  
After you fill out your DSU form, you must apply for tuition fee reduction from your personal page of the Teaching Portal (*Portale della Didattica*).
2. The ISEE declaration will be issued by INPS within 15 working days.

### Article 41. ISEE Parificato (for non-Italian students)

1. If you are a non-EU citizen or a EU citizen **with a family unit that does not generate income in Italy (or not totally in Italy)**, you must get the “Indicatore Sostitutivo dell'ISEE” (Substitute value for the ISEE indicator), called “ISEE Parificato”, from a CAF.
2. EDISU Piemonte identifies the CAFs which are authorized to issue the ISEE Parificato in Piemonte. The list will be published at: [https://didattica.polito.it/tasse\\_riduzioni/](https://didattica.polito.it/tasse_riduzioni/).

#### Article 42. Independent students (for ISEE purposes)

1. You are considered an independent student if you simultaneously meet the following two requirements:
  - a) you have been living in a different house from that of your family of origin for at least two years at the moment of your application submission; and, the house you have been living in does not belong to your family;
  - b) you have been generating and declaring an income not below 6.500,00 Euro deriving from an employment contract or likewise, for at least two years.
2. If you live in a different house from that of your family of origin, but you do not meet either one or both the above mentioned requirements, you cannot be considered an independent student; therefore you must refer to the financial and patrimonial condition of your family of origin.
3. Independent students are required to send a ticket (select the "Tuition fees" topic) before they apply for tuition fee reduction in order to verify if they actually meet the requirements mentioned in paragraph 1.

#### Article 43. How to apply for tuition fee reduction

1. Applications for tuition fee reduction must be submitted online only. You can apply when you enrol (see Art. 44) or at a later stage. You must follow the guided procedure available on your personal page of the Teaching Portal / *Portale della Didattica* (as explained in Art. 45).
2. Your application for tuition fee reduction is valid throughout a.y. 2018/2019 and can be modified only if you provide your "ISEE Corrente".
3. Politecnico reserves itself the right to check the values of your ISEE Universitario/Parificato. Should any errors or inconsistencies be found, you will be informed by e-mail only. This message will be sent to your institutional mailbox (s<matricola>@studenti.polito.it).
4. If for any reason you cannot submit your application within the deadline, you are required to report your problem and send a ticket from your personal page (select the "Tuition fees" topic and the "ISEE declaration" subtopic).

#### Article 44. Applying for tuition fee reduction upon enrolment

1. You can apply for tuition fee reduction using your **ISEE Universitario**. The application can be submitted upon enrolment (when you first enrol at Politecnico or when you enrol for a new academic year). In this case you will be asked to give your consent so that Politecnico is allowed to query the INPS database to retrieve your data.
  - a. **If you give your consent and a valid ISEE Universitario is retrieved from the INPS database, you will be assigned your final contribution level.**
    - i. If you are a first-year student, you are required to pay € 200.00 for the first instalment of your tuition fees.
    - ii. If you are a continuing student, you are required to pay the first instalment of your tuition fees according to your final contribution level.
  - b. **If you give your consent but a valid ISEE Universitario is NOT retrieved from the INPS database, you will be assigned a provisional contribution level as follows:**
    - i. If you are a first-year student, you are provisionally assigned the highest contribution level and you are required to pay € 200.00 (first instalment).
    - ii. If you are a continuing student, you are provisionally assigned last year's contribution level and you are required to pay the first instalment of your tuition fees according to that provisional level.

The INPS database will be queried to retrieve your ISEE data until 28/12/2018 (or until 15/04/2019 for transfer students and for students who earned their Bachelor's degree at Politecnico up to a.y. 2017/2018 and enrol in a Master's degree programme in second semester):

      - i. if a valid ISEE Universitario (issued before the above-mentioned deadline) is retrieved from the database, you will be assigned your final contribution level.
      - ii. If no valid ISEE Universitario is retrieved, your provisional contribution level will be revoked before 16<sup>th</sup> January 2019 (an e-mail will be sent to your institutional mailbox: s<matricola>@studenti.polito.it). In this case you can apply for tuition fee reduction in second semester following the instructions illustrated in Art. 45.1 and according to the deadlines of Art. 46.

If you are a continuing student applying for a transfer or for a withdrawal from studies but you have not been assigned your final contribution level for a.y. 2018/19 by the time you submit your application, you must pay the first instalment of your tuition fees on the basis of the highest contribution level. If you pay a lower amount but you are eventually assigned to a higher contribution level, you are required to pay the difference between the provisional level and the final level when you leave Politecnico.
  - c. **If you do NOT give your consent, you will be assigned the highest contribution level.**
    - i. If you are a first-year student, you are required to pay € 200.00 for the first instalment of your tuition fees.
    - ii. If you are a continuing student, you are required to pay the first instalment of your tuition fees according to the highest contribution level.

You can still apply for tuition fee reduction at a later stage in accordance with the instructions of Art. 45.1 and the deadlines of Art. 46. If you do not submit any application for tuition fee reduction, you will be irrevocably assigned the highest contribution level.

2. If you apply for tuition fee reduction using your **ISEE Parificato**, you have the following options:
- If you are a continuing student (enrolling after first year) you can apply for tuition fee reduction upon enrolment by confirming the economic data you declared in previous academic years.
    - If you confirm your previous economic data**, you will be assigned your final contribution level corresponding to last year's level. You are required to pay the first instalment of your tuition fees accordingly.
    - If you do NOT confirm your previous economic data**, you will be assigned the highest contribution and must pay the first instalment of your tuition fees accordingly. You can still apply for tuition fee reduction at a later stage in accordance with the instructions of Art. 45.2 and the deadlines of Art. 46
  - If you are a first-year student (first-year enrolment in any degree programme) or if you are moving from Bachelor's level to Master's level you are required to pay € 200.00 for the first instalment of your tuition fees. You can apply for tuition fee reduction at a later stage in accordance with the instructions of Art. 45.2 and the deadlines of Art. 46.

When you are assigned a contribution level (final or provisional), you will receive an e-mail into your institutional mailbox(s<matricola>@studenti.polito.it).

Summary table

Tuition fee reduction upon enrolment with ISEE Universitario (first-year students)				
Applicable article	INPS consent given	ISEE retrieved	Contribution level	First instalment
Art. 44 paragraph 1.a	Yes	Yes	Final level	200 euro
Art. 44 paragraph 1.b	Yes	No	Highest level (75)	
Art. 44 paragraph 1.c	No	-	Highest level (75)	

Tuition fee reduction upon enrolment with ISEE Universitario (continuing students)				
Applicable article	INPS consent given	ISEE retrieved	Contribution level	First instalment
Art. 44 paragraph 1.a	Yes	Yes	Final level	paid in accordance with final level
Art. 44 paragraph 1.b	Yes	No	Provisional level (last year's level)	paid in accordance with provisional level
Art. 44 paragraph 1.c	No	-	Highest level (75)	paid in accordance with highest level

Tuition fee reduction upon enrolment with ISEE Parificato (continuing students)			
Applicable article	Economic data confirmed	Contribution level	First instalment
Art. 44 paragraph 2.a.i	Yes	Final level (same as last year's level)	paid in accordance with final level
Art. 44 paragraph 2.a.ii	No	Highest level (75)	paid in accordance with highest level

#### Article 45. Applying for tuition fee reduction after enrolment

If upon enrolment you do not give your consent to query the INPS database, you can still apply for tuition fee reduction after enrolment.

##### 1. Applying for tuition fee reduction with ISEE Universitario

- Log into your personal page of the Teaching Portal – Segreteria online – Tuition fees and payments – Apply for tuition fee reduction (*Portale della Didattica, - Segreteria on-line - Tasse e pagamenti - Richiesta di riduzione tasse*) - and follow the guided procedure:
  - If your ISEE Universitario has already been calculated by INPS*  
You must check that the data displayed on your personal page are correct and coincide with your ISEE. Then you must confirm you data to complete the process.

- ii. *If your ISEE Universitario has not been calculated yet but you have a valid DSU*  
 You must enter the date of your DSU. You will be automatically assigned your contribution level when your ISEE is calculated by INPS.
- b. After submitting your application for tuition fee reduction, you will receive a confirmation e-mail into your institutional mailbox(s<matricola>@studenti.polito.it) with your final contribution level.
- 2. Applying for tuition fee reduction with ISEE Parificato**
- a. Log into your personal page of the Teaching Portal – Segreteria online – Tuition fees and payments – Apply for tuition fee reduction (*Portale della Didattica, - Segreteria on-line - Tasse e pagamenti - Richiesta di riduzione tasse*).
- b. Fill in the following fields:
- i. ISEEU/ ISEEUP value;
  - ii. ISPU/ISPUP value;
  - iii. Equivalence scale (enter two digits only);
  - iv. issue date.
- The ISPEU/ISPEUP value is calculated automatically.
- c. Upload your ISEE Parificato in a single PDF file (all pages containing the above-mentioned data in one file). You cannot submit your online application without uploading this PDF file.
- d. After submitting your application, you will receive a confirmation e-mail into your institutional mailbox(s<matricola>@studenti.polito.it) with your final contribution level.

**Article 46. Application deadlines for tuition fee reduction**

1. You can apply for tuition fee reduction one time only during the same academic year in accordance with the deadlines illustrated in the table below. Your application is valid throughout the whole academic year.

	<b>Application submission timeframe</b>	<b>Documents required</b>	
Upon first enrolment/ enrolment	Before the enrolment deadline	DSU presented between 16/01/2018 and 28/12/2018	ISEE Parificato* issued between 09/01/2018 and 28/12/2018
1st semester	from 03/10/2018 to 28/12/2018	DSU presented from 16/01/2018 to 28/12/2018	ISEE Parificato* issued between 09/01/2018 and 15/03/2019
2nd semester	from 16/01/2019 to 15/03/2019	DSU presented after 16/01/2019	
Extended application deadline for tuition fee reduction with extra charge (€ 200.00)	from 01/04/2019 to 15/05/2019	DSU presented after 16/01/2019	ISEE Parificato* issued between 09/01/2018 and 15/05/2019
Transfer students (coming from another university) or students who earned their Bachelor's degree at Politecnico up to a.y. 2017/18 and enrol in a Master's degree programme in second semester	from 16/01/2019 to 15/04/2019	DSU presented after 16/01/2019	ISEE Parificato* issued between 09/01/2018 and 15/04/2019

2. If you apply for tuition fee reduction during the extension period (from 01/04/2019 to 15/05/2019), you will be charged an extra fee (€ 200.00) which must be paid by 31<sup>st</sup> May 2019. If you do not pay within this deadline, a hold will be placed on you (career block) in accordance with Article 23.
3. You cannot apply for tuition fee reduction after the above-mentioned deadlines and you will be assigned the highest contribution level (level 75). If you paid your first instalment on the basis of your provisional contribution level, you will have to pay the difference between your provisional level and the highest level together with your second instalment (both instalments will be recalculated on the basis of level 75).
4. The decision to assign a student the highest contribution level is irrevocable.
5. The decision to assign a student the highest contribution level is communicated by e-mail (sent to your institutional mailbox: s<matricola>@studenti.polito.it)

\*except for students referred to in Art. 44.2.a.i.

**Article 47. Students applying for Edisu benefits**

1. If you applied for an Edisu scholarship, you do not need to apply for tuition fee reduction (please note that Edisu benefits are regulated by Edisu rules).
2. Edisu scholarship applicants are assigned a contribution level which corresponds to the value of the ISEE Universitario/ISEE Parificato submitted to Edisu. Edisu will automatically send the data to Politecnico.
3. If you are awarded an Edisu scholarship or are eligible for it (*vincitore/idoneo*), you will be exempted from paying your tuition fees (except for the revenue stamp and insurance – see Art. 2).
4. Tuition fees for scholarship applicants vary according to the year of enrolment: the amount paid by Bachelor's or Master's first-year students is different from the amount paid by continuing students, as detailed below:

Year of enrolment	Amount due	Claim for refund
First-year students (Bachelor's/Master's degree programme)	first instalment only (200€) upon enrolment	Yes, as soon as you meet the requirements listed in the Edisu Call for applications
Continuing students (enrolled after first year in a Bachelor's/Master's degree programme)	Revenue stamp and insurance	-

5. If you are a first-year student (i.e. you are enrolled in first year of a Bachelor's or Master's degree programme) you can claim a refund for the first instalment of your tuition fees (except for the revenue stamp and insurance – see Art. 2) as soon as you meet the requirements listed in the Edisu Call for applications.
6. If last year you were a scholarship recipient or you were eligible for a scholarship (*vincitore/ideoneo*), upon enrolment you must declare if you intend to apply again for an Edisu scholarship for this academic year.
  - a. If you declare that you want to apply for a scholarship for this academic year, you will be provisionally considered eligible for the scholarship. Your effective eligibility will be confirmed only after the publication of the Edisu ranking list and the transfer of your data from Edisu to Politecnico.
  - b. If you declare that you have not applied nor you are going to apply for a scholarship for this academic year, you can apply for tuition fee reduction in accordance with Art. 44-45 and the deadlines of Art. 46.

**Article 48. Bachelor's students with over 7 enrolments / Master's or Laurea Specialistica students with over 5 enrolments / students enrolling in Bachelor's degree programmes or Diploma Universitario belonging to the system pre-dating DM 509/99**

1. If you enrol as a full-time student in a Bachelor's degree programme for a.y. 2018/19 over the 7<sup>th</sup> time, or, if you enrol in a Master's degree programme (or *Laurea Specialistica*) over the 5<sup>th</sup> time, or if you enrol in a Bachelor's degree programme or *Diploma Universitario* belonging to the system pre-dating DM 509/99, you can apply for tuition fee reduction according to the deadlines and modalities of Section 3.
2. If your ISEE Universitario is above € 150,000.00 you will be assigned the highest contribution level (75). In this case your tuition fees amount to € 3.815,24 (see tables of Section 4).

**Article 49. Automatic assignment to the highest contribution level after inspections**

1. If an inspection carried out by Politecnico reveals that you entered any inconsistent or unreal data in your application, or if you have failed to attach your full ISEE Parificato (when requested), you will receive an e-mail message into your institutional mailbox.
2. In this case you must provide the necessary documents within the deadlines indicated in the e-mail.
3. If you fail to submit these documents within the deadlines, you will be automatically assigned the highest contribution level (level 75).
4. The decision to assign a student the highest contribution level is irrevocable.

**Article 50. Self-certificate verifications**

1. The ISEE Universitario/Parificato declaration used for your application for tuition fee reduction is a regular self-certificate and requires you to be fully accountable for the truthfulness of your declarations (Presidential Decree No. 445 of 28<sup>th</sup> December 2000). Within the meaning of article 76 of this decree, if you make false declarations, produce or use untrue data, you are punished in accordance with the penal code and other special provisions.
2. The self-certificate could be subject to an annual sample inspection conducted by Politecnico.
3. For this purpose, Politecnico is entitled to ask you to provide any necessary information and to conduct relevant investigations with the competent administration offices. At the end of these investigations, should it result that either your declaration or documents are false, you will be revoked all benefits and you will have to refund the money; moreover, the situation could be reported to the court.
4. Once the verification process has begun, it cannot be stopped (even if, for example, you spontaneously renounce your undue benefits).

5. If you are selected for an inspection, you will receive an e-mail message into your institutional mailbox. The result of this verification and any decisions taken in case of irregularities will be communicated by e-mail as well.
6. These decisions are not open to appeal within Politecnico.

#### **Article 51. Disciplinary sanctions**

1. If you make false, incomplete or inconsistent declarations, you will be subject to penalties in accordance with paragraph 3 of article 10 of Legislative decree No. 68 (29<sup>th</sup> march 2012). You will also be subject to disciplinary sanctions imposed by the university up to temporary exclusion from Politecnico.

#### **Article 52. Personal data processing**

1. In accordance with the General Data Protection Regulation (EU Regulation 2016/679) and the Code regarding the protection of personal data (Legislative Decree No. 196 of 30<sup>th</sup> June 2003 and further amendments) your personal data will be processed by Politecnico di Torino in pursuit of its institutional aims and in accordance with the transparency purposes imposed by the law. The processing of personal data is based on the principles of correctness, lawfulness and relevance of purposes.
2. You can find more information on the processing of your personal data and your rights at: <https://didattica.polito.it/privacy/>. The **data controller** is Politecnico di Torino, represented by the Rector, with statutory seat in Corso Duca degli Abruzzi, 24 - 10129 Torino. For information and inquiries you can contact: [privacy@polito.it](mailto:privacy@polito.it).
3. You can contact the **data protection officer** of Politecnico di Torino for any inquiries on the processing of your personal data and your rights: [dpo@polito.it](mailto:dpo@polito.it).

#### **Article 53. Information and participation in administrative proceedings**

1. Communication between Politecnico and students takes place primarily through the institutional mailbox assigned to every student upon enrolment: [s<matricola>@studenti.polito.it](mailto:s<matricola>@studenti.polito.it). Specific messages may also be sent by SMS.
2. In order to contact Politecnico offices you need to use the Ticketing service from your personal page of the Teaching Portal (*Portale della Didattica*).

#### **Article 54. Final provisions**

1. In accordance with the Student Regulations, on instances concerning the university career of students, appeals may be raised to the Rector, who in response may avail himself of a purposely appointed Commission.
2. In the event the procedures or terms of this Guide had to be modified, exclusively for technical and operational reasons, or if the tuition fee amounts had to be changed due to external events (such as, a change in the cost of revenue stamps imposed by law after this Guide has been issued), the person in charge is the Head of the Division of Student Affairs.

## SECTION 4

### Article 55. Part-time students

Except for students who meet the requirements of Section 2.

Type of enrolment /degree programme	Total amount due	Can you get a tuition fee reduction?	Payment deadline
First-year students enrolling in a Bachelor's degree programme before 29/08/2018*	€ 580.11 + € 16.00 for each credit	No	Payment is due by the enrolment deadline
First-year students enrolling in a Bachelor's degree programme after 30/08/2018*	€ 650.11 + € 16.00 for each credit	No	Payment is due by the enrolment deadline
First-year students enrolling in a Master's degree programme	€ 650.11 + € 16.00 for each credit	No	Payment is due by the enrolment deadline
Continuing students (enrolling after first year): Bachelor's degree programmes, Master's degree programmes ( <i>Laurea Magistrale/Specialistica</i> ), other degree programmes belonging to the system pre-dating Ministerial Decree. No. 509/99	€ 650.11 +€ 16.00 for each credit	No	Upon enrolment
Distance learning Bachelor's degree programmes (Ministerial decree No. 509/99)	€ 650.11 +€ 16.00 for each credit	No	Upon enrolment
Students approaching the end of their university studies (see Art. 8–Section 1)	€ 359.51	No	Upon enrolment

\* <http://orienta.polito.it/en/enrolment> - FIRST-TIME ENROLMENT



**Article 56. Students enrolling in single courses**

Fixed fee	Cost for each credit	Can you get a tuition fee reduction?	Payment deadline
€ 350.11	€ 16.00	No	Upon Enrolment

**Article 57. Students who do not apply for tuition fee reduction**

Type of enrolment	First instalment	First instalment deadline	Second instalment	Second instalment deadline	Total amount due
First-year students enrolling in a Bachelor's degree programme	€ 130.00	upon enrolment - before 29/08/2018*	€ 2,396.67	29/03/2019	€ 2,526.67
First-year students enrolling in a Bachelor's degree programme	€ 200.00	upon enrolment – starting from 30/08/2018*	€ 2,396.67	29/03/2019	€ 2,596.67
First-year students enrolling in a Master's degree programme	€ 200.00	upon enrolment	€ 2,396.67	29/03/2019	€ 2,596.67
Continuing students (enrolling after first year in a Bachelor's degree programme/Master's degree programme)	€ 1,300.00	upon enrolment	€ 1,296.67	29/03/2019 (or before registering for the Final Examination, if previous)	€ 2,596.67
PhD candidates and students of the Postgraduate School – first-year enrolment	€ 159.53	upon enrolment	€ 0	-	€ 159.53
PhD candidates and students of the Postgraduate School – enrolling after first year	€ 159.53	upon enrolment	€ 0	-	€ 159.53
Bachelor's students enrolling for the 6 <sup>th</sup> time; Master's students enrolling for the 4 <sup>th</sup> time	€ 1,483.00	upon enrolment	€ 1,479,24	29/03/2019 (or before registering for the Final Examination, if previous)	€ 2,962.77
Bachelor's students enrolling for the 7 <sup>th</sup> time; Master's students enrolling for the 5 <sup>th</sup> time	€ 1,605.00	upon enrolment	€ 1,600.96	29/03/2019 (or before registering for the Final Examination, if previous)	€ 3,205.96
Bachelor's students or <i>Laurea Specialistica</i> with over 7 enrolments; or Master's students with over 5 enrolments or students enrolling in any degree programme belonging to the system pre-dating Ministerial Decree. No. 509/99 or in a Diploma Universitario with ISEE/ISEE Parificato ≤ 150.000€					

Bachelor's students or <i>Laurea Specialistica</i> with over 7 enrolments; or Master's students with over 5 enrolments or students enrolling in any degree programme belonging to the system pre-dating Ministerial Decree. No. 509/99 or in a Diploma Universitario with ISEE/ISEE Parificato > 150.000€	€ 1,910.00	upon enrolment	€ 1,905.24	29/03/2019 (or before registering for the Final Examination, if previous)	€ 3,815.24
Students who earned their Bachelor's degree at another university or students who earned their Bachelor's degree at Politecnico before a.y. 2017/2018  enrolling in a Master's degree programme in second semester of a.y. 2018/2019	€ 200.00	upon enrolment in the Master's degree programme	€ 2,396.67	26/04/2019	€ 2,596.67

\*<http://orienta.polito.it/en/enrolment> – FIRST -TIME ENROLMENT

#### Article 58. Students who apply for tuition fee reduction

Type of enrolment	First instalment deadline	Second instalment deadline
First-year students	Upon enrolment	29/03/2019
Continuing students (enrolling after first year)	Upon enrolment	29/03/2019 (or before registering for the Final Examination, if previous)
Students who earned their Bachelor's degree at another university or students who earned their Bachelor's degree at Politecnico before a.y. 2017/2018  enrolling in a Master's degree programme in second semester of a.y. 2018/2019	Upon enrolment	26/04/2019

TAB2

Student	First-year student - first enrolment in a Bachelor's degree programme or Master's degree programme				Continuing student enrolling after first year in a Bachelor's degree programme (up to 5 times), or Master's degree programme (up to 3 times), - Except for students referred to in Section 2		
	Contribution level	ISEE / ISEE Parificato up to	First instalment	Second instalment	Total	First instalment	Second instalment
1	€ 12.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 230,00	€ 160,41	€ 390,41
2	€ 13.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 230,00	€ 189,25	€ 419,25
3	€ 14.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 230,00	€ 219,12	€ 449,12
4	€ 15.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 241,00	€ 237,99	€ 478,99
5	€ 16.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 256,00	€ 252,86	€ 508,86
6	€ 17.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 271,00	€ 267,73	€ 538,73
7	€ 18.500,00	€ 200,00	€ 40,47*	€ 159,53	€ 286,00	€ 282,60	€ 568,60
8	€ 19.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 302,00	€ 297,50	€ 599,50
9	€ 20.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 316,00	€ 311,31	€ 627,31
10	€ 21.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 331,00	€ 327,21	€ 658,21
11	€ 22.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 346,00	€ 342,08	€ 688,08
12	€ 23.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 361,00	€ 356,95	€ 717,95
13	€ 24.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 376,00	€ 371,82	€ 747,82
14	€ 25.500,00	€ 200,00	- € 40,47*	€ 159,53	€ 391,00	€ 386,69	€ 777,69
15	€ 26.500,00	€ 200,00	€ 121,28	€ 321,28	€ 405,00	€ 401,53	€ 806,53
16	€ 27.500,00	€ 200,00	€ 297,97	€ 497,97	€ 420,00	€ 416,40	€ 836,40
17	€ 28.500,00	€ 200,00	€ 490,69	€ 690,69	€ 436,00	€ 431,30	€ 867,30
18	€ 29.500,00	€ 200,00	€ 697,17	€ 897,17	€ 451,00	€ 446,17	€ 897,17
19	€ 30.500,00	€ 200,00	€ 727,04	€ 927,04	€ 465,00	€ 462,04	€ 927,04
20	€ 31.500,00	€ 200,00	€ 755,88	€ 955,88	€ 480,00	€ 475,88	€ 955,88
21	€ 32.500,00	€ 200,00	€ 785,75	€ 985,75	€ 495,00	€ 490,75	€ 985,75
22	€ 33.500,00	€ 200,00	€ 815,62	€ 1.015,62	€ 510,00	€ 505,62	€ 1.015,62
23	€ 34.500,00	€ 200,00	€ 845,49	€ 1.045,49	€ 525,00	€ 520,49	€ 1.045,49
24	€ 35.500,00	€ 200,00	€ 875,36	€ 1.075,36	€ 540,00	€ 535,36	€ 1.075,36
25	€ 36.500,00	€ 200,00	€ 905,23	€ 1.105,23	€ 555,00	€ 550,23	€ 1.105,23
26	€ 37.500,00	€ 200,00	€ 936,13	€ 1.136,13	€ 570,00	€ 566,13	€ 1.136,13
27	€ 38.500,00	€ 200,00	€ 966,00	€ 1.166,00	€ 585,00	€ 581,00	€ 1.166,00
28	€ 39.500,00	€ 200,00	€ 994,84	€ 1.194,84	€ 599,00	€ 595,84	€ 1.194,84

Student		First-year student - first enrolment in a Bachelor's degree programme or Master's degree programme			Continuing student enrolling after first year in a Bachelor's degree programme (up to 5 times), or Master's degree programme (up to 3 times), - Except for students referred to in Section 2		
Contribution level	ISEE / ISEE / Parificato up to	First instalment	Second instalment	Total	First instalment	Second instalment	Total
29	€ 40.500,00	€ 200,00	€ 1.024,71	€ 1.224,71	€ 614,00	€ 610,71	€ 1.224,71
30	€ 41.500,00	€ 200,00	€ 1.054,58	€ 1.254,58	€ 629,00	€ 625,58	€ 1.254,58
31	€ 42.500,00	€ 200,00	€ 1.084,45	€ 1.284,45	€ 644,00	€ 640,45	€ 1.284,45
32	€ 43.500,00	€ 200,00	€ 1.114,32	€ 1.314,32	€ 659,00	€ 655,32	€ 1.314,32
33	€ 44.500,00	€ 200,00	€ 1.144,19	€ 1.344,19	€ 674,00	€ 670,19	€ 1.344,19
34	€ 45.500,00	€ 200,00	€ 1.173,03	€ 1.373,03	€ 688,00	€ 685,03	€ 1.373,03
35	€ 46.500,00	€ 200,00	€ 1.202,90	€ 1.402,90	€ 703,00	€ 699,90	€ 1.402,90
36	€ 47.500,00	€ 200,00	€ 1.233,80	€ 1.433,80	€ 719,00	€ 714,80	€ 1.433,80
37	€ 48.500,00	€ 200,00	€ 1.263,67	€ 1.463,67	€ 734,00	€ 729,67	€ 1.463,67
38	€ 49.500,00	€ 200,00	€ 1.293,54	€ 1.493,54	€ 749,00	€ 744,54	€ 1.493,54
39	€ 50.500,00	€ 200,00	€ 1.323,41	€ 1.523,41	€ 764,00	€ 759,41	€ 1.523,41
40	€ 51.500,00	€ 200,00	€ 1.352,25	€ 1.552,25	€ 778,00	€ 774,25	€ 1.552,25
41	€ 52.500,00	€ 200,00	€ 1.382,12	€ 1.582,12	€ 793,00	€ 789,12	€ 1.582,12
42	€ 53.500,00	€ 200,00	€ 1.411,99	€ 1.611,99	€ 808,00	€ 803,99	€ 1.611,99
43	€ 54.500,00	€ 200,00	€ 1.441,86	€ 1.641,86	€ 823,00	€ 818,86	€ 1.641,86
44	€ 55.500,00	€ 200,00	€ 1.471,73	€ 1.671,73	€ 838,00	€ 833,73	€ 1.671,73
45	€ 56.500,00	€ 200,00	€ 1.502,63	€ 1.702,63	€ 853,00	€ 849,63	€ 1.702,63
46	€ 57.500,00	€ 200,00	€ 1.532,50	€ 1.732,50	€ 868,00	€ 864,50	€ 1.732,50
47	€ 58.500,00	€ 200,00	€ 1.561,34	€ 1.761,34	€ 883,00	€ 878,34	€ 1.761,34
48	€ 59.500,00	€ 200,00	€ 1.591,21	€ 1.791,21	€ 898,00	€ 893,21	€ 1.791,21
49	€ 60.500,00	€ 200,00	€ 1.621,08	€ 1.821,08	€ 912,00	€ 909,08	€ 1.821,08
50	€ 61.500,00	€ 200,00	€ 1.650,95	€ 1.850,95	€ 927,00	€ 923,95	€ 1.850,95
51	€ 62.500,00	€ 200,00	€ 1.680,82	€ 1.880,82	€ 942,00	€ 938,82	€ 1.880,82
52	€ 63.500,00	€ 200,00	€ 1.710,69	€ 1.910,69	€ 957,00	€ 953,69	€ 1.910,69
53	€ 64.500,00	€ 200,00	€ 1.739,53	€ 1.939,53	€ 972,00	€ 967,53	€ 1.939,53
54	€ 65.500,00	€ 200,00	€ 1.770,43	€ 1.970,43	€ 987,00	€ 983,43	€ 1.970,43
55	€ 66.500,00	€ 200,00	€ 1.800,30	€ 2.000,30	€ 1.002,00	€ 998,30	€ 2.000,30
56	€ 67.500,00	€ 200,00	€ 1.830,17	€ 2.030,17	€ 1.017,00	€ 1.013,17	€ 2.030,17
57	€ 68.500,00	€ 200,00	€ 1.860,04	€ 2.060,04	€ 1.032,00	€ 1.028,04	€ 2.060,04
58	€ 69.500,00	€ 200,00	€ 1.889,91	€ 2.089,91	€ 1.047,00	€ 1.042,91	€ 2.089,91

Student		First-year student - first enrolment in a Bachelor's degree programme or Master's degree programme			Continuing student enrolling after first year in a Bachelor's degree programme (up to 5 times), or Master's degree programme (up to 3 times), - Except for students referred to in Section 2		
Contribution level	ISEE / ISEE Parificato up to	First instalment	Second instalment	Total	First instalment	Second instalment	Total
59	€ 70.500,00	€ 200,00	€ 1.919,78	€ 2.119,78	€ 1.062,00	€ 1.057,78	€ 2.119,78
60	€ 71.500,00	€ 200,00	€ 1.948,62	€ 2.148,62	€ 1.076,00	€ 1.072,62	€ 2.148,62
61	€ 72.500,00	€ 200,00	€ 1.978,49	€ 2.178,49	€ 1.091,00	€ 1.087,49	€ 2.178,49
62	€ 73.500,00	€ 200,00	€ 2.008,36	€ 2.208,36	€ 1.106,00	€ 1.102,36	€ 2.208,36
63	€ 74.500,00	€ 200,00	€ 2.039,26	€ 2.239,26	€ 1.122,00	€ 1.117,26	€ 2.239,26
64	€ 75.500,00	€ 200,00	€ 2.069,13	€ 2.269,13	€ 1.136,00	€ 1.133,13	€ 2.269,13
65	€ 76.500,00	€ 200,00	€ 2.099,00	€ 2.299,00	€ 1.151,00	€ 1.148,00	€ 2.299,00
66	€ 77.500,00	€ 200,00	€ 2.127,84	€ 2.327,84	€ 1.166,00	€ 1.161,84	€ 2.327,84
67	€ 78.500,00	€ 200,00	€ 2.157,71	€ 2.357,71	€ 1.181,00	€ 1.176,71	€ 2.357,71
68	€ 79.500,00	€ 200,00	€ 2.187,58	€ 2.387,58	€ 1.196,00	€ 1.191,58	€ 2.387,58
69	€ 80.500,00	€ 200,00	€ 2.217,45	€ 2.417,45	€ 1.211,00	€ 1.206,45	€ 2.417,45
70	€ 81.500,00	€ 200,00	€ 2.247,32	€ 2.447,32	€ 1.226,00	€ 1.221,32	€ 2.447,32
71	€ 82.500,00	€ 200,00	€ 2.277,19	€ 2.477,19	€ 1.241,00	€ 1.236,19	€ 2.477,19
72	€ 83.500,00	€ 200,00	€ 2.306,03	€ 2.506,03	€ 1.255,00	€ 1.251,03	€ 2.506,03
73	€ 84.500,00	€ 200,00	€ 2.336,93	€ 2.536,93	€ 1.270,00	€ 1.266,93	€ 2.536,93
74	€ 85.500,00	€ 200,00	€ 2.366,80	€ 2.566,80	€ 1.285,00	€ 1.281,80	€ 2.566,80
75	over € 85.500,00	€ 200,00	€ 2.396,67	€ 2.596,67	€ 1.300,00	€ 1.296,67	€ 2.596,67

*\*these amounts (positive cash adjustments) will be accredited to the student's virtual current account*

TAB 3

Student enrolling in		a Bachelor's degree programme for the 6 <sup>th</sup> time or Master's degree programme for the 4 <sup>th</sup> time			a Bachelor's degree programme for the 7 <sup>th</sup> time or Master's degree programme for the 5 <sup>th</sup> time		
		Increase of 15% in the amounts indicated in TAB 2 (extra-Poli fees are not included in this calculation)			a Bachelor's degree programme or <i>Laurea Specialistica</i> with over 7 enrolments or Master's degree programme with over 5 enrolments with ISEE/ISEE Parificato ≤150.000 €		
		Increase of 25% in the amounts indicated in TAB2 (extra-Poli fees are not included in this calculation)					
Contribution level	ISEE / ISEE Parificato up to	First instalment	Second instalment	Total	First instalment	Second instalment	Total
1	€ 12.500,00	€ 230,00	€ 195,04	€ 425,04	€ 230,00	€ 218,13	€ 448,13
2	€ 13.500,00	€ 231,00	€ 227,21	€ 458,21	€ 244,00	€ 240,18	€ 484,18
3	€ 14.500,00	€ 248,00	€ 244,56	€ 492,56	€ 263,00	€ 258,52	€ 521,52
4	€ 15.500,00	€ 266,00	€ 260,91	€ 526,91	€ 282,00	€ 276,86	€ 558,86
5	€ 16.500,00	€ 283,00	€ 278,26	€ 561,26	€ 300,00	€ 296,19	€ 596,19
6	€ 17.500,00	€ 300,00	€ 295,61	€ 595,61	€ 319,00	€ 314,53	€ 633,53
7	€ 18.500,00	€ 317,00	€ 312,96	€ 629,96	€ 338,00	€ 332,87	€ 670,87
8	€ 19.500,00	€ 335,00	€ 330,50	€ 665,50	€ 357,00	€ 352,49	€ 709,49
9	€ 20.500,00	€ 351,00	€ 346,48	€ 697,48	€ 374,00	€ 370,26	€ 744,26
10	€ 21.500,00	€ 369,00	€ 364,01	€ 733,01	€ 394,00	€ 388,88	€ 782,88
11	€ 22.500,00	€ 386,00	€ 381,36	€ 767,36	€ 412,00	€ 408,22	€ 820,22
12	€ 23.500,00	€ 403,00	€ 398,71	€ 801,71	€ 431,00	€ 426,56	€ 857,56
13	€ 24.500,00	€ 420,00	€ 416,06	€ 836,06	€ 450,00	€ 444,89	€ 894,89
14	€ 25.500,00	€ 437,00	€ 433,41	€ 870,41	€ 468,00	€ 464,23	€ 932,23
15	€ 26.500,00	€ 454,00	€ 449,58	€ 903,58	€ 487,00	€ 481,28	€ 968,28
16	€ 27.500,00	€ 471,00	€ 466,93	€ 937,93	€ 505,00	€ 500,62	€ 1.005,62
17	€ 28.500,00	€ 489,00	€ 484,47	€ 973,47	€ 524,00	€ 520,24	€ 1.044,24
18	€ 29.500,00	€ 506,00	€ 501,82	€ 1.007,82	€ 543,00	€ 538,58	€ 1.081,58
19	€ 30.500,00	€ 523,00	€ 519,17	€ 1.042,17	€ 562,00	€ 556,92	€ 1.118,92
20	€ 31.500,00	€ 540,00	€ 535,33	€ 1.075,33	€ 580,00	€ 574,97	€ 1.154,97
21	€ 32.500,00	€ 557,00	€ 552,68	€ 1.109,68	€ 599,00	€ 593,31	€ 1.192,31
22	€ 33.500,00	€ 574,00	€ 570,03	€ 1.144,03	€ 617,00	€ 612,64	€ 1.229,64
23	€ 34.500,00	€ 591,00	€ 587,38	€ 1.178,38	€ 636,00	€ 630,98	€ 1.266,98
24	€ 35.500,00	€ 609,00	€ 603,73	€ 1.212,73	€ 655,00	€ 649,32	€ 1.304,32
25	€ 36.500,00	€ 626,00	€ 621,09	€ 1.247,09	€ 673,00	€ 668,66	€ 1.341,66
26	€ 37.500,00	€ 644,00	€ 638,62	€ 1.282,62	€ 693,00	€ 687,28	€ 1.380,28
27	€ 38.500,00	€ 661,00	€ 655,97	€ 1.316,97	€ 711,00	€ 706,62	€ 1.417,62
28	€ 39.500,00	€ 677,00	€ 673,14	€ 1.350,14	€ 729,00	€ 724,67	€ 1.453,67
29	€ 40.500,00	€ 694,00	€ 690,49	€ 1.384,49	€ 748,00	€ 743,01	€ 1.491,01
30	€ 41.500,00	€ 712,00	€ 706,84	€ 1.418,84	€ 767,00	€ 761,34	€ 1.528,34
31	€ 42.500,00	€ 729,00	€ 724,19	€ 1.453,19	€ 785,00	€ 780,68	€ 1.565,68
32	€ 43.500,00	€ 746,00	€ 741,54	€ 1.487,54	€ 804,00	€ 799,02	€ 1.603,02

Student enrolling in		a Bachelor's degree programme for the 6 <sup>th</sup> time or Master's degree programme for the 4 <sup>th</sup> time			a Bachelor's degree programme for the 7 <sup>th</sup> time or Master's degree programme for the 5 <sup>th</sup> time		
		Increase of 15% in the amounts indicated in TAB 2 (extra-Poli fees are not included in this calculation)			a Bachelor's degree programme or <i>Laurea Specialistica</i> with over 7 enrolments or Master's degree programme with over 5 enrolments with ISEE/ISEE Parificato ≤150.000 €		
		Increase of 25% in the amounts indicated in TAB2 (extra-Poli fees are not included in this calculation)					
Contribution level	ISEE / ISEE Parificato up to	First instalment	Second instalment	Total	First instalment	Second instalment	Total
33	€ 44.500,00	€ 763,00	€ 758,89	€ 1.521,89	€ 823,00	€ 817,36	€ 1.640,36
34	€ 45.500,00	€ 780,00	€ 775,06	€ 1.555,06	€ 841,00	€ 835,41	€ 1.676,41
35	€ 46.500,00	€ 797,00	€ 792,41	€ 1.589,41	€ 859,00	€ 854,74	€ 1.713,74
36	€ 47.500,00	€ 815,00	€ 809,94	€ 1.624,94	€ 879,00	€ 873,37	€ 1.752,37
37	€ 48.500,00	€ 832,00	€ 827,29	€ 1.659,29	€ 897,00	€ 892,71	€ 1.789,71
38	€ 49.500,00	€ 849,00	€ 844,64	€ 1.693,64	€ 916,00	€ 911,04	€ 1.827,04
39	€ 50.500,00	€ 866,00	€ 861,99	€ 1.727,99	€ 935,00	€ 929,38	€ 1.864,38
40	€ 51.500,00	€ 883,00	€ 878,16	€ 1.761,16	€ 953,00	€ 947,43	€ 1.900,43
41	€ 52.500,00	€ 900,00	€ 895,51	€ 1.795,51	€ 971,00	€ 966,77	€ 1.937,77
42	€ 53.500,00	€ 917,00	€ 912,86	€ 1.829,86	€ 990,00	€ 985,11	€ 1.975,11
43	€ 54.500,00	€ 934,00	€ 930,21	€ 1.864,21	€ 1.009,00	€ 1.003,44	€ 2.012,44
44	€ 55.500,00	€ 951,00	€ 947,56	€ 1.898,56	€ 1.027,00	€ 1.022,78	€ 2.049,78
45	€ 56.500,00	€ 969,00	€ 965,10	€ 1.934,10	€ 1.047,00	€ 1.041,41	€ 2.088,41
46	€ 57.500,00	€ 986,00	€ 982,45	€ 1.968,45	€ 1.065,00	€ 1.060,74	€ 2.125,74
47	€ 58.500,00	€ 1.003,00	€ 998,61	€ 2.001,61	€ 1.083,00	€ 1.078,79	€ 2.161,79
48	€ 59.500,00	€ 1.020,00	€ 1.015,96	€ 2.035,96	€ 1.102,00	€ 1.097,13	€ 2.199,13
49	€ 60.500,00	€ 1.037,00	€ 1.033,31	€ 2.070,31	€ 1.121,00	€ 1.115,47	€ 2.236,47
50	€ 61.500,00	€ 1.055,00	€ 1.049,66	€ 2.104,66	€ 1.139,00	€ 1.134,81	€ 2.273,81
51	€ 62.500,00	€ 1.072,00	€ 1.067,01	€ 2.139,01	€ 1.158,00	€ 1.153,14	€ 2.311,14
52	€ 63.500,00	€ 1.089,00	€ 1.084,36	€ 2.173,36	€ 1.177,00	€ 1.171,48	€ 2.348,48
53	€ 64.500,00	€ 1.105,00	€ 1.101,53	€ 2.206,53	€ 1.195,00	€ 1.189,53	€ 2.384,53
54	€ 65.500,00	€ 1.123,00	€ 1.119,07	€ 2.242,07	€ 1.214,00	€ 1.209,16	€ 2.423,16
55	€ 66.500,00	€ 1.140,00	€ 1.136,42	€ 2.276,42	€ 1.233,00	€ 1.227,49	€ 2.460,49
56	€ 67.500,00	€ 1.158,00	€ 1.152,77	€ 2.310,77	€ 1.251,00	€ 1.246,83	€ 2.497,83
57	€ 68.500,00	€ 1.175,00	€ 1.170,12	€ 2.345,12	€ 1.270,00	€ 1.265,17	€ 2.535,17
58	€ 69.500,00	€ 1.192,00	€ 1.187,47	€ 2.379,47	€ 1.289,00	€ 1.283,51	€ 2.572,51
59	€ 70.500,00	€ 1.209,00	€ 1.204,82	€ 2.413,82	€ 1.307,00	€ 1.302,84	€ 2.609,84
60	€ 71.500,00	€ 1.226,00	€ 1.220,98	€ 2.446,98	€ 1.325,00	€ 1.320,89	€ 2.645,89
61	€ 72.500,00	€ 1.243,00	€ 1.238,33	€ 2.481,33	€ 1.344,00	€ 1.339,23	€ 2.683,23
62	€ 73.500,00	€ 1.260,00	€ 1.255,68	€ 2.515,68	€ 1.363,00	€ 1.357,57	€ 2.720,57
63	€ 74.500,00	€ 1.278,00	€ 1.273,22	€ 2.551,22	€ 1.382,00	€ 1.377,19	€ 2.759,19
64	€ 75.500,00	€ 1.295,00	€ 1.290,57	€ 2.585,57	€ 1.401,00	€ 1.395,53	€ 2.796,53
65	€ 76.500,00	€ 1.312,00	€ 1.307,92	€ 2.619,92	€ 1.419,00	€ 1.414,87	€ 2.833,87

Student enrolling in		a Bachelor's degree programme for the 6 <sup>th</sup> time or Master's degree programme for the 4 <sup>th</sup> time			a Bachelor's degree programme for the 7 <sup>th</sup> time or Master's degree programme for the 5 <sup>th</sup> time		
		Increase of 15% in the amounts indicated in TAB 2 (extra-Poli fees are not included in this calculation)			a Bachelor's degree programme or <i>Laurea Specialistica</i> with over 7 enrolments or Master's degree programme with over 5 enrolments with ISEE/ISEE Parificato ≤150.000 €		
		Increase of 25% in the amounts indicated in TAB2 (extra-Poli fees are not included in this calculation)					
Contribution level	ISEE / ISEE Parificato up to	First instalment	Second instalment	Total	First instalment	Second instalment	Total
66	€ 77.500,00	€ 1.329,00	€ 1.324,09	€ 2.653,09	€ 1.437,00	€ 1.432,92	€ 2.869,92
67	€ 78.500,00	€ 1.346,00	€ 1.341,44	€ 2.687,44	€ 1.456,00	€ 1.451,26	€ 2.907,26
68	€ 79.500,00	€ 1.363,00	€ 1.358,79	€ 2.721,79	€ 1.475,00	€ 1.469,59	€ 2.944,59
69	€ 80.500,00	€ 1.380,00	€ 1.376,14	€ 2.756,14	€ 1.493,00	€ 1.488,93	€ 2.981,93
70	€ 81.500,00	€ 1.397,00	€ 1.393,49	€ 2.790,49	€ 1.512,00	€ 1.507,27	€ 3.019,27
71	€ 82.500,00	€ 1.415,00	€ 1.409,84	€ 2.824,84	€ 1.531,00	€ 1.525,61	€ 3.056,61
72	€ 83.500,00	€ 1.431,00	€ 1.427,01	€ 2.858,01	€ 1.549,00	€ 1.543,66	€ 3.092,66
73	€ 84.500,00	€ 1.449,00	€ 1.444,54	€ 2.893,54	€ 1.568,00	€ 1.563,28	€ 3.131,28
74	€ 85.500,00	€ 1.466,00	€ 1.461,89	€ 2.927,89	€ 1.587,00	€ 1.581,62	€ 3.168,62
75	oltre € 85.500,00	€ 1.483,00	€ 1.479,24	€ 2.962,24	€ 1.605,00	€ 1.600,96	€ 3.205,96

Bachelor's or <i>Laurea Specialistica</i> students with over 7 enrolments or Master's students with over 5 enrolments or students enrolling in any degree programme belonging to the system pre-dating DM 509/99 or students enrolling in a <i>Diploma Universitario</i> with ISEE/ISEE Parificato > 150.000 €	<b>First instalment</b>	<b>Second instalment</b>	<b>Total</b>
	€ 1.910,00	€ 1.905,24	€ 3.815,24
Increase of 50% in the amounts indicated in TAB 2 (extra-Poli fees are not included in this calculation)			



## SECTION 5

### Article 59. IELTS payment policy

1. The registration fee to take the IELTS exam organized by the CLA in cooperation with the British Council is 120.00 Euro.
2. You are entitled to take the English language exam free of charge at the CLA one time if:
  - a) you are regularly enrolled at Politecnico di Torino in a **Bachelor's degree programme** (DM 270/04 or 509/99) and you have the **English language exam as a curricular requirement**;
  - b) you are regularly enrolled at Politecnico di Torino in a **Laurea Specialistica** (DM 509/99) and you have the English language exam as a curricular requirement, provided you haven't already taken the IELTS exam free of charge one time nor received an IELTS fee refund during previous careers.
3. You are **not** entitled to take the English language exam free of charge at the CLA if:
  - a) you are regularly enrolled at Politecnico di Torino in a **Master's degree programme** (DM 270/04);
  - b) you have presented an IELTS certificate (or other certificate accepted in substitution for IELTS) to Politecnico and therefore you have fulfilled your English language curricular requirement.
4. The following rules apply if you have the right to take the exam free of charge (see point 2).  
If you register for IELTS but you do not take all exam modules:
  - a) If you cancel your registration within the deadline of the British Council Terms and Conditions (accepted during the registration process), you will not be charged the IELTS registration fee and you will be able to register again for a new IELTS session free of charge.
  - b) If you justify your absence with the necessary documents within the deadline of the British Council Terms and Conditions (accepted during the registration process), you will not be charged the IELTS registration fee and you will be able to register again for a new IELTS session free of charge.
  - c) if you do not cancel your registration nor justify your absence in accordance with the British Council Terms and Conditions (accepted during the registration process), you will be charged the IELTS registration fee in full, but you will be able to register again for a new IELTS session free of charge.
5. The following rules apply if you do not have the right to take the exam free of charge.  
If you register for IELTS but you do not take all exam modules:
  - a) If you cancel your registration within the deadline of the British Council Terms and Conditions (accepted during the registration process), the IELTS registration fee will be refunded to you.
  - b) If you justify your absence with the necessary documents within the deadline of the British Council Terms and Conditions (accepted during the registration process), the IELTS registration fee will be refunded to you.
  - c) If you do not cancel your registration nor justify your absence with the necessary documents within the deadline of the British Council Terms and Conditions (accepted during the registration process), the IELTS registration fee will not be refunded to you.
6. Starting from the October 2018 IELTS session you must pay for the IELTS exam when you register for it (or, if you are a student referred to in point 4.c, you must pay the IELTS registration fee within 30 days of the payment due date. If you do not pay within these deadlines, a hold will be placed on you (career block) and you will not be able to perform any further career acts. The IELTS registration fee is charged to your student virtual account.
7. Reference is made to Art. 21 of this Guide for payment methods and to Art. 24 and 25 for refunds.

### Article 59 (NEW). IELTS payment policy

The registration fee to take the IELTS exam organized by the CLA in cooperation with the British Council is 120.00 Euro until 31<sup>st</sup> December 2018. From January 2019 the certification will be managed by IDP Education Canada Lt. and International House SRL within the framework of a new contract. The cost of the exam will be of 153,00€.

You are entitled to take the English language exam free of charge at the CLA one time if:

- a) you are regularly enrolled at Politecnico di Torino in a **Bachelor's degree programme** (DM 270/04 or 509/99) and you have the **English language exam as a curricular requirement**;
- b) you are regularly enrolled at Politecnico di Torino in a **Laurea Specialistica** (DM 509/99) and you have the English language exam as a curricular requirement, provided you haven't already taken the IELTS exam free of charge one time nor received an IELTS fee refund during previous careers.

You are **not** entitled to take the English language exam free of charge at the CLA if:

- c) you are regularly enrolled at Politecnico di Torino in a **Master's degree programme** (DM 270/04);
- d) you have presented an IELTS certificate (or other certificate accepted in substitution for IELTS) to Politecnico and therefore you have fulfilled your English language curricular requirement.

The following rules apply if you have the right to take the exam free of charge (see point 2).

If you register for IELTS but you do not take all exam modules:

- e) If you cancel your registration within the deadline of the Terms and Conditions (accepted during the registration process), you will not be charged the IELTS registration fee and you will be able to register again for a new IELTS session free of charge.
- f) If you justify your absence with the necessary documents within the deadline of the Terms and Conditions (accepted during the registration process), you will not be charged the IELTS registration fee and you will be able to register again for a new IELTS session free of charge.

- g) if you do not cancel your registration nor justify your absence in accordance with the Terms and Conditions (accepted during the registration process), you will be charged the IELTS registration fee in full, but you will be able to register again for a new IELTS session free of charge.

The following rules apply if you do not have the right to take the exam free of charge.

If you register for IELTS but you do not take all exam modules:

- h) If you cancel your registration within the deadline of the Terms and Conditions (accepted during the registration process), the IELTS registration fee will be refunded to you.
- i) If you justify your absence with the necessary documents within the deadline of the Terms and Conditions (accepted during the registration process), the IELTS registration fee will be refunded to you.
- j) If you do not cancel your registration nor justify your absence with the necessary documents within the deadline of the Terms and Conditions (accepted during the registration process), the IELTS registration fee will not be refunded to you.

Starting from the October 2018 IELTS session you must pay for the IELTS exam when you register for it (or, if you are a student referred to in point 4.c, you must pay the IELTS registration fee within 30 days of the payment due date. If you do not pay within these deadlines, a hold will be placed on you (career block) and you will not be able to perform any further career acts. The IELTS registration fee is charged to your student virtual account.

Reference is made to Art. 21 of this Guide for payment methods and to Art. 24 and 25 for refunds.

### **Article 60. PLIDA (Italian language exam) payment policy**

1. The PLIDA exam (Progetto Lingua Italiana Dante Alighieri) for Politecnico students is organized by the University Language Centre (CLA) in cooperation with Società Dante Alighieri. The PLIDA exam has been chosen by the Academic Senate as the language certificate required to demonstrate the knowledge of the Italian language.
2. You are entitled to take the PLIDA exam one time free of charge at the CLA if you are enrolled at Politecnico in a Bachelor's or Master's degree programme for which the knowledge of the Italian language is a graduation requirement.
3. The PLIDA exam is composed of 4 tests (each test is designed to assess a language ability).  
The PLIDA registration fees are:
  - a) A2 level - full exam: € 90.00
  - b) B1 level - full exam: € 100.00
  - c) Registration fee for a single test: € 15.00 for A2 level; € 20.00 for B1 level (registration for a single test is possible only if you need to make up for an unpassed test of a PLIDA exam taken at Politecnico).
4. The following rules apply if you are entitled to take your first PLIDA exam free of charge but you are absent on the day of the exam:
  - a) Absence from all tests
    1. If you provide a medical certificate, you will not be charged the PLIDA registration fee and you will be able to register again for a new PLIDA session free of charge. The medical certificate must be presented to Società Dante Alighieri within five working days of the written test and must certify that you were unable to sit the exam.
    2. If you do not justify your absence with a medical certificate, you will be charged the PLIDA registration fee in full, but you will be able to register again for a new PLIDA session free of charge.
  - b) Absence from one or more tests
    1. If you provide a medical certificate, you will not be charged the PLIDA registration fee. Within the next 18 months you will be able to register again for the tests you missed free of charge. The medical certificate must be presented to Società Dante Alighieri within five working days of the test and must certify that you were unable to sit the exam.
    2. If you do not justify your absence with a medical certificate, you will be charged the PLIDA registration fee in full. Within the next 18 months you will be able to register again for the tests you missed but you will have to pay for these tests.
5. The following rules apply if you are not entitled to take the PLIDA exam free of charge.  
If you register for PLIDA but you are absent on the day of the exam:
  - a) Absence from all tests
    1. The PLIDA registration fee will be refunded in full if you present a medical certificate (certifying that you were unable to sit the exam) to Società Dante Alighieri within 5 working days of the written test.
    2. The PLIDA registration fee will NOT be refunded if you do not justify your absence with a medical certificate.
  - b) Absence from one or more tests
    1. If you provide a medical certificate, you will be reimbursed only for the cost of the tests for which you presented the certificate. The medical certificate must be presented to Società Dante Alighieri within five working days of the test and must certify that you were unable to sit the exam. Within the next 18 months you will be able to register again for the tests you missed but you will have to pay for these tests.
    2. If you do not justify your absence with a medical certificate, the PLIDA registration fee will NOT be refunded. Within the next 18 months you will be able to register again for the tests you missed but you will have to pay for these tests.

6. If the Italian language exam is not a curricular requirement of your degree programme, you must pay for the PLIDA exam when you register for it. The PLIDA registration fee is charged to your student virtual account. If you are absent from the exam but do not justify your absence, you will have to pay the PLIDA registration fee within 30 days of the payment due date. If you do not pay within the deadline, a hold will be placed on you (career block) and you will not be able to perform any further career acts (exams, withdrawal from studies, etc.).
7. Reference is made to Art. 21 of this Guide for payment methods and to Art. 24 and 25 for refunds.

## ANNEX

### Penalties for late career acts performed after the deadline in a. y. 2018/2019

Career act	Penalties for missed deadline
<p>Creation of <b>full-time Annual Personal Study Plan*</b> (APSP - <i>carico didattico</i>) with <b>new courses</b> (added for the first time)</p> <p>*After completing your APSP and paying the first instalment of your tuition fees, you need to confirm your enrolment for the new academic year</p>	<p>Within 1 month of the deadline: 50 Euro            Within 2 months of the deadline: 100 Euro</p>
<p>Creation of <b>full-time Annual Personal Study Plan*</b> (APSP - <i>carico didattico</i>) with <b>old courses</b> (already included in your previous APSP)</p> <p>* After completing your APSP and paying the first instalment of your tuition fees, you need to confirm your enrolment for the new academic year</p>	<p>Within 1 month of the deadline: 50 Euro            Within 2 months of the deadline: 100 Euro            Within 3 months of the deadline: 150 Euro</p>
<p><b>Change of enrolment status</b> (for example: from full-time to part-time enrolment, or vice versa – except for cases illustrated in the Student Guide)</p>	<p>Within 1 month of the deadline: 50 Euro            Within 2 months of the deadline: 100 Euro</p>
<p><b>Full-time enrolment</b></p>	<p>Within 1 month of the deadline: 50 Euro            Within 2 months of the deadline: 100 Euro            Within 3 months of the deadline: 150€</p>
<p>Creation of <b>part-time Annual Personal Study Plan</b> (APSP - <i>carico didattico</i>) with new courses (added for the first time)</p>	<p>Within 1 month of the deadline: 50 Euro            Within 2 months of the deadline: 100 Euro</p>
<p>Creation of <b>part-time Annual Personal Study Plan</b> (APSP - <i>carico didattico</i>) with old courses (already included in your previous APSP)</p>	<p>Within 1 month of the deadline: 50 Euro            Within 2 months of the deadline: 100 Euro            From the 3<sup>rd</sup> month onwards: 150 Euro</p>
<p>Change of Annual Personal Study Plan/            Personal Study Plan – first semester</p>	<p>Within 1 month of the deadline: 50 Euro</p>
<p>Change of Annual Personal Study Plan/            Personal Study Plan – second semester</p>	<p>Within the first month after classes begin: 50 Euro (approval required)</p>
<p><b>Internal transfer</b></p>	<p>Within 15 days of the deadline: 50 Euro</p>

Resumption of studies	Within 1 month of the deadline: 50 Euro Within 2 months of the deadline: 100 Euro
Apply – admissions to Master’s degree programmes - 1st and 2nd semester, only for Engineering programmes without specific Calls for admissions	Within 2 weeks of the deadline: 50€
<b>First enrolment in a Master’s degree programme in 1<sup>st</sup> semester</b> , only for Engineering programmes without specific Calls for admissions	Within 1 month of the deadline: 50 Euro
<b>First enrolment in a Master’s degree programme in 2<sup>nd</sup> semester</b> , only for Engineering programmes without specific Calls for admissions	Within 1 month of the deadline: 50 Euro
<b>Thesis application</b>	50€ - only upon approval of your thesis supervisor
<b>Thesis conclusion confirmation</b>	50€ - / upon approval of your thesis supervisor
<b>Registration for the Final Examination</b>	Within 1 month of the deadline: 50€, upon approval of your thesis supervisor