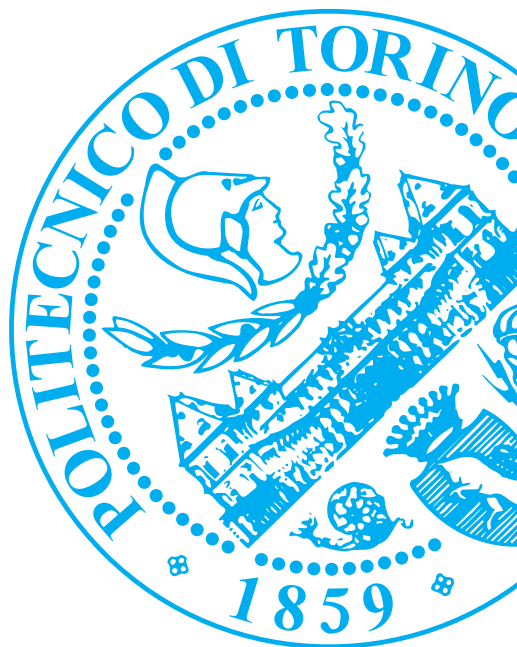


Politecnico di Torino

**Fee Regulation
2011/2012**



The Fee Regulation is divided in four parts.

- **First part,** Things everybody has to know. Here you will find general information and rules about the payment of fees at Politecnico.
- **Second part,** What to do case by case. Here you will find all different possible student profiles and, case by case, useful information on how much and how you will have to pay as well as deadlines to be met.
- **Third part,** Asking for fee reduction. Here you will find detailed information about what you will have to do if you are going to ask for fee reduction.
- **Fourth part,** Recapitulatory charts and schemes. Here you will find some charts summarizing the amount of fees and deadlines as well as some form copies: they may be useful if you have already made up your mind and want to check out some data quickly.

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1. THINGS EVERYBODY HAS TO KNOW

1.1 University fees

Courses and exams at Politecnico require the payment of university fees that are fixed every year by the Administration of Politecnico according to agreements with student's representatives in the main government bodies.

The following items are also included in university fees:

- Regional tax for university study right, to be paid completely to EDISU - Regional Body for University Study Right (125.00 Euros). This tax is fixed by the regional regulations on study right in order to enhance EDISU's services for all university students in the Region (no matter if they are attending first or second level degree, PhD, etc.), such as access to canteens, study rooms, scholarships, etc.;
- Accident insurance premium that Politecnico contracts for all its students (3.65 Euros);
- Flat-rate contribution for copy rights to be paid by each student to SIAE (Italian Authors and Editors Association), according to the agreement between Politecnico and CRUI-SIAE for duplication of texts with copy rights (1.15 Euros);
- Stamp tax on enrolment (14.62 Euros).

1.2 Payment

There are three means of payment for your university fees:

- bank money transfer on **post current account** No. 259101 under Politecnico di Torino - Gestione tasse scolastiche - Servizio tesoreria - Corso Duca degli Abruzzi, 24 - 10129 Torino. **Print the form for the money transfer by entering your personal web page and clicking on "Stampa il bollettino postale per il pagamento delle tasse".**
- **bank card** at any desks of Segreteria Generale del Politecnico (Secretary's Office of Politecnico). If you already have the Politecnico magnetic card, you can also pay with your bank card at any self-service stations in all Politecnico branches (except Biella and Verrès). At the end of the operation you will obtain a receipt with all payment details.
- VISA and MasterCard (but not American Express) **credit card** . You may also use your PostePay card. At the end of the operation you will obtain a receipt with all payment details.

1.3 Late in payment

If you pay late or less than due, your fees will be increased.

If you are a full-time student, the increase amounts to **26 Euros** if you pay the first instalment by **30th December 2011** or the second instalment by **30th April 2012** and another **155 Euros** if you pay later than these deadlines.

Anyway, these additional costs will be applied without exceeding five times the value of the debt.

If these additional costs have to be applied, you will be informed by an e-mail sent to your "institutional" address (the one given to you at the matriculation and that looks like the following: s<matriculation number>@studenti.polito.it).

If you do not pay all your debts by **29th June 2012**, you will not be allowed to enrol at the academic year 2012/2013 and to continue your university career until the balance of your debts.

1.4 Exceptional situations

In case of a sudden exceptional situation - out of your control - preventing you from the payment of fees or other administrative duties, you can submit a written declaration to Tasse e Diritto allo Studio (Fees and Study Right desks).

Politecnico will evaluate your request and make an irrevocable decision.

In case of positive answer to your request, considering the gravity of your motivations, delay and complexity of the administrative procedure, you might pay an additional duty from 50 to 150 Euros. Requests after the deadline of the second instalment will not be accepted.

1.5 Self-service information and operations

If you want to have information about your fees situation, you can go to your personal page connecting to the Politecnico web site from all self-service stations or at home through the Sid@Home procedure. In particular, you can:

- Check out your debt or credit situation with Politecnico;
- Check out the next payment deadline;
- Pay your university fees or part of them.

If you are enrolled at the first academic year, you can use Politecnico stations only after receiving your Politecnico student card.

1.6 Proxy

If you can not go personally to the Secretary's Office to ask for information or documents (e.g.: about your academic career, fee payment, application forms), you can delegate a trustworthy person that has to show his / her identity card, a photocopy of your identity card and a proxy written by you.

1.7 Student's virtual current account

If you are a full-time student, your university career acts do not need to take place at the same time you pay the related fees (for instance, after the first year, you do not need to pay the first instalment as soon as you enrol). In this way you may establish a system of economic relations with Politecnico, just like a "current account".

This means that whenever you make a university career act with fee (for instance, when you define your curriculum), you owe some amounts to Politecnico, but, in this way, you can also become a creditor if you obtain the merit reimbursement.

All your debt and credit items, as well as money transfers, go into a virtual current account, that you can look up any time by using the self service stations or connecting to the Politecnico web site.

The virtual current account is a "container", where your money transfers first settle any possible debts, according to deadlines. If, for instance, you pay an amount corresponding to the second instalment (just because you think of paying such instalment), but your current account is in debt because the previous one has not been paid yet, then your money transfer will cover first the old debt. At this point the second instalment will not be paid or just partially paid. A situation like this will cause additional costs.

1.7.1 Reimbursement

If you have a balance of more than 10 Euros in your virtual current account you can ask for reimbursement in two ways:

- sending an e-mail to diritto.studio@polito.it;
- going to Tasse e Diritto allo Studio desks.

This is how you can be reimbursed:

- by cheque sent to your permanent address; if you choose this option, please remember to check if the address on your personal page is correct;
- by bank money transfer; if you choose this option, please remember to indicate the IBAN code of the bank account of which you must be the holder or co-holder;
- by cash.

If you do not ask for reimbursement, the sum will be automatically accredited on your virtual account and transferred to the following year.

You will be able to apply for reimbursement directly from your personal page only in June.

1.7.2 Settlement

When you end your study course (either by graduating or transferring to another university) you will be asked to settle your debts, regardless of the deadlines indicated in section 2. If you have some money on your virtual account, Politecnico will reimburse you even if you do not apply for reimbursement.

1.8 Fee reimbursement for merit for students enrolled full-time

1.8.1 For Politecnico students already enrolled in academic year 2011/2012 on first level degree and second level degree courses.

If you are enrolled as full-time student at the academic year 2011/2012 and your performance has been good (that is, if in the previous years at Politecnico you have done a good amount of exams with good marks), you can obtain a partial merit reimbursement of fees.

Eligible exams for this purpose are those passed and recorded by 30th September 2011.

The merit reimbursement amounts to 104 Euros, that will be accredited on your "virtual current account".

You can apply for reimbursement if you have reached a minimum score of 1225, calculated as follows:

1. You have to multiply the number of CFU of each exam you have passed at Politecnico by its mark (for exams passed without mark please consider the fixed mark 25/30);
2. You have to add up all the results and divide them by the number of enrolment years at the corresponding university course at Politecnico (i.e.: first level degree).

Example of calculation

The following chart shows an example of calculation concerning a student enrolled at the second year and passing 9 exams in the first year, getting marks that allow him to fully exceed the minimum score necessary to obtain the reimbursement.

Exam	CFU for exam	Mark	Result
1	8	27	216
2	7	28	196
3	5	26	130
4	4	30	120
5	5	24	120
6	5	28	140
7	6	27	162
8	6	26	156
9	5	22	125
Sum of results			1350
Total = sum of results / number of years			1350/1=1350

Conditions

You can obtain a reimbursement of fees in the academic year subsequent to the academic year in which your score was acquired, provided that you are still enrolled at Politecnico. No reimbursement can be obtained during the final year of study unless you are passing from the first to the second level degree. In this case, your score will be calculated based on your first level degree career at Politecnico, following the criteria mentioned above and with the addition of any second level degree exams already obtained during the previous level degree.

However, you cannot obtain reimbursement if for academic year 2011/2012 you are exempt from university fees or enrolled on a part-time course.

There is no need to apply for the reimbursement: it will be credited automatically during the academic year.

Please note that exams passed to cover any career debits are not eligible for the calculation of score.

1.8.2 Fee reimbursement for merit for first level and second level degree students enrolled at Politecnico for the first time in academic year 2011/2012 .

First level and second level degree students enrolled at Politecnico for the first time in academic year 2011/2012 can also be awarded a Fee reimbursement for merit as a result of academic performance during that academic year. New fee regulations will apply to these students, as indicated in Chapter 3, see "Asking for a fee reduction"(Tab. 4.2.2 for full-time students enrolled for the first time at Politecnico in the academic year 2011/2012 on a first level/second level degree, PhD or Specialisation School course). At the end of academic year 2011/2012, the academic career will be assessed within the framework of the new fee regulations and the sum to be reimbursed will then be calculated.

1.8.3 Reimbursement for Mathematics for Engineering students.

In accordance with the guidelines provided by the Ministerial Decree No. 2 of 12 January 2005 regarding the fund for the support of young people, Politecnico di Torino encourages deserving students enrolled on the first level degree course in Mathematics for Engineering, by way of partial reimbursement of fees and contributions. If you matriculate or enrol in years after the first on the course of Mathematics for Engineering for the academic year 2011/2012, you will receive a partial refund on for merit amounting to 400 euros, in addition to the reimbursement outlined in paragraphs 1.8.1 and 1.8.2, provided you achieve a minimum score of 1,225 points by the end of the academic year (see 1.8.1 for method of calculation).

This reimbursement will be assigned in the course of your career for up to a maximum of three times, and the amount will be automatically credited to your virtual current account.

1.9 Applying for fee reduction

You can obtain fee reduction according to your ISEE / ISEEU declaration, exclusively through the on-line application (see Chapter 3 - Asking for fee reduction).

1.10 Interrupting and returning to studies

If you do not make any university career acts for a whole academic year (e.g.: you do not do any exams or define your curriculum), when you decide to return to your studies you will have to pay an extra fee of 100.00 Euros for each year of interruption of studies.

If you begin the academic year but do not complete it (e.g.: you pay the first instalment but not the second) and you wish to resume your studies at Politecnico di Torino, you have to pay the difference between the total due amount (plus extra duties for late in payment) and what you have already paid, plus an extra fee of 100.00 Euros for each year of interruption of studies.

1.11 Renunciation of student status

If you renounce to your student status, you are not entitled to any reimbursements, even if you renounce to it before the end of the academic year.

If you renounce to your student status for first or second level degree, Old and New University Order, PhD and Specialisation School, you are first required to pay all the fees in order to apply for renunciation.

For students enrolled in academic year 2011/12 on the first year of a first or second level degree, PhD or Specialisation School course, who intend to give up their studies, it is not necessary to pay the second instalment of fees provided that application form for withdrawal is presented by the date in which payment of the second instalment is due (March 30, 2012). However the sum of 125 euros, which is the regional tax for the right to university study, must be paid in full to EDISU - Regional Agency for the Right to University Study.

1.12 Dismissed students or students who that gave up and want to resume studies

If you are a dismissed student or if you have renounced to your student status at Politecnico di Torino or at a different university but you are going to enrol at Politecnico, you can ask for the recognition of the exams done (to apply for it please refer to the Student Guide).

If your exams are recognized, you have to pay a fixed amount of 150 Euros, as administrative duties, and the university fees for the academic year of your enrolment, plus 16 Euros for each CFU recognized.

1.13 Verifications on self-certifications

The ISEE / ISSEU declaration, necessary for the fee reduction application, is a proper self-certification and requires the full responsibility on the veracity of your declarations (D.P.R. 28/12/2000 No. 445). The self-certification may be subject to the annual sample verification by Politecnico.

1.13.1 Controls

Politecnico makes use of the Tax Register, retrieving information from the Tax Police, the State Finance Administration, Municipalities, the Italian Chamber of Commerce, Industry, Handicraft and Agriculture and the Land Register, in order to carry out any verifications. There may also be controls on data of banking companies and also concerning current accounts and deposits of different kind (Art. 20 Law 30/12/1991 No. 413).

The procedure of verification often implies that you are required to submit further documents.

If you do not submit these documents you will be immediately deprived of all benefits you have enjoyed up to that moment (reduction and / or other benefits based on the self-certification). In addition, you will be subject to further sanctions and actions that Politecnico reserves to take by law.

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

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

These decisions will be irrevocable within Politecnico.

1.13.2 Sanctions

If the self-certification should be untrue, incomplete or incongruous, Politecnico will apply the administrative sanctions previewed by the university regulations (art. 23 law of 02/12/1991, No. 390) and the disciplinary sanctions previewed by the university ordinances, up to the temporary exclusion from university.

Please note that, under art. 76 of DPR 445/2000, who releases untrue declarations and forms, or does untrue acts, will be punished by law, under the penal code and its laws.

Politecnico is supposed to signal it to the judicial authority.

If the data filled in the fee reduction application should not correspond to the ISEE / ISSEU declaration undersigned at CAF, Politecnico di Torino will apply an extra duty or revoke the benefits.

1.14 Data processing

In all procedures for the assignment of fee levels the data processing will be carried out according to the regulations of the "Code for protection of personal data" (Decree No. 196 of 30/6/2003) and "Law on transparency and document access right" (Law 241/1990 and following changes and integrations).

2. WHAT TO DO CASE BY CASE

Some students are exempted from the payment of university fees without any procedure of verification of their economic situation.

2.1 Students with immediate exemption from the payment of fees (they only pay duties amounting to 19.42 Euros)

These students are:

- *Students and PhD students with EDISU scholarship;*
- *Students with scholarship of the Italian Government:* you do not need to do anything to obtain the exemption; it will be assigned automatically to you when Politecnico receives the ministerial communication;
- *Disabled students:* if you have a disability corresponding to 66% or more, you will be exempted from the payment of fees (this applies only to the first degree for each level degree) by simply submitting a certificate stating your disability to Tasse e Diritto allo Studio desks, within the deadline of the first instalment (30th November 2011). If you are enrolled as a part-time student, you will have to submit the certificate and pay the fixed duties within 2th March 2012;
- *Political refugees:* if you have been recognized the status of political refugee (according to the Geneva Convention of 28/7/1951, ratified with law 24/7/1954 No. 722), you will have to submit the document stating your status to Tasse e Diritto allo Studio desks or to your reference secretary in order to obtain the exemption, within the deadline of the first instalment (30th November 2011). If you are enrolled as a part-time student, you will have to submit the certificate and pay the fixed duties within 2th March 2012.

If you obtain the exemption, you will have to pay 19.42 Euros, amount that includes the accident insurance premium (3.65 Euros), the SIAE contribution (1.15 Euros) and the tax stamp (14.62 Euros).

2.2 Students with immediate exemption from the payment of fees (they only pay duties amounting to 144,42 Euros)

These students are:

- *PhD students with a Politecnico / external body scholarship:* if you have obtained a scholarship place with a grant awarded by Politecnico or financed by an external body, you are automatically exempted from university fees (Art. 7 par. 1 letter c and letter f of D.M. 30/4/1999 No. 224). You have to pay 144,42 Euros: this sum covers the accident insurance premium (3.65 Euros), SIAE contribution (1.15 Euros), tax stamp duties (14.62 Euros). and the Regional tax for the right to study (125.00 Euros).
- *Specialisation school students who obtained Politecnico scholarship:* if, after the publication of announcement about Politecnico scholarships, you have awarded a scholarship, you will be automatically exempted from the payment of university fees (Art. 2 Law 30/11/1989 No. 398). If you obtain the exemption, you will have to pay 144,42 Euros, amount that includes the accident insurance premium (3.65 Euros), the SIAE contribution (1.15 Euros), the tax stamp (14.62 Euros). and the Regional tax for study right (125.00 Euros).

2.3 Foreign students

2.3.1 Students from foreign universities within exchange programmes regulated by universities' agreements on economic aspects

If you come from a foreign university and you are studying for a period at Politecnico di Torino, according to an agreement between the two universities concerning also the economic aspects of your participation within the exchange programme, you belong to one of the following cases:

- the agreement between the two universities states that the amount due is agreed directly by the universities: in this case you are exempted from the payment of fees. **You do not need to do anything to obtain the exemption; it will be automatically assigned to you.**
- the agreement between the two universities does not state the payment of enrolment fees at Politecnico. In this case you have to pay 144,42 Euros, amount that includes the accident insurance premium (3.65 Euros), the SIAE contribution (1.15 Euros), the tax stamp (14.62 Euros) and the regional fee for university study right (125.00 Euros).

2.4 Students not applying for fee reduction

2.4.1 Full-time students

The table shows the amounts due for the first and second installments and the deadlines for payment.

Enrolment	First instalment		Second instalment		Total amount
	Deadline	Amount	Deadline	Amount	
Students enrolled for the first time at Politecnico di Torino on a course at the following levels: first or second level degree, PhD or Specialisation School course.	at matriculation*	€ 220,00	30/03/2012	€ 2.225,00	€ 2.445,00
Students enrolled in years after the first on a course at the following levels: first or second level degree, PhD or Specialisation School course(ie students who were enrolled in previous academic years at Politecnico di Torino)	30/11/2011	€ 1.000,00	30/03/2012	€ 798,00	€ 1.798,00
Degree under the Old University Order, University diploma	30/11/2011	€ 755,00	30/03/2012	€ 654,00	€ 1.409,00

*If you matriculate online, on a first or second level degree course and make payment using a post office current account, you need to have the original paper receipt at the moment of matriculation; if you pay with a bank card or credit card, you can make payment online while completing the matriculation procedure.

Special cases

The fees for students who enrol twice during the academic year 2011/12 (for example for both a first level and a second level degree course), will be fees calculated on the basis of the new fees system reserved for students enrolled for the first time at the Politecnico di Torino (for details see section 3.7.2).

2.4.2 Part-time students

2.4.2.1 First year, first and second level degree

The total amount of fees for the academic year 2011/2012 is **350.00 Euros + 16.00 Euros** for each CFU (you can have from a minimum of 20 to a maximum of 36 CFU in your curriculum).

You have to pay the whole amount at matriculation, when you define your curriculum.

If you pay through post current account, you have to go to the Secretary's office with the original paper receipt; if you pay with bank or credit card, you can pay directly at the desk, while completing the procedure of matriculation.

2.4.2.2 Following years, first and second level degree, Old and New University Order

The total amount of fees for the academic year 2011/2012 is **350.00 Euros + 16.00 Euros** for each CFU (you can have a maximum of 36 CFU in your curriculum; the CFU of final examination are not eligible for the 36 CFU). The CFU present in your curriculum are valid only for one academic year and have to be paid yearly: both those included for the first time and those you possibly have to re-include because you have not taken the corresponding exam yet.

The payment is due by **2nd March 2012**, when you define your curriculum.

As fees have to be paid when you define your curriculum, if you use a self-service station, you can pay with bank or credit card (even PostePay), so that you can define your curriculum and pay fees at the same time. If you pay through post current account, you need to have your payment registered at the Secretary's office before defining your curriculum.

2.4.3 E-learning courses

The total amount of fees for the academic year 2011/2012 is **381.00 Euros + 18.00 Euros** for each CFU (you can have a maximum of 100 CFU in your curriculum).

The CFU present in your curriculum are valid only for one academic year.

All CFU have to be paid yearly: both those included for the first time and those you possibly have to re-include, because you have not taken the corresponding exam yet.

The payment is due by **2nd March 2012**, when you define your curriculum.

As fees have to be paid when you define your curriculum, if you use a self-service station, you can pay with bank or credit card (even PostePay), so that you can define your curriculum and pay fees at the same time. If you pay through post current account, you need to have your payment registered at the Secretary's office before defining your curriculum.

2.4.4 Single courses

If you are enrolled at single courses, the total amount of fees for the academic year 2011/2012 is:

Courses	Fixed amount	Single CFU cost	Maximum CFU
Traditional	350,00 Euros	16,00Euros	30
E-learning	381,00 Euros	18,00Euros	30

CFU and enrolment at single courses are valid only for one academic year.

The payment is due within 2nd March 2012, at the moment of enrolment.

If you pay through post current account, you have to go to the Secretary's office with the original paper receipt; if you pay with bank or credit card, you can pay directly at the desk, while completing the procedure of enrolment.

2.5 Students applying for fee reduction

You can apply for fee reduction from **10th October 2011 to 16th March 2012**. Procedures and steps to apply and obtain fee reduction are described at chapter 3 "Asking for fee reduction".

Below you will find the deadlines for the payment of fees for each kind of university course.

For deadlines please refer to table 4.1

2.6 Students with EDISU scholarship

If you want to apply for an EDISU scholarship, you have to refer only to the EDISU regulation.

When applying for the EDISU scholarship, you will be assigned a fee level according to your ISEE / ISEEU values; if you obtain an EDISU scholarship, you will be exempted from the payment of fees at Politecnico di Torino (with exception of duties according to Art. 2.1).

IMPORTANT: if you apply for this kind of scholarship, you do not have to apply for fee reduction as well, as your ISEE / ISEEU values will be automatically communicated from EDISU to Politecnico.

2.6.1 First year of a first or second level degree

If you are enrolled at the first year of a first or second level degree and you have an EDISU scholarship, you have to pay the first instalment corresponding to the first fee level (220.00 Euros). You can apply for the reimbursement of the first instalment as soon as the CFU requested by the EDISU regulation will be registered (20 CFU for full-time students, 11 CFU for part-time students). The reimbursement does not include the amount of 19.42 Euros, which includes the accident insurance premium (3.65 Euros), the SIAE contribution (1.15 Euros) and the stamp tax (14.62 Euros).

2.6.2 Following years of a first or second level degree

If you are enrolled at following years of a first or second level degree and you have an EDISU scholarship, you are exempted from the payment of fees. In this case you have just to pay the fixed amount of **19.42 Euros**, which includes the accident insurance premium (3.65 Euros), the SIAE contribution (1.15 Euros) and the stamp tax (14.62 Euros).

2.6.3 Revocation or renunciation of eligibility for EDISU scholarship

In case of revocation or renunciation of eligibility for EDISU scholarship, you will have to pay your university fees according to the fee level you have been assigned.

Because of this, Politecnico will not admit you to any benefits and might block your university career until you pay the due fees and / or give back EDISU the scholarship received.

2.6.4 Revocation of eligibility for EDISU scholarship due to verifications

In case of revocation of eligibility for EDISU scholarship due to verifications carried out by EDISU itself, Politecnico may revoke the benefits based on fee reduction. In this case you have to pay the university fees corresponding to the highest fee level.

2.7 Alta Scuola Politecnica (ASP)

If you are enrolled both at a second level degree and at the programme Alta Scuola Politecnica (ASP), you are exempted from the payment of fees for the period of the programme (two academic years). In this case you just have to pay the amount of 144,42 Euros, including the accident insurance premium (3.65 Euros), the SIAE contribution (1.15 Euros), the stamp tax (14.62 Euros) and the Regional tax for study right (125.00 Euros) within **30th November 2011**.

Remember that if you lose the status of ASP student (ask ASP Secretary which requirements are needed), you will have to pay your university fees (even those of the first year if you lose the status in the second year) corresponding to the highest fee level or, if you apply for fee reduction, according to the fee level you have been assigned. Therefore, it may be useful for you to ask for fee reduction.

In this case you have to pay your university fees within two months since you have lost the status of ASP student.

If you obtain a degree during academic year 2011/12 and enrol for a second time during the same academic year, and if on matriculation to the second level degree you also acquire ASP student status, you will be required to pay the first instalment of fees based on your contribution level and, as an ASP student, you will be exonerated from paying the second instalment.

3. ASKING FOR FEE REDUCTION

If you are a full-time student enrolled at first or second level degree, Old and New University Order, PhD and Specialisation School you can ask for fee reduction for the academic year 2011/2012. Chapter 4 contains the fee charts with the amounts in Euros.

If you are a foreign student and you do not belong to an exchange programme according to an agreement between Politecnico and your university of origin, you can apply for fee reduction just like an Italian student.

3.1 Incompatibility

You can not apply for fee reduction if you are:

- Enrolled as part-time student;
- Enrolled at e-learning courses;
- Enrolled at single courses;
- An already graduated student enrolled at another course of the same level degree;
- A foreign student belonging to an exchange programme between Politecnico and your university;
- A master student.

3.2 Reduction

You can benefit from fee reduction only if you apply for it. If you apply for fee reduction:

- **from 10th October 2011 to 30th November 2011** (deadline of the first instalment) you will pay the first instalment according to the fee level you have been assigned;
- **from 1st December 2011 to 16th March 2012** you will pay the first instalment corresponding to the highest fee level; the second instalment will be proportionally reduced according to the fee level you have been assigned.

In order to benefit from fee reduction, Politecnico will evaluate the economic conditions of your family unit, according to your ISEE / ISEEU declaration.

3.3 ISEE declaration

Your economic situation is determined by ISEE (Indicator of the Equivalent Economic Situation). You can obtain it in any CAF (Centre of Fiscal Assistance). After you have filled in the form of Dichiarazione Sostitutiva Unica you will receive your ISEE.

The list of CAF agreed with EDISU and Politecnico is available at the web page:

https://didattica.polito.it/tasse_riduzioni/pdf/elenco_CAF_11_12.pdf.

Fees can be reduced if the requirements listed below are met:

Enrolment	ISEE/ISEEU limit	ISPE/ISPEU limit
Students enrolled for the first time at Politecnico di Torino on a course at the following levels: first or second level degree, PhD or Specialisation School course.	85.500,00 €	200.000,00 €
Students enrolled in years after the first on a course at the following levels: first or second level degree, PhD or Specialisation School course (ie students who were enrolled in previous academic years at Politecnico di Torino)	55.000,00 €	100.000,00 €
Degree under the Old University Order, University diploma	40.278,00 €	100.000,00 €

The ISPE is calculated by dividing the ISP (indicator of financial status) by the equivalence scale indicated in the certificate (SE).

3.4 ISEEU declaration

You have to fill in Dichiarazione Sostitutiva Unica Integrativa if you belong to one of the following cases:

- you have brothers or sisters with income or assets;
- the income or the assets of your family unit come from abroad.

After you have filled in the form of Dichiarazione Sostitutiva Unica Integrativa, you will receive your ISEEU (Indicator of the Equivalent Economic Situation University).

Below you will find some details:

Brothers or sisters with income or assets

The income or the assets of brothers or sisters belonging to your family unit will be calculated as the 50% of the gross income and assets.

Income coming from abroad

In order to calculate the ISEE of income coming from abroad, income and 20% of assets (if not included in the calculation of ISEE yet) have to be added up and evaluated with the same criteria used for income coming from Italy. For countries whose currency is different from Euro, the applied exchange rate will be

the average exchange rate applied to Euro in that year (exchange rate calculated with Decree of the Minister of Finance, in accordance to D.L. 28/6/1990 No. 167, art. 4 par. 6).

3.5 Independent student

You are considered as independent student if you meet the following conditions:

- you have been living in a different accommodation to that of your family of origin for no less than two years from the date on which you submitted ISEE (that is from the date on which you applied following the complete procedure) and the accommodation does not belong to any members of your family unit;
- you have generated and declared to the tax office an income from dependent employment or likewise of no less than 7.502,00 Euros for at least two years, with reference to a family unit of one person (if your family unit includes more than one person the CAF will calculate the corresponding ISEE).

If you enrol on a PhD course, and do not meet both the requirements listed above, under the d. lgs. 31/3/1998 No 109, Article 3, paragraph 2-bis, and subsequent amendments, the household of the applicant requesting benefits is considered to be formed solely by the applicant, the spouse, the dependent children and those dependent on them for income tax purposes, regardless of the place of residence, and regardless of the applicant's parents and those dependent on the applicant's parents for income tax purposes.

3.6 Student with separated or divorced parents

In the presence of legal separation or divorce, with reference to the calculation of your ISEE / ISEEU, the family unit is made up of only the parent who receives alimony.

3.7 Fee reduction application

You can apply for fee reduction on-line only.

Applications have to be submitted from 10th October 2011 to 16th March 2012. After this deadline you will not be able to apply for fee reduction anymore.

In order to apply for fee reduction, you have to login to your personal page and follow the instructions.

At the end of the online procedure you will receive an e-mail confirming that your data has been entered and indicating the band assigned to you. This will be sent automatically to your institutional inbox (s<matricola>@ studenti.polito.it)

ATTENTION: if you have noticed that you have entered wrong data, you have to go, within three days from the date of application, to Tasse e Diritto allo Studio desks in order to correct your self-certified data.

3.7.1 Procedure

In order to apply for fee reduction, there are two different procedures, depending on your situation:

1) **Simplified on-line procedure (confirmation).** You can follow this procedure only if:

- You are enrolled at the academic year 2011/2012 at following years of the same level degree (this applies to each level degree; therefore, for instance, you can not follow the simplified procedure if you enrol at the academic year 2011/2012 at the first year of second level degree);
- When submitting the application, the number of the members of your family unit has not changed from the one declared the previous year;
- On **31st December 2010** the overall value of the net income of non-property assets (bank or post current account, securities, bonds, stocks, trusts) and real estate (premises, lands, building areas) of your family unit has not increased / decreased more than 10% from the one declared the previous year.

You can apply exclusively on-line using the self-service stations available in all Politecnico branches or via web through the Portale della Didattica, using the procedure Sid@Home – Apply for fee reduction. Once you have checked the data, click on CONFERMA.

2) **Complete on-line procedure.** You have to hold a valid ISEE / ISEEU declaration (**values have to refer to the income of 2010**).

You can apply exclusively on-line, using the self-service stations available in all Politecnico branches, or via web through the Portale della Didattica, using the procedure Sid@Home – Apply for fee reduction. Fill in the requested data (see paragraph 4.6 Specimen of ISEE / ISEEU declaration and web page "Fee reduction application"). Check the data before submitting the application.

ATTENTION: if you fill in ISEEU values you have to submit the declaration according to the indications in paragraph 3.7.3.

You will be assigned a fee level corresponding to the data you have inserted / confirmed in the procedure of fee reduction. Subsequently, Tasse e Diritto allo Studio may check the ISEE / ISEEU values you have filled in.

If inconsistencies and / or mistakes emerge, you will be informed by an e-mail sent to your "institutional" address (s<matriculation number>@studenti.polito.it).

If you did not apply for any benefit, scholarship or EDISU Tax Reduction in the year 2010/2011, you must go through the full procedure.

3.7.2 Students who enrol twice in the course of academic year 2011/12

If during the academic year 2011/12 you make two enrolments (for example for both a first level and second level degree course), when you matriculate you will be charged the balance calculated on the basis of the amount of fees under the new fees system reserved for students enrolled for the first time at the Politecnico di Torino (see table 4.2.2).

You may fit into one of the following categories:

- 1) **If you already requested a reduction in fees before March 16, 2012**, you do not need to take any action. Upon matriculation you will be put into the appropriate contribution band of the new fees system (see Table 4.2.2) based on the value of 'ISEE / ISEEU.
- 2) **If you have not requested a reduction in fees**, you can request it at the time of matriculation. **If you matriculate before March 16, 2012** you must follow the full procedure (see 3.7.1 Procedure - step 2); after that date you must submit a copy of the ISEE / ISEEU form to the Tasse e Diritto allo Studio office, within fifteen working days from the date of registration. After your data is processed, you will be given a receipt for the submission of the documentation. You will be placed in the band of the new fees system (see Table 4.2.2) based on the value of 'ISEE / ISEEU.

3.7.3 Extra UE students

If you are an extra EU student and your family unit:

- **does not live in Italy**, you have to fill in the procedure of fee reduction only with the values of the ISEEU declaration;
- **lives in Italy**, you have to fill in the procedure of fee reduction only with the values of the ISEE declaration and, if your situation applies to paragraph 3.4, also the values of the ISEEU declaration.

3.7.4 How to submit the ISEEU declaration

If you fill in the procedure with the values of the ISEEU declaration, you have to submit the documents (copy / original) within 15 work-days from the date of submission of the application in the on-line procedure.

After your data have been checked, you will receive a receipt stating the submission of the documents.

If you can not go personally, you can delegate a trustworthy person that has to show his/her identity card, a photocopy of your identity card and a proxy written by you. Otherwise, you can also send a letter by recorded delivery with acknowledgement of receipt, attaching a photocopy of your identity card. Regarding to the deadline, the post office stamp will be considered.

You have to send the application, with all the necessary documents, to the following address:

Politecnico di Torino
Area Gestione Didattica
Tasse e Diritto allo Studio
Corso Duca degli Abruzzi, 24
10129 Torino

If you do not submit the ISEEU declaration after 15 work-days, but within the deadline of the second instalment (30 March 2012) you will have to pay an extra duty of 150 Euros. After this deadline you will have to pay the university fees corresponding to the highest fee level.

3.7.5 Highest fee level assigned by office authority:

You will be assigned the highest fee level if:

- the data of the ISEE / ISEEU declarations you filled in the on-line procedure are inconsistent or non-existent;
- the data of the ISEE / ISEEU declarations you filled in the on-line procedure do not correspond to those of your declaration;
- you do not submit the documents specifically requested by Tasse e Diritto allo Studio;
- you do not submit the ISEEU declaration within the deadline;
- the ISEEU documents you have sent are incomplete or sent after the deadline.

You will be informed about the assignment of the new fee level only by an e-mail sent to your "institutional" address (s<matriculation number>@studenti.polito.it).

4. SUMMARY

4.1 Fees and deadlines.

The following tables show the range of registration options available at Politecnico di Torino on a course at the following levels: first or second level degree, PhD or Specialisation School

Registration Option/ Course of study	Attendance	Total amount	Possibility of reduction	Period to apply for reduction	Deadline for the payment of fees
Students enrolled for the first time at Politecnico di Torino on a course at the following levels: first or second level degree, PhD or Specialisation School	Full-time	€ 2.445,00	Yes	From 10/10/2011 to 16/03/2012	First instalment: at matriculation Second instalment: 30/03/2012
Students enrolled in years after the first on a course at the following levels first or second level degree, PhD or Specialisation School i.e. students who have already enrolled at the Politecnico di Torino in previous years	Full-time	€ 1.798,00	Yes	From 10/10/2011 to 16/03/2012	First instalment: 30/11/2011 Second instalment: 30/03/2012
Five year degree under the order previously in force DM 509/99	Full-time	€ 1.409,00	Yes	From 10/10/2011 to 16/03/2012	First instalment: 30/11/2011 Second instalment: 30/03/2012
Students enrolled on a first or second-level degree course	Part-time	€ 350,00 +€ 16,00 for each CFU(max 36 CFU)	No	_____	At enrolment
Students enrolled in years after the first on a first level degree (laurea, laurea triennale), second level degree (laurea magistrale/specialistica) and five year degree under the order previously in force DM 509/99	Part-time	€ 350,00 +€ 16,00 for each CFU(max 36 CFU + CFU of final examination)	No	_____	02/03/2012
e-learning degree course	Part-time	€ 381,00 +€ 18,00 for each CFU (max 100 CFU)	No	_____	02/03/2012
Single courses	-----	€ 350,00 +€ 16,00 for each CFU (max 30 CFU)	No	_____	At enrolment
Single e-learning courses	-----	€ 381,00 + € 18,00 for each CFU(max 30 CFU)	No	_____	At enrolment

4.2 ISEE/ISEEU levels and bands

4.2.1 Students enrolled in years after the first on a first (laurea, laurea triennale) or second level degree (magistrale/specialistica).

The following table shows the sum to be paid for each band, subdivided into installments.

Fee level	ISEE / ISEEU	First instalment	Second instalment	Total amount
1	Up to € 12.441,00	€ 270,00	€ 157,00	€ 427,00
2	Up to € 14.089,00	€ 360,00	€ 237,00	€ 597,00
3	Up to € 16.020,00	€ 460,00	€ 327,00	€ 787,00
4	Up to € 18.804,00	€ 560,00	€ 418,00	€ 978,00
5	Up to € 21.815,00	€ 660,00	€ 509,00	€ 1.169,00
6	Up to € 25.451,00	€ 760,00	€ 600,00	€ 1.360,00
7	Up to € 40.278,00	€ 855,00	€ 693,00	€ 1.548,00
8	Up to € 55.000,00	€ 960,00	€ 775,00	€ 1.735,00
9	Over € 55.000,00	€ 1.000,00	€ 798,00	€ 1.798,00

4.2.2 Full-time students enrolled for the first time at Politecnico di Torino during academic year 2011/12 on a course at the following levels: first or second level degree, PhD or Specialisation School.

The following table shows the sum to be paid for each band, subdivided into installments.

Fee level	ISEE / ISEEU	First instalment	Second instalment	Total amount
1	Up to € 12.500,00	€ 220,00	€ 145,00	€ 365,00
2	Up to € 13.500,00	€ 220,00	€ 173,00	€ 393,00
3	Up to € 14.500,00	€ 220,00	€ 201,00	€ 421,00
4	Up to € 15.500,00	€ 220,00	€ 229,00	€ 449,00
5	Up to € 16.500,00	€ 220,00	€ 257,00	€ 477,00
6	Up to € 17.500,00	€ 220,00	€ 285,00	€ 505,00
7	Up to € 18.500,00	€ 220,00	€ 313,00	€ 533,00
8	Up to € 19.500,00	€ 220,00	€ 342,00	€ 562,00
9	Up to € 20.500,00	€ 220,00	€ 369,00	€ 589,00
10	Up to € 21.500,00	€ 220,00	€ 398,00	€ 618,00
11	Up to € 22.500,00	€ 220,00	€ 426,00	€ 646,00
12	Up to € 23.500,00	€ 220,00	€ 454,00	€ 674,00
13	Up to € 24.500,00	€ 220,00	€ 482,00	€ 702,00
14	Up to € 25.500,00	€ 220,00	€ 510,00	€ 730,00
15	Up to € 26.500,00	€ 220,00	€ 538,00	€ 758,00
16	Up to € 27.500,00	€ 220,00	€ 566,00	€ 786,00
17	Up to € 28.500,00	€ 220,00	€ 595,00	€ 815,00
18	Up to € 29.500,00	€ 220,00	€ 623,00	€ 843,00
19	Up to € 30.500,00	€ 220,00	€ 651,00	€ 871,00
20	Up to € 31.500,00	€ 220,00	€ 678,00	€ 898,00
21	Up to € 32.500,00	€ 220,00	€ 707,00	€ 927,00
22	Up to € 33.500,00	€ 220,00	€ 735,00	€ 955,00
23	Up to € 34.500,00	€ 220,00	€ 763,00	€ 983,00
24	Up to € 35.500,00	€ 220,00	€ 791,00	€ 1.011,00
25	Up to € 36.500,00	€ 220,00	€ 819,00	€ 1.039,00
26	Up to € 37.500,00	€ 220,00	€ 848,00	€ 1.068,00
27	Up to € 38.500,00	€ 220,00	€ 876,00	€ 1.096,00
28	Up to € 39.500,00	€ 220,00	€ 904,00	€ 1.124,00
29	Up to € 40.500,00	€ 220,00	€ 932,00	€ 1.152,00
30	Up to € 41.500,00	€ 220,00	€ 960,00	€ 1.180,00
31	Up to € 42.500,00	€ 220,00	€ 988,00	€ 1.208,00
32	Up to € 43.500,00	€ 220,00	€ 1.016,00	€ 1.236,00
33	Up to € 44.500,00	€ 220,00	€ 1.044,00	€ 1.264,00
34	Up to € 45.500,00	€ 220,00	€ 1.072,00	€ 1.292,00
35	Up to € 46.500,00	€ 220,00	€ 1.100,00	€ 1.320,00
36	Up to € 47.500,00	€ 220,00	€ 1.129,00	€ 1.349,00
37	Up to € 48.500,00	€ 220,00	€ 1.157,00	€ 1.377,00
38	Up to € 49.500,00	€ 220,00	€ 1.185,00	€ 1.405,00
39	Up to € 50.500,00	€ 220,00	€ 1.213,00	€ 1.433,00
40	Up to € 51.500,00	€ 220,00	€ 1.241,00	€ 1.461,00
41	Up to € 52.500,00	€ 220,00	€ 1.269,00	€ 1.489,00
42	Up to € 53.500,00	€ 220,00	€ 1.297,00	€ 1.517,00
43	Up to € 54.500,00	€ 220,00	€ 1.325,00	€ 1.545,00
44	Up to € 55.500,00	€ 220,00	€ 1.353,00	€ 1.573,00
45	Up to € 56.500,00	€ 220,00	€ 1.382,00	€ 1.602,00
46	Up to € 57.500,00	€ 220,00	€ 1.410,00	€ 1.630,00
47	Up to € 58.500,00	€ 220,00	€ 1.438,00	€ 1.658,00
48	Up to € 59.500,00	€ 220,00	€ 1.466,00	€ 1.686,00
49	Up to € 60.500,00	€ 220,00	€ 1.494,00	€ 1.714,00
50	Up to € 61.500,00	€ 220,00	€ 1.522,00	€ 1.742,00
51	Up to € 62.500,00	€ 220,00	€ 1.550,00	€ 1.770,00
52	Up to € 63.500,00	€ 220,00	€ 1.578,00	€ 1.798,00

Fee level	ISEE / ISEEU	First instalment	Second instalment	Total amount
53	Up to € 64.500,00	€ 220,00	€ 1.606,00	€ 1.826,00
54	Up to € 65.500,00	€ 220,00	€ 1.635,00	€ 1.855,00
55	Up to € 66.500,00	€ 220,00	€ 1.663,00	€ 1.883,00
56	Up to € 67.500,00	€ 220,00	€ 1.691,00	€ 1.911,00
57	Up to € 68.500,00	€ 220,00	€ 1.719,00	€ 1.939,00
58	Up to € 69.500,00	€ 220,00	€ 1.747,00	€ 1.967,00
59	Up to € 70.500,00	€ 220,00	€ 1.775,00	€ 1.995,00
60	Up to € 71.500,00	€ 220,00	€ 1.803,00	€ 2.023,00
61	Up to € 72.500,00	€ 220,00	€ 1.831,00	€ 2.051,00
62	Up to € 73.500,00	€ 220,00	€ 1.859,00	€ 2.079,00
63	Up to € 74.500,00	€ 220,00	€ 1.888,00	€ 2.108,00
64	Up to € 75.500,00	€ 220,00	€ 1.916,00	€ 2.136,00
65	Up to € 76.500,00	€ 220,00	€ 1.944,00	€ 2.164,00
66	Up to € 77.500,00	€ 220,00	€ 1.972,00	€ 2.192,00
67	Up to € 78.500,00	€ 220,00	€ 2.000,00	€ 2.220,00
68	Up to € 79.500,00	€ 220,00	€ 2.028,00	€ 2.248,00
69	Up to € 80.500,00	€ 220,00	€ 2.056,00	€ 2.276,00
70	Up to € 81.500,00	€ 220,00	€ 2.084,00	€ 2.304,00
71	Up to € 82.500,00	€ 220,00	€ 2.112,00	€ 2.332,00
72	Up to € 83.500,00	€ 220,00	€ 2.140,00	€ 2.360,00
73	Up to € 84.500,00	€ 220,00	€ 2.169,00	€ 2.389,00
74	Up to € 85.500,00	€ 220,00	€ 2.197,00	€ 2.417,00
75	Over € 85.500,00	€ 220,00	€ 2.225,00	€ 2.445,00

4.2.3 Students enrolled on a degree under the Old University Order or university diploma course.

The following table shows the sum to be paid for each band, subdivided into installments.

Fee level	ISEE / ISEEU	First instalment	Second instalment	Total amount
1	Up to € 12.441,00	€ 230,00	€ 130,00	€ 360,00
2	Up to € 14.089,00	€ 296,00	€ 198,00	€ 494,00
3	Up to € 16.020,00	€ 372,00	€ 273,00	€ 645,00
4	Up to € 18.804,00	€ 450,00	€ 347,00	€ 797,00
5	Up to € 21.815,00	€ 525,00	€ 425,00	€ 950,00
6	Up to € 25.451,00	€ 600,00	€ 502,00	€ 1.102,00
7	Up to € 40.278,00	€ 675,00	€ 575,00	€ 1.250,00
8	Over € 40.278,00	€ 755,00	€ 654,00	€ 1.409,00

4.3 Other secretarial contributions

Politecnico reminds you that there are some secretarial operations concerning the management of your university career that you have to pay for.

These operations, their meaning and effects on your university career are generally described in the Student's Guide. Below you will find a chart summarizing the value of these contributions for the academic year 2011/2012.

Other secretarial contributions	
Leave application	50,00 euro
University course change within the same faculty	25,00 euro
Faculty change within Politecnico	50,00 euro
Reactivation application	150,00 euro
Career abbreviation application	150,00 euro
Degree application and diploma issue	90,00 euro
Student book duplication	11,00 euro
Professional examination application	200,00 euro
Diploma duplication	100,00 euro
Magnetic card / Smart Card duplication	11,00 euro

GLOSSARY

Academic year: twelve-month cycle of university didactic activities usually starting in October and ending in September of the following solar year. Each academic year is divided in didactic periods.

CAF (Centre of Fiscal Assistance): each centre in which you can find free the forms of Dichiarazione Sostitutiva Unica, necessary for the ISEE declaration.
CAF also offers assistance to fill in the forms. The list of CAF agreed with EDISU and Politecnico is available at the web page http://didattica.polito.it/tasse_riduzioni/pdf/caf.pdf.

CFU: working hours the student needs to acquire knowledges and competences in a specific discipline. A full-time student should attend courses for about 60 CFU in one academic year, which correspond approximately to 1500 working hours. The CFU you need for the first level degree amount to 180, whereas those you need for the second level degree amount to other 120, for a total of 300 CFU.

Course: subject made up of different lessons. Usually defined as module.

Dichiarazione Sostitutiva Unica: free form you will find at CAF to obtain the ISEE / ISEEU declaration.

Didactic curriculum: list of courses the student is going to attend yearly, including exams. In the first year the curriculum is established by the faculty (about 60 CFU). In the following years the student will define his / her own curriculum, considering that you can not exceed 80 CFU per year and that the curriculum has always to include the courses of the previous year you have not passed the corresponding exams yet. In this way the student goes from one academic year to the following one with a constant curriculum. The student can also choose a part-time enrolment, opting for a reduced curriculum: in this case the student will need more time to graduate. Furthermore, with reference to the curriculum, there are some restrictions that are defined by the faculties, concerning compulsoriness, priority and optionality of courses.

E-learning: list of courses taking place through recorded lessons, lecture notes and new didactic technologies. It is arranged for some university courses and allows those who can not attend the courses normally to graduate. These courses are arranged in collaboration with Consorzio Nettuno, a non-profit association between Universities and businesses, promoted by the Ministry of Education, University and Research.

Enrolled: student of following years, not to be confused with "first-year student" (see later).

Exemption: exemption from the payment of fees. Those obtaining the exemption have to pay some duties (for instance: accident insurance premium, SIAE contribution and stamp tax). The exemption is assigned to those meeting the requirements and applying for it; otherwise, it is assigned automatically for some particular cases.

Fee reduction: reduction in the payment of fees. It is assigned to those meeting specific requirements and applying for it.

First-year student: matriculated student, that is enrolled for the first time and beginning his / her university career.

Full-time: enrolment at one academic year with a curriculum between 37 and 80 CFU (or over 80 CFU for students of the Old University Order).

ISEE (Indicator of the Equivalent Economic Situation): indicator evaluating the economic situation of a family unit. It is required by a public administration to citizens applying for certain benefits and calculated according to income and assets data based on Dichiarazione Sostitutiva Unica.

ISEEU (Indicator of the Equivalent Economic Situation University): ISEE form with additional information.

ISPE (Indicator of the Equivalent Property Situation): it is calculated dividing the ISP value by the SE Equivalence Scale.

ISPEU (Indicator of the Equivalent Property Situation University): it is calculated dividing the ISPU value by the SE Equivalence Scale.

Matriculation: formal act through which you become a student starting your university career (basically it is the enrolment at the first year).

New University Order: all regulations on university careers of first and second level degree come into force with the university reform (D.M. 509/99 and following reform D.M. 270 on 22/10/2004). It is not valid for students matriculated before such date.

Old University Order: all regulations on university careers into force before the university reform (D.M. 509 on 3/11/1999). It is still valid for students matriculated before such date.

Part-time: enrolment at one academic year with a curriculum up to 36 CFU.

University career act: each act marking the student's career (for instance: matriculation, enrolment at different academic years, definition of curriculum, exams, printing of exam forms, printing of certifications).

Self-certification: document replacing a certification issued by a public office, in which a person declares and undersigns a series of personal data. If the data reported do not correspond to reality, who does the self-certification is punishable (D.P.R. 28/12/2000 No. 445).