

## Why this guide?

These are the "Fee Regulations" for students at Politecnico of Turin. It is a guide indicating how much and when you have to pay to be up to date with administrative duties. In addition, it explains how to behave in order to ask for a reduction of the normal fees.

Check out if this guide is for you

This guide is not for you if you belong to one of the following cases:

- You are a student of a master. For more information you can ask the Ufficio Master (Master Office) at [master.universitari@polito.it](mailto:master.universitari@polito.it).
- If you belong to a course of Politecnico in cooperation with Libera Università di Bolzano. For more information see the following web site [www.unibz.it](http://www.unibz.it).

## How to use this guide

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.

## Comunicazioni ufficiali

Il Politecnico utilizza come mezzo di comunicazione ufficiale la casella di posta elettronica che viene assegnata ad ogni studente al momento dell'immatricolazione ([s<matricola>@studenti.polito.it](mailto:s<matricola>@studenti.polito.it)). Tale account resta attivo anche dopo la laurea o il congedo. Per eventuali comunicazioni non saranno presi in considerazione altri indirizzi di posta elettronica forniti dagli studenti.

## Sportelli POLITECNICO di TORINO

Gli sportelli Tasse e Diritto allo Studio, all'interno della Segreteria Generale Studenti, sono a disposizione per qualunque chiarimento, nei consueti orari di apertura al pubblico:

Tasse e Diritto allo Studio

Sportelli 14 e 15 della Segreteria Generale Studenti

Desk 14 and 15 of General Secretary Students

Corso Duca degli Abruzzi, 24 – Torino

Presso Cittadella Politecnica – piano terra

At Cittadella Politecnica – Ground floor

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# Index

<b>1. THINGS EVERYBODY HAS TO KNOW</b>	<b>3</b>
1.1 University fees	3
1.2 Payment	3
1.3 Late in payment	3
1.4 Exceptional situations	3
1.5 Self-service information and operations	3
1.6 Proxy	4
1.7 Student's virtual current account	4
1.7.1 Reimbursement	4
1.7.2 Settlement	4
1.8 Fee reimbursement for merit for students enrolled full-time	4
1.8.1 Reimbursement for Mathematics for Engineering students	5
1.9 Applying for fee reduction	5
1.10 Interrupting and returning to studies	6
1.11 Renunciation of student status	6
1.12 Dismissed students or students who that gave up and want to resume studies	6
1.13 Verifications on self-certifications	6
1.13.1 Controls	6
1.13.2 Sanctions	6
1.14 Data processing	6
<b>2. WHAT TO DO CASE BY CASE</b>	<b>7</b>
2.1 Students with immediate exemption from the payment of fees (they only pay duties amounting to 19.42 Euros)	7
2.2 Students with immediate exemption from the payment of fees (they only pay duties amounting to 159,42 Euros)	7
2.3 Foreign students	8
2.3.1 Students from foreign universities within exchange programmes regulated by universities' agreements on economic aspects	8
2.4 Students not applying for fee reduction	8
2.4.1 Full-time students	8
2.4.2 Part-time students	8
2.4.3 E-learning courses	9
2.4.4 Single courses	9
2.5 Students applying for fee reduction	9
2.6 Students with EDISU scholarship	9
2.6.1 First year of a first or second level degree	9
2.6.2 Following years of a first or second level degree	10
2.6.3 Revocation or renunciation of eligibility for EDISU scholarship	10
2.6.4 Revocation of eligibility for EDISU scholarship due to verifications	10
2.7 Alta Scuola Politecnica (ASP)	10
<b>3. ASKING FOR FEE REDUCTION</b>	<b>11</b>
3.1 Incompatibility	11
3.2 Reduction	11
3.3 ISEE declaration	11
3.4 ISEEU declaration	11
3.5 Independent student	12
3.5.1 <b>Casi con nucleo familiare composto dal solo studente</b>	12
3.6 Student with separated or divorced parents	12
3.7 Fee reduction application	12
3.7.1 Procedure	13
3.7.2 Students who enrol twice in the course of academic year 2012/13	13
3.7.3 Extra UE students	14
3.7.4 How to submit the ISEEU declaration	14
3.7.5 Highest fee level assigned by office authority	14
<b>4. SUMMARY</b>	<b>16</b>
4.1.1 Full - Time	16
4.1.2 Part - Time	17
4.1.3 Single courses	17
4.2 I livelli ISEE / ISEEU e livello contributivo corrispondente per gli studenti iscritti ad un corso di studio dei livelli formativi: laurea e laurea specialistica/magistrale, dottorato e scuola di specializzazione con numero di anni iscrizione inferiore/uguale al doppio della durata normale del corso.	17
4.3 Other secretarial contributions	21
4.4 <b>Fac simile attestazione ISEE/ISEEU e finestra "Richiesta riduzione tasse"</b> Specimen of ISEE/ISEEU declaration and space "Fees reduction application"	22
<b>GLOSSARY</b>	<b>26</b>

# 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 (140.00 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".**

Ti informiamo che, al fine di effettuare delle verifiche a campione, ti potrebbe essere richiesta la ricevuta del pagamento.

- **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. **In this case there is 1% bank commission. Utilizzando questa modalità di pagamento, ti viene applicata una commissione bancaria pari all'1%.** 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 **31th December 2012** or the second instalment by **30th April 2013**.

**Se paghi oltre tali date ti verrà applicata una seconda maggiorazione pari al 10% del tuo debito.**

**If you pay beyond those dates you will be charged a second increase of 10% of your debt.**

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 **28th June 2013**, 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 10.00 Euros in your virtual current account you can ask for reimbursement-sending an e-mail, from your institutional account, to [diritto.studio@polito.it](mailto:diritto.studio@polito.it).

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 have a credit of at least 1,000.00 Euros in the only way possible is by bank money transfer.

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.

Se hai maturato sul conto una somma a credito (superiore a 10 euro) puoi richiedere il rimborso inviando una mail, dal tuo account istituzionale, a [diritto.studio@polito.it](mailto:diritto.studio@polito.it). Potrai richiedere il rimborso con una delle seguenti modalità:

- invio di assegno di bonifico presso la tua residenza; in questo caso ricordati di verificare l'indirizzo di residenza direttamente dalla tua pagina personale;
- bonifico su conto corrente bancario; in questo caso devi indicare il codice IBAN corrispondente al conto bancario di cui devi essere intestatario o contestatario;
- conto cassa.

Se hai un credito pari o superiore a 1.000,00 euro l'unica modalità possibile è tramite bonifico su conto corrente bancario.

Se non fai nessuna richiesta tale somma diventa la prima voce (a credito) del conto corrente nell'anno successivo.

Solo nel mese di giugno potrai effettuare la richiesta di rimborso del credito direttamente dalla tua pagina personale.

### 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

If you are enrolled as full-time student at the academic year 2012/2013 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 28th September 2012.

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).~~
1. Sommando tutti i prodotti e dividendo il risultato per il numero degli anni di iscrizione, a partire dalla prima immatricolazione.

### 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 2012/2013 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.

#### 1.8.1 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 2012/2013, you will receive a partial refund on for merit amounting to 400 euros, in addition to the reimbursement outlined in paragraph 1.8, provided you achieve a minimum score of 1.225 points by the end of the academic year (see 1.8. for method of calculation). **Il rimborso non ti spetta se nell'a.a. 2012/2013 stai beneficiando dell'esonero tasse: You are not entitled to a refund if in the academic year 2012/2013 you have the exemption of tuition fees.**

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 if you have the following requirements:

- enrollment full-time;
- number of years of enrollment, starting from the first enrollment, less than / equal to twice the normal duration of the course (6 years for students enrolled in an undergraduate degree and four years for students enrolled in a degree / master);
- your ISEE (Indicator of Equivalent Economic Situation) doesn't exceed the 85,500.00 Euros limit and your ISPE (Indicator of the Equivalent Property Situation) the 200,000.00 Euros threshold. ISPE is calculated dividing ISP (Indicator of the Property Situation) by the Equivalence Scale indicated in the declaration (SE).

Fee level to obtain a reduction in the payment of fees is determined by the value of your ISEE / ISEEU declaration, exclusively through the on-line application, the procedure and time limits are in Chapter 3, " Asking for fee reduction".

**E' possibile ottenere una riduzione sul pagamento delle tasse se hai i seguenti requisiti:**

- iscrizione a tempo pieno;
- numero anni di iscrizione, a partire dalla prima immatricolazione, inferiore/uguale al doppio della durata normale del corso (6 anni per gli studenti iscritti a un corso di laurea e 4 anni per gli studenti iscritti a un corso di laurea specialistica/magistrale) ;
- il valore ISEE/ISEEU (Indicatore della Situazione Economica Equivalente/Indicatore della Situazione Economica Equivalente Università) non deve superare il limite di 85.500,00 € e l'ISPE (indicatore della Situazione Patrimoniale Equivalente) il limite di 200.000,00 €. L'ISPE si calcola dividendo l'ISP (Indicatore della Situazione Patrimoniale) per la Scala di Equivalenza indicata nell'attestazione (SE).

**La fascia di appartenenza, per ottenere la riduzione sul pagamento delle tasse, è determinata dal valore dell'ISEE/ISEEU,**

## 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 2012/13 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 (29th March 2013).

## 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. 38 of DL 68 of 29/03/2012) 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 2012). If you are enrolled as a part-time student, you will have to submit the certificate and pay the fixed duties within 1st March 2013;
- *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 2012). If you are enrolled as a part-time student, you will have to submit the certificate and pay the fixed duties within 1st March 2013.

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 159,42 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 159,42 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 (140.00 Euros).
- **Dottorandi iscritti al IV anno di dottorato in proroga:** You have to pay 159,42 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 (140.00 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 159,42 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 (140.00 Euros).
- **Studenti iscritti al primo anno ad un corso di Laurea Triennale totalmente o parzialmente in lingua inglese che**
  - 1) siano in possesso di un diploma di scuola media superiore rilasciato da un istituto italiano;
  - 2) si immatricolano ad un corso di laurea, offerto totalmente o parzialmente in lingua inglese, in:
    - Ingegneria (ad esclusione di Ingegneria della Produzione Industriale Torino/Athlone) che abbiano conseguito un punteggio alla prova di ammissione uguale o maggiore al 50%;
    - Architettura che abbiano conseguito un punteggio alla prova di ammissione uguale o maggiore al quinto decile;
  - 3) posseggano una delle seguenti certificazioni di lingua inglese:
    - a. IELTS con punteggio 5.5 o superiore
    - b. Cambridge First Certificate in English
    - c. Cambridge Certificate in Advanced English
    - d. Cambridge Certificate of Proficiency in English
    - e. TOELF internet-based Test con punteggio 87 o superiore

you have to pay 159,42 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 (140.00 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 159,42 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 (140.00 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 first level degree Immatricolati ad un corso di laurea	at matriculation * from 16/07/2012 to 31/08/2012	€ 150,00	29/03/2013	€ 2.309,00	€ 2.459,00
Students enrolled on a course at the following levels: first or second level degree, PhD or Specialisation School course Immatricolati ad un corso di studio dei vari livelli formativi: laurea, laurea magistrale, dottorato, scuola di specializzazione	at matriculation * from 01/09/2012*	€ 220,00	29/03/2013	€ 2.309,00	€ 2.529,00
Students enrolled in years after the first on a course at the following levels: first or second level degree, Specialisation School course	30/11/2012	€ 1.100,00	29/03/2013	€ 1.429,00	€ 2.529,00
Students enrolled in years after the first on a course of PhD	31/01/2013	€ 1.100,00	29/03/2013	€ 1.429,00	€ 2.529,00
Degree under the Old University Order, University diploma	30/11/2012	€ 755,00	29/03/2013	€ 669,00	€ 1.424,00

Se fai un'immatricolazione anticipata (dal 16/07/2012 al 31/08/2012), consentita agli studenti che hanno raggiunto nelle sessioni anticipate dei TIL e del progetto di orientamento almeno il 50% del punteggio complessivo, hai una riduzione delle tasse di 70,00 euro.

\*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. You can also enrolled at the self-service box located on campus: in this case, the payment can be made by the apply, as well as credit card or bank card.

\*Quanto ti immatricoli, se paghi con il bollettino di conto corrente postale, all'atto dell'immatricolazione on-line devi avere con te la ricevuta originale del versamento; se paghi con carta di credito puoi pagare direttamente mentre completi la procedura di immatricolazione. È possibile effettuare l'immatricolazione anche presso i box self service che si trovano nell'ateneo: in questo caso il pagamento può essere fatto contestualmente all'iscrizione pagando, oltre che con carta di credito, anche con carta bancomat.

### 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 2012/2013 is **650.00 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.

Se fai una immatricolazione anticipata (dal 16/07/2012 al 31/08/2012), consentita agli studenti che hanno raggiunto nelle sessioni anticipate dei TIL e del progetto di orientamento almeno il 50% del punteggio complessivo, hai una riduzione delle tasse di 70,00 euro.



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 2012/2013 is **650.00 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 **1st March 2013**, 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 2012/2013 is **650.00 Euros + 16.00 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 **1st March 2013**, 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 2012/2013 is **350.00 Euros + 16.00 Euros** for each CFU (you can have a maximum of 20 CFU in your curriculum).

E' possibile acquistare tutti moduli dell'offerta formativa del Politecnico di Torino, tranne gli esami relativi al primo anno dei corsi di laurea triennale.

Se ti sei laureato ad un corso di laurea triennale e sei stato ammesso ad un corso di laurea magistrale con dei debiti formativi, puoi inserire Up tod un massimo di 60 crediti: non si possono inserire anticipi di insegnamenti del corso di laurea magistrale.

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

The payment is due within **1st March 2013**, 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 **3th September 2012 to 30th November 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). **EDISU provvederà, entro il termine della scadenza della prima rata (30 novembre) a comunicarci tali informazioni.** EDISU will communicate us such information, by the end of the first installment (November 30).

**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 159,42 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 (140.00 Euros) within **30th November 2012**.

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 2012/13 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

Se sei uno studente iscritto a tempo pieno ad un corso di studi del Politecnico di Torino e sei iscritto da un numero di anni, a partire dalla prima immatricolazione, inferiore/uguale al doppio della durata normale del corso, puoi ottenere per l'anno accademico 2012/2013 l'inserimento in un livello contributivo ridotto

If you are a full-time student enrolled in a course of studies at the Politecnico di Torino and you're enrolled a number of years from first enrolled, less than / equal to twice the normal duration of the course, you can get for the academic year 2012/2013 for fee reduction.

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:

- **ISCRITTO DA UN NUMERO DI ANNI DI ISCRIZIONE, A PARTIRE DALLA PRIMA IMMATRICOLAZIONE, SUPERIORE AL DOPPIO DELLA DURATA NORMALE DEL CORSO A CUI TI ISCRIVI (7 ANNI PER GLI STUDENTI ISCRITTI A UN CORSO DI LAUREA E 5 ANNI PER GLI STUDENTI ISCRITTI A UN CORSO DI LAUREA SPECIALISTICA/MAGISTRALE);** enrolled by a number of years from first enrolled, more than double the normal duration of the course
- **ISCRITTO AD UN CORSO DI LAUREA DELL'ORDINAMENTO PREVIGENTE IL D.M. 509/99;** Five year degree under the order previously in force DM 509/99
  - 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:

La domanda di riduzione tasse deve essere richiesta, esclusivamente on-line, dal **3 settembre 2012 al 30 novembre 2012** (scadenza della prima rata). A seguito della procedura on-line verrà aggiornato il tuo livello economico in base al quale sarai tenuto a pagare la prima e la seconda rata delle tasse. The question of fee reduction must be made exclusively on-line, from 3 September 2012 to 30 November 2012 (deadline of the first installment). Following the on-line procedure will update your fee level under which you will be required to pay the first and the second installment of fee.

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\\_12\\_13.pdf](https://didattica.polito.it/tasse_riduzioni/pdf/elenco_caf_12_13.pdf).

You can benefit from the fees reduction if your ISEE doesn't exceed the 85,500.00 Euros limit and your ISPE (Indicator of the Equivalent Property Situation) the 200,000.00 Euros threshold.

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.

#### 3.5.1. Casi con nucleo familiare composto dal solo studente

Se non hai i requisiti per essere considerato indipendente puoi comunque presentare una attestazione ISEEU relativa unicamente alla tua condizione economica solamente se sei:

- orfano di entrambi i genitori;
- appartenente ad un ordine religioso;
- appartenente ad una comunità d'accoglienza;
- sottoposto a regime di detenzione;
- separato o divorziato.

La documentazione comprovante la propria condizione deve essere consegnata allo sportello Tasse e diritto allo studio.

If you are not eligible to be considered student independent, you can still submit a ISEEU related only to your economic condition only if you are:

- orphan of both parents;
- belonging to a religious order;
- belonging to a particular host;
- subjected to detention regime;
- separated or divorced.

The documentation proving your condition must be delivered to the desk Tasse e Diritto allo studio.

### 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 3th September 2012 to 30th November 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.

Se per qualsiasi ragione non riesci a rispettare le scadenze previste per la presentazione della domanda di riduzione, hai la possibilità di presentarla dal **17 dicembre 2012 al 28 febbraio 2013** rivolgendoti direttamente agli sportelli Tasse e Diritto allo Studio. Consegnando la domanda in questo periodo sarai però considerato ritardatario e pertanto ti verrà addebitata una somma aggiuntiva di 150 euro che dovrà essere pagata entro il 28 giugno 2013. Questa somma viene caricata come addebito sul tuo conto corrente virtuale nel momento in cui consegni la domanda.

**ATTENZIONE:** Up to quando non consegni la domanda di riduzione sarai considerato appartenente nel massimo livello contributivo e pertanto la prima rata delle tasse dovrà essere pagata in base all'importo previsto per la fascia massima. A seguito dell'aggiornamento del livello verrà effettuato un conguaglio sulle tasse in base alla fascia contributiva assegnata.

If for any reason you are unable you can't respect deadlines for fee reduction, you can present from 17 December 2012 to 28 February 2013 demand to fee reduction by contacting Tasse e Diritto allo studio. Handing the question at this time, however, you will be considered tardy and therefore you will be charged an additional amount of € 150 must be paid by 28 June 2013. This sum is charged as a debit to your virtual current when you ask fee reduction  
**WARNING:** as long as you do not deliver the request for a fee reduction you will be in the maximum contribution level and therefore the first installment to be paid on the basis of the amount provided for the maximum contribution

level. Following the update of the level you will be made an adjustment on fee, according to the assigned contribution level.

### 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 2012/2013 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 **31th December 2011** 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 2011**).

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 **4.4 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 3.7.4.

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 2011/2012, you must go through the full procedure.

### 3.7.2 Students who enrol twice in the course of academic year 2012/13

If during the academic year 2012/13 you make two enrolments (for example for both a first level and second level degree course)

e non hai potuto chiedere la riduzione delle tasse per il corso di I livello poiché avevi un numero di anni di iscrizione, a partire dalla prima immatricolazione, superiore al doppio della durata normale, all'atto dell'immatricolazione al corso di laurea magistrale potrai richiedere la riduzione delle tasse solo relativamente alla seconda rata dell'a.a. 2012/13 (pagherai la seconda rata in base al livello economico che ti verrà attribuito).

La procedura da seguire è la seguente:

1. **se ti immatricoli entro il 30 novembre 2012**, devi presentare domanda di riduzione tasse seguendo la procedura on-line completa (vedi 3.7.1 Procedura - punto 2).
2. **se ti immatricoli dopo il 30 novembre 2012** devi presentare domanda di riduzione tasse entro quindici giorni lavorativi dalla data dell'immatricolazione, allegando una copia della dichiarazione ISEE/ISEEU agli sportelli Tasse e diritto allo studio. A seguito dell'inserimento dei dati ti verrà rilasciata una ricevuta dell'avvenuta presentazione della documentazione.

and you not ask for a reduction of fees for the course first level because you had a number of years of enrolled, starting with the first enrolled, more than double the normal period, when you enrolled at the master's degree course you can ask fee reduction only for the second installment of academic year 2012/13 (you will pay the second installment based on the economic level you will be given).

The procedure is:

1. if you enrolled by 30 November 2012, you must apply for a fee reduction following the online procedure complete (see 3.7.1 Procedure - Step 2).

2. if you enrolled after 30 November 2012 you must apply for a fee reduction to the desk Tasse e Diritto allo studio, within fifteen working days from the date of enrollment, with a copy of the ISEE / ISEEU. Following the inclusion of data you will be issued a receipt of submission of the documentation.

### 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, in one of the following ways:

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

If you can not

- a) go personally to desk Tasse e diritto allo studio of General Secretary Students;
- b) 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.
- c) you can also send a copy to [riduzione.tasse@polito.it](mailto:riduzione.tasse@polito.it) using your account institutional students;
- d) 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

Following the verification of the data entered you will be issued a receipt of submission of documentation (receipt paper in ways a and b and received via e-mail to the institutional account in ways c and d).

in uno dei seguenti modi:

- a) presentandoti di persona agli sportelli tasse diritto allo studio della segreteria generale studenti;
- b) delegare una persona di fiducia che, oltre a un proprio documento di riconoscimento, dovrà consegnare una fotocopia leggibile di un tuo documento di riconoscimento e una tua dichiarazione di delega in carta semplice;
- c) inviare una copia a [riduzione.tasse@polito.it](mailto:riduzione.tasse@polito.it) utilizzando il tuo account istituzionale studenti;
- d) spedire una raccomandata con ricevuta di ritorno, allegando una fotocopia leggibile di un tuo documento d'identità valido. Per la verifica del rispetto dei termini di scadenza farà fede il timbro postale di partenza. Devi spedire la domanda, completa di tutta la documentazione necessaria, al seguente indirizzo:

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

A seguito della verifica dei dati inseriti ti verrà rilasciata una ricevuta dell'avvenuta presentazione della documentazione (ricevuta cartacea nei modi a e b e ricevuta tramite e-mail all'indirizzo di posta istituzionale nei modi c e d).

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:

- hai inserito nella procedura informatizzata dati di dichiarazioni ISEE/ISEEU non riferiti ai redditi dell'anno 2011; the data of the ISEE / ISEEU declarations you filled in the on-line procedure are not related to income year 2011
- 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

### 4.1.1 Full - Time

In the following chart you'll find all enrolment possibilities at Politecnico of Turin: for each one of these you'll find the total amount to be paid and the possibility to obtain the fees reduction by the deadlines indicated.

Registration Option/ Course of study	First instalment*	Second instalment*	Total amount *	Possibility of reduction	Period to apply for reduction	Deadline for the payment of fees
Students enrolled within 31th august 2012 at first level degree  Immatricolati entro il 31/08/2012, ad un corso di laurea di primo livello	€ 150,00	€ 2.309,00	€ 2.459,00	Yes	From 9/2012 To 30/11/2012	First instalment: at matriculation Second instalment: 29/03/2013
Students enrolled from 1 <sup>st</sup> september 2012 on a course at the following levels: first, second level degree, Specialisation School  Immatricolati dal 01/09/2012, ad un corso di studio dei seguenti livelli formativi: laurea, laurea magistrale, scuola di specializzazione	€ 220,00	€ 2.309,00	€ 2.529,00	Yes	From 9/2012 To 30/11/2012	First instalment: at matriculation Second instalment: 29/03/2013
Students enrolled on a course at the following levels: first, second level degree, Specialisation School  Iscritti ad un corso di studio dei vari seguenti livelli formativi: laurea, laurea magistrale, scuola di specializzazione	€ 1.100,00	€ 1.429,00	€ 2.529,00	Yes	From 9/2012 To 30/11/2012	First instalment: 30/11/2012 Second instalment : 29/03/2013
Iscritti ad un corso di studio dei livelli formativi: laurea e laurea specialistica/magistrale con numero di anni iscrizione, a partire dalla prima immatricolazione, superiore al doppio della durata normale del corso	€ 1.100,00	€ 1.429,00	€ 2.529,00	No	-	First instalment: 30/11/2012 Second instalment : 29/03/2013
Students enrolled for the 1 <sup>st</sup> time at PhD Immatricolati ad un corso di dottorato	€ 220,00	€ 2.309,00	€ 2.529,00	Yes	From 07/01/2013 To 28/02/2013	First instalment: at matriculation Second instalment : 29/03/2013
Students enrolled in years after the first at PhD  Iscritti ad anni successivi ad un corso di dottorato	€ 1.100,00	€ 1.429,00	€ 2.529,00	Yes	From 07/01/2013 To 28/02/2013	First instalment: 31/01/2013 Second instalment : 29/03/2013
Five year degree under the order previously in force DM 509/99  Corso di laurea-ordinamento previgente D.M. 509/99	€ 755,00	€ 669,00	€ 1.424,00	No	-	First instalment: 30/11/2012 Second instalment : 29/03/2013

\* Gli importi indicati si riferiscono al massimo livello contributivo The amounts are given at maximum level



#### 4.1.2 Part - Time

Registration Option/ Course of study	Total amount	Possibility of reduction	Deadline for the payment of fees
Students enrolled within 31th august 2012 at first level degree Immatricolati entro il 31/08/2012 ad un Corso di laurea	€ 580,00 +€ 16,00 for each CFU (max 36 CFU)	No	Coincide con la scadenza dell'immatricolazione
Students enrolled from 1 <sup>st</sup> september 2012 at first or second level degree Immatricolati dal 01/09/2012 ad un Corso di laurea, laurea magistrale	€ 650,00 +€ 16,00 for each CFU (max 36 CFU)	No	Coincide con la scadenza dell'immatricolazione
Students enrolled years after the first at first, second degree, five year degree under the order previously in force DM 509/99 Iscritti anni successivi ad un Corso di laurea triennale, laurea specialistica, laurea magistrale e laurea, (quinquennale) ordinamento previgente D.M. 509/99	€ 650,00 +€ 16,00 for each CFU (max 36 CFU + CFU of final examination)	No	01/03/2013
E-learning degree course	€ 650,00 +€ 16,00 for each CFU (max 100 CFU)	No	01/03/2013

#### 4.1.3 Single courses

Quota fissa fixed amount	Costo credito Amount for each CFU	Possibility of reduction	Deadline for the payment of fees
€ 350,00	€ 16,00	No	At enrolment

#### 4.2 I livelli ISEE / ISEEU e livello contributivo corrispondente per gli studenti iscritti ad un corso di studio dei livelli formativi: laurea e laurea specialistica/magistrale, dottorato e scuola di specializzazione con numero di anni iscrizione inferiore/uguale al doppio della durata normale del corso.

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

Fee level	ISEE / ISEEU	Enrolment	First instalment	Second instalment	Total amount
1	Up to € 12.500,00	first time	€ 220,00	€ 167,00	€ 387,00
		years after the first	€ 220,00	€ 167,00	
2	Up to € 13.500,00	first time	€ 220,00	€ 195,00	€ 415,00
		years after the first	€ 220,00	€ 195,00	
3	Up to € 14.500,00	first time	€ 220,00	€ 224,00	€ 444,00
		years after the first	€ 220,00	€ 224,00	
4	Up to € 15.500,00	first time	€ 220,00	€ 253,00	€ 473,00
		years after the first	€ 220,00	€ 253,00	
5	Up to € 16.500,00	first time	€ 220,00	€ 282,00	€ 502,00
		years after the first	€ 220,00	€ 282,00	
6	Up to € 17.500,00	first time	€ 220,00	€ 311,00	€ 531,00
		years after the first	€ 220,00	€ 311,00	
7	Up to € 18.500,00	first time	€ 220,00	€ 340,00	€ 560,00
		years after the first	€ 220,00	€ 340,00	
8	Up to € 19.500,00	first time	€ 220,00	€ 370,00	€ 590,00
		years after the first	€ 220,00	€ 370,00	

9	Up to € 20.500,00	first time	€ 220,00	€ 397,00	€ 617,00
		years after the first	€ 220,00	€ 397,00	
10	Up to € 21.500,00	first time	€ 220,00	€ 427,00	€ 647,00
		years after the first	€ 220,00	€ 427,00	
11	Up to € 22.500,00	first time	€ 220,00	€ 456,00	€ 676,00
		years after the first	€ 300,00	€ 376,00	
12	Up to € 23.500,00	first time	€ 220,00	€ 485,00	€ 705,00
		years after the first	€ 300,00	€ 405,00	
13	Up to € 24.500,00	first time	€ 220,00	€ 514,00	€ 734,00
		years after the first	€ 300,00	€ 434,00	
14	Up to € 25.500,00	first time	€ 220,00	€ 543,00	€ 763,00
		years after the first	€ 300,00	€ 463,00	
15	Up to € 26.500,00	first time	€ 220,00	€ 571,00	€ 791,00
		years after the first	€ 300,00	€ 491,00	
16	Up to € 27.500,00	first time	€ 220,00	€ 600,00	€ 820,00
		years after the first	€ 400,00	€ 420,00	
17	Up to € 28.500,00	first time	€ 220,00	€ 630,00	€ 850,00
		years after the first	€ 400,00	€ 450,00	
18	Up to € 29.500,00	first time	€ 220,00	€ 659,00	€ 879,00
		years after the first	€ 400,00	€ 479,00	
19	Up to € 30.500,00	first time	€ 220,00	€ 688,00	€ 908,00
		years after the first	€ 400,00	€ 508,00	
20	Up to € 31.500,00	first time	€ 220,00	€ 716,00	€ 936,00
		years after the first	€ 400,00	€ 536,00	
21	Up to € 32.500,00	first time	€ 220,00	€ 745,00	€ 965,00
		years after the first	€ 450,00	€ 515,00	
22	Up to € 33.500,00	first time	€ 220,00	€ 774,00	€ 994,00
		years after the first	€ 450,00	€ 544,00	
23	Up to € 34.500,00	first time	€ 220,00	€ 803,00	€ 1.023,00
		years after the first	€ 450,00	€ 573,00	
24	Up to € 35.500,00	first time	€ 220,00	€ 832,00	€ 1.052,00
		years after the first	€ 450,00	€ 602,00	
25	Up to € 36.500,00	first time	€ 220,00	€ 861,00	€ 1.081,00
		years after the first	€ 450,00	€ 631,00	
26	Up to € 37.500,00	first time	€ 220,00	€ 891,00	€ 1.111,00
		years after the first	€ 500,00	€ 611,00	
27	Up to € 38.500,00	first time	€ 220,00	€ 920,00	€ 1.140,00
		years after the first	€ 500,00	€ 640,00	
28	Up to € 39.500,00	first time	€ 220,00	€ 948,00	€ 1.168,00
		years after the first	€ 500,00	€ 668,00	
29	Up to € 40.500,00	first time	€ 220,00	€ 977,00	€ 1.197,00
		years after the first	€ 500,00	€ 697,00	
30	Up to € 41.500,00	first time	€ 220,00	€ 1.006,00	€ 1.226,00
		years after the first	€ 500,00	€ 726,00	
31	Up to € 42.500,00	first time	€ 220,00	€ 1.035,00	€ 1.255,00
		years after the first	€ 600,00	€ 655,00	
32	Up to € 43.500,00	first time	€ 220,00	€ 1.064,00	€ 1.284,00
		years after the first	€ 600,00	€ 684,00	
33	Up to € 44.500,00	first time	€ 220,00	€ 1.093,00	€ 1.313,00
		years after the first	€ 600,00	€ 713,00	
34	Up to € 45.500,00	first time	€ 220,00	€ 1.121,00	€ 1.341,00
		years after the first	€ 600,00	€ 741,00	
35	Up to € 46.500,00	first time	€ 220,00	€ 1.150,00	€ 1.370,00
		years after the first	€ 600,00	€ 770,00	
36	Up to € 47.500,00	first time	€ 220,00	€ 1.180,00	€ 1.400,00
		years after the first	€ 700,00	€ 700,00	
37	Up to € 48.500,00	first time	€ 220,00	€ 1.209,00	€ 1.429,00

		years after the first	€ 700,00	€ 729,00	
38	Up to € 49.500,00	first time	€ 220,00	€ 1.238,00	€ 1.458,00
		years after the first	€ 700,00	€ 758,00	
39	Up to € 50.500,00	first time	€ 220,00	€ 1.267,00	€ 1.487,00
		years after the first	€ 700,00	€ 787,00	
40	Up to € 51.500,00	first time	€ 220,00	€ 1.295,00	€ 1.515,00
		years after the first	€ 700,00	€ 815,00	
41	Up to € 52.500,00	first time	€ 220,00	€ 1.324,00	€ 1.544,00
		years after the first	€ 750,00	€ 794,00	
42	Up to € 53.500,00	first time	€ 220,00	€ 1.353,00	€ 1.573,00
		years after the first	€ 750,00	€ 823,00	
43	Up to € 54.500,00	first time	€ 220,00	€ 1.382,00	€ 1.602,00
		years after the first	€ 750,00	€ 852,00	
44	Up to € 55.500,00	first time	€ 220,00	€ 1.411,00	€ 1.631,00
		years after the first	€ 750,00	€ 881,00	
45	Up to € 56.500,00	first time	€ 220,00	€ 1.441,00	€ 1.661,00
		years after the first	€ 750,00	€ 911,00	
46	Up to € 57.500,00	first time	€ 220,00	€ 1.470,00	€ 1.690,00
		years after the first	€ 800,00	€ 890,00	
47	Up to € 58.500,00	first time	€ 220,00	€ 1.498,00	€ 1.718,00
		years after the first	€ 800,00	€ 918,00	
48	Up to € 59.500,00	first time	€ 220,00	€ 1.527,00	€ 1.747,00
		years after the first	€ 800,00	€ 947,00	
49	Up to € 60.500,00	first time	€ 220,00	€ 1.556,00	€ 1.776,00
		years after the first	€ 800,00	€ 976,00	
50	Up to € 61.500,00	first time	€ 220,00	€ 1.585,00	€ 1.805,00
		years after the first	€ 800,00	€ 1.005,00	
51	Up to € 62.500,00	first time	€ 220,00	€ 1.614,00	€ 1.834,00
		years after the first	€ 850,00	€ 984,00	
52	Up to € 63.500,00	first time	€ 220,00	€ 1.643,00	€ 1.863,00
		years after the first	€ 850,00	€ 1.013,00	
53	Up to € 64.500,00	first time	€ 220,00	€ 1.671,00	€ 1.891,00
		years after the first	€ 850,00	€ 1.041,00	
54	Up to € 65.500,00	first time	€ 220,00	€ 1.701,00	€ 1.921,00
		years after the first	€ 850,00	€ 1.071,00	
55	Up to € 66.500,00	first time	€ 220,00	€ 1.730,00	€ 1.950,00
		years after the first	€ 850,00	€ 1.100,00	
56	Up to € 67.500,00	first time	€ 220,00	€ 1.759,00	€ 1.979,00
		years after the first	€ 900,00	€ 1.079,00	
57	Up to € 68.500,00	first time	€ 220,00	€ 1.788,00	€ 2.008,00
		years after the first	€ 900,00	€ 1.108,00	
58	Up to € 69.500,00	first time	€ 220,00	€ 1.817,00	€ 2.037,00
		years after the first	€ 900,00	€ 1.137,00	
59	Up to € 70.500,00	first time	€ 220,00	€ 1.846,00	€ 2.066,00
		years after the first	€ 900,00	€ 1.166,00	
60	Up to € 71.500,00	first time	€ 220,00	€ 1.874,00	€ 2.094,00
		years after the first	€ 900,00	€ 1.194,00	
61	Up to € 72.500,00	first time	€ 220,00	€ 1.903,00	€ 2.123,00
		years after the first	€ 1.000,00	€ 1.123,00	
62	Up to € 73.500,00	first time	€ 220,00	€ 1.932,00	€ 2.152,00
		years after the first	€ 1.000,00	€ 1.152,00	
63	Up to € 74.500,00	first time	€ 220,00	€ 1.962,00	€ 2.182,00
		years after the first	€ 1.000,00	€ 1.182,00	
64	Up to € 75.500,00	first time	€ 220,00	€ 1.991,00	€ 2.211,00
		years after the first	€ 1.000,00	€ 1.211,00	
65	Up to € 76.500,00	first time	€ 220,00	€ 2.020,00	€ 2.240,00
		years after the first	€ 1.000,00	€ 1.240,00	

66	Up to € 77.500,00	first time	€ 220,00	€ 2.048,00	€ 2.268,00
		years after the first	€ 1.050,00	€ 1.218,00	
67	Up to € 78.500,00	first time	€ 220,00	€ 2.077,00	€ 2.297,00
		years after the first	€ 1.050,00	€ 1.247,00	
68	Up to € 79.500,00	first time	€ 220,00	€ 2.106,00	€ 2.326,00
		years after the first	€ 1.050,00	€ 1.276,00	
69	Up to € 80.500,00	first time	€ 220,00	€ 2.135,00	€ 2.355,00
		years after the first	€ 1.050,00	€ 1.305,00	
70	Up to € 81.500,00	first time	€ 220,00	€ 2.164,00	€ 2.384,00
		years after the first	€ 1.050,00	€ 1.334,00	
71	Up to € 82.500,00	first time	€ 220,00	€ 2.193,00	€ 2.413,00
		years after the first	€ 1.100,00	€ 1.313,00	
72	Up to € 83.500,00	first time	€ 220,00	€ 2.221,00	€ 2.441,00
		years after the first	€ 1.100,00	€ 1.341,00	
73	Up to € 84.500,00	first time	€ 220,00	€ 2.251,00	€ 2.471,00
		years after the first	€ 1.100,00	€ 1.371,00	
74	Up to € 85.500,00	first time	€ 220,00	€ 2.280,00	€ 2.500,00
		years after the first	€ 1.100,00	€ 1.400,00	
75	Over € 85.500,00	first time	€ 220,00	€ 2.309,00	€ 2.529,00
		years after the first	€ 1.100,00	€ 1.429,00	

### 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 2012/2013.

Other secretarial contributions	
Magnetic card / Smart Card duplication	11,00 euro
Leave application	50,00 euro
Cambi di corso all'interno del Politecnico Cours change within Politecnico	50,00 euro
Degree application and diploma issue	90,00 euro
Iscrizione esame finale di dottorato e scuola di specializzazione Enrollment to final exam of PhD and Specialisation School	90,00 euro
Diploma duplication	100,00 euro
Reactivation application	150,00 euro
Career abbreviation application	150,00 euro
Professional examination application	200,00 euro

**4.4 Fac simile attestazione ISEE/ISEEU e finestra "Richiesta riduzione tasse"**  
 Specimen of ISEE/ISEEU declaration and space "Fees reduction application"

**FAC SIMILE**



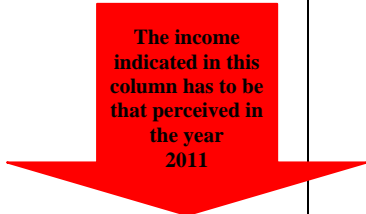
ISEE  
 Indicatore della situazione  
 Economica Equivalente

ATTESTAZIONE N. CAF00000-CL0000-0000-00000000

L'INPS attesta che, in base ai dati contenuti nella dichiarazione sostitutiva unica che verranno trasmessi al CAF

Entro 10 giorni dalla data di sottoscrizione

- il nucleo familiare del dichiarante è così composto:



Ruolo	Cognome	Nome	Codice fiscale	Data di nascita	Redditi
D	XXXXXXXX	XXXXXXXX	XXXXXXXX	GG/MM/AAAA	2011
C	XXXXXXXX	XXXXXXXX	XXXXXXXX	GG/MM/AAAA	2011
I	XXXXXXXX	XXXXXXXX	XXXXXXXX	GG/MM/AAAA	2011
I	XXXXXXXX	XXXXXXXX	XXXXXXXX	GG/MM/AAAA	2011
F	XXXXXXXX	XXXXXXXX	XXXXXXXX	GG/MM/AAAA	2011

Insert in SE space in the procedure of fee reduction application

(\*)La colonna Redditi riporta l'anno di riferimento dei redditi dichiarati da ciascun soggetto

- l'indicatore della situazione economica (ISE) è il seguente	Euro
- il valore della <b>scala di equivalenza</b> è il seguente	<b>VALORE A</b>
- l'indicatore della situazione economica equivalente (ISEE) è il seguente	Euro <b>VALORE B</b>



La dichiarazione sostitutiva unica è stata sottoscritta in data **gg/mm/aaaa**



La dichiarazione sostitutiva unica è valida fino al **gg/mm/aaaa** e i dati saranno consultabili presso la banca dati dell'INPS a decorrere dall'undicesimo giorno dalla data di sottoscrizione.

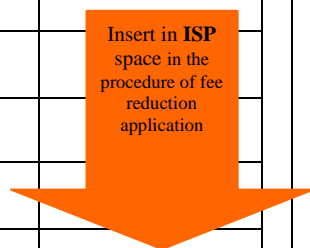
Commissario Straordinario  
 AVV. Tizio Caio

Riferimento interno: 2009-AA11 AGS00000

**Modalità di calcolo degli indicatori**

Somma dei redditi della dichiarazione	
Rendimento del patrimonio mobiliare	
Detrazione per il canone di locazione	
<b>Indicatore Situazione Reddituale (ISR)</b>	

Patrimonio mobiliare	
Detrazione patrimonio mobiliare	
Patrimonio immobiliare	
Detrazione patrimonio immobiliare	
<b>Indicatore Situazione Patrimoniale (ISP)</b>	<b>VALORE C</b>



## Calcolo ISEE per il diritto allo studio Universitario

A seguito della dichiarazione che il Sig. .... ha presentato a questo Ente, contenente le informazioni necessarie per la determinazione della propria situazione economica ,

**si certifica che:**

### Composizione del nucleo familiare

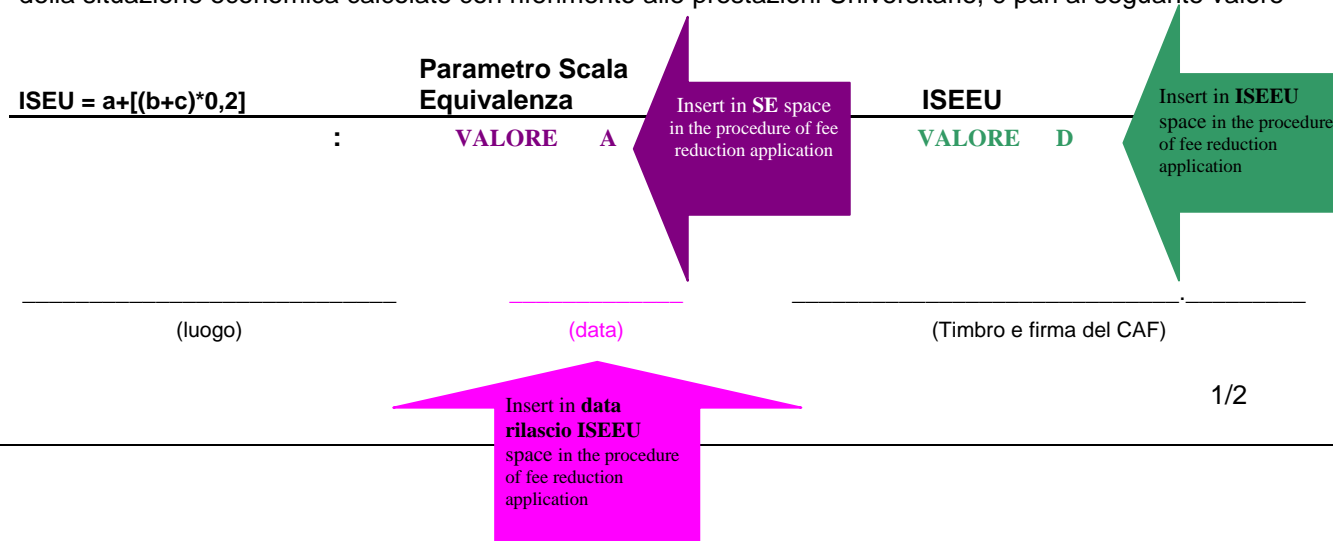
Cognome e nome	Data di nascita	Codice fiscale	(*)
XXXXXXXX	GG/MM/AAAA	XXXXXXXX	
XXXXXXXX	GG/MM/AAAA	XXXXXXXX	
XXXXXXXX	GG/MM/AAAA	XXXXXXXX	x
XXXXXXXX	GG/MM/AAAA	XXXXXXXX	
XXXXXXXX	GG/MM/AAAA	XXXXXXXX	

(\*)Barrare il campo se Fratello o Sorella dello Studente Dichiarante

<b>Reddito del nucleo Familiare</b> (comprensivo del reddito figurativo del patrimonio mobiliare e dei redditi prodotti all'estero e al netto del canone d'affitto corrisposto) (1) a)	
<b>Consistenza del patrimonio mobiliare</b> (comprensivo del Patrimonio mobiliare posseduto all'estero e al netto della franchigia prevista dalla normativa vigente) (1) b)	
<b>Consistenza del patrimonio immobiliare</b> (comprensivo del Patrimonio immobiliare posseduto all'estero e al netto delle detrazioni per mutui e/o franchigia relativa all'abitazione principale) (1) c)	
<b>Valore del parametro della scale di equivalenza</b>	<b>VALORE A</b>

1) I redditi e il patrimonio mobiliare e immobiliare di fratelli e sorelle del richiedente sono stati calcolati nella misura del 50 % dei valori dichiarati

Sulla base del nucleo e della situazione economica e patrimoniale riportate nella dichiarazione, l'indicatore della situazione economica calcolato con riferimento alle prestazioni Universitarie, è pari al seguente valore

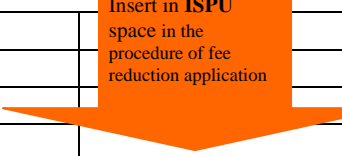


Fac simile

### Modalità di calcolo degli indicatori

	Italia	Estero
Redditi complessivamente prodotti		
Di cui prodotti da Fratelli e Sorelle del dichiarante (50%)		
Patrimonio mobiliare del nucleo familiare posseduto		
Di cui prodotti da Fratelli e Sorelle del dichiarante (50%)		
Patrimonio immobiliare del nucleo familiare posseduto		
Di cui prodotti da Fratelli e Sorelle del dichiarante (50%)		
Somma dei redditi della dichiarazione		
Rendimento del Patrimonio Mobiliare		
Detrazione per il canone di locazione		
<b>Indicatore Situazione Reddituale Università (ISRU)</b>		

L'indicatore della situazione Reddituale tiene conto della diversa incidenza (50%) dei redditi posseduti dai fratelli e dalle sorelle del dichiarante

Patrimonio Mobiliare	
Detrazione Patrimonio Mobiliare	
Patrimonio Immobiliare	
Detrazione Patrimonio Immobiliare	
<b>Indicatore Situazione Patrimoniale Università (ISPU)</b>	<b>VALORE E</b>
<b>Indicatore Situazione Patrimoniale Equivalente Università (ISPEU)</b> (calcolata come Indicatore Situazione Patrimoniale Università diviso la scala di equivalenza)	

L'indicazione del Patrimonio Mobiliare e Immobiliare tiene conto della diversa incidenza (50%) dei patrimoni posseduti dai fratelli e dalle sorelle del dichiarante

### Sezione riservata ai Dichiaranti residenti in Italia

#### Dati ISEE di cui al decreto legislativo 31 marzo 1998 n. 109 e successive modificazioni e integrazioni

Indicatore della Situazione Reddituale	
Indicatore della Situazione Patrimoniale	
Indicatore della Situazione Economica (ISE)	
Indicatore della Situazione Economica Equivalente (ISEE)	
Valore della Scala di Equivalenza applicato	

\_\_\_\_\_ (luogo)

\_\_\_\_\_ (data)

\_\_\_\_\_ (Timbro e firma del CAF)

#### Dichiarazione di Responsabilità e

#### Autorizzazione al trattamento dei dati personali ai sensi dell'art. 23 del D. Lgs: 30 giugno 2003 n. 196

io sottoscritto dichiaro che i dati sopra esposti sono veri e reali e autorizzo la società CAF-----al trattamento dei dati personali e all'invio degli stessi all'Università presso la quale sono iscritto. Inoltre, in esecuzione dell'art. 23 del D. Lgs. 30 giugno 2003 n. 196, recante disposizioni a tutela delle persone e degli altri soggetti rispetto al trattamento dei dati personali, il sottoscritto fornisce il consenso al trattamento dei propri dati personali, oltre che per ottemperare agli obblighi previsti dalla legge, da un regolamento o dalla normativa comunitaria, anche per dare integrale esecuzione a tutti gli obblighi connessi con le agevolazioni e le loro eventuali integrazioni/evoluzioni.

\_\_\_\_\_ (luogo)

\_\_\_\_\_ (data)

\_\_\_\_\_ (Timbro e firma del CAF)

2/2



On the previous pages you will find a specimen of ISEE / ISEEU declaration. Below you will find the web page "Fee reduction application", that you will find on your personal page.

If you are going to apply for fee reduction you have to fill in the data from ISEE / ISEEU declaration in the corresponding spaces.

**RICHIESTA RIDUZIONE TASSE**

**PROCEDURA PER LA PRESENTAZIONE DELLA RICHIESTA DI RIDUZIONE TASSE**

<p style="text-align: center; color: blue;">ISP/ISPU</p> <input style="width: 100%;" type="text"/> <p style="text-align: center; color: blue;">Scala di Equivalenza</p> <input style="width: 100%;" type="text"/> <p style="text-align: center; color: blue;">ISPE/ISPEU</p> <input style="width: 100%;" type="text"/>	<p style="text-align: center; color: blue;">ISEE</p> <input style="width: 100%;" type="text"/> <p style="text-align: center; color: blue;">Data rilascio ISEE</p> <input style="width: 100%;" type="text"/>	<p style="text-align: center; color: blue;">ISEEU</p> <input style="width: 100%;" type="text"/> <p style="text-align: center; color: blue;">Data rilascio ISEEU</p> <input style="width: 100%;" type="text"/>
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SI, sono economicamente indipendente

NO, non sono economicamente indipendente

Livello contributivo       Data caricamento

- ISP/ISPU**: the C/E data ~~G/E~~ you find in specimen
- SE (Equivalence Scale)**: the A datum you find in specimen
- ISEE**: the B datum you find in specimen
- ISEEU**: the D datum you find in specimen
- Date ISEEU**: fill in space **Data rilascio ISEEU**
- Date ISEE**: fill in space **Data rilascio ISEE**

# 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](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).