



POLITECNICO
DI TORINO

Fee Regulation

2013/2014

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L'ESATTA COMBINAZIONE

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Why this guide?

This is the "Fee Regulation" for students at Politecnico di Torino. 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 are a student of a Master. For more information you can ask Ufficio Master (Master Office) writing at master.universitari@polito.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**, Summarizing 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.

Official communications

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

Politecnico di Torino offices

The Fees and Right to Study desks (Tasse e Diritto allo Studio), within the Student Office, are available for further clarification during opening times.

Segreteria Generale, Tasse e Diritto allo Studio

Corso Duca degli Abruzzi, 24 – Torino

In the Cittadella Politecnica – Ground floor

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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 students' representatives in the main government bodies.

The following items are also included in university fees:

- Regional tax for university right to study, 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 enrolled to a Bachelor degree course, Master of Science degree course (ex D.M. 509/99 and ex D.M. 270/04), Five years' cycle degree course (prior to D.M.509/99), PhD Course and Post Graduate School; these services are related to access to canteens, study rooms, scholarships, etc.;
- Accident insurance premium that Politecnico contracts for all its students (3.53 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 (1.31 Euros);
- Stamp tax (16 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".**
You may be required to produce a receipt of payment as part of our routine checks.
- **bank card** at any desks of Segreteria Generale, Tasse e Diritto allo Studio del Politecnico (Secretary Office of Politecnico). If you already have Politecnico magnetic card, you can also pay by your bank card at any self-service stations in all Politecnico branches (except for 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. A 1% of bank commission will be applied when you use this method of payment. 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 of some certain extra charges.

If you are a full-time student, the increase amounts to **26 Euros** if you pay the first instalment by **31th December 2013** or the second instalment by **30th April 2014**.

If you pay later than those dates, your remaining debt will increase by 10%.

Deadline for extra charges is **30th May 2014**.

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 during the matriculation and that looks like the following: s<matriculation number>@studenti.polito.it).

If you do not pay all your debts by **30th May 2014**, you will not be allowed 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 Right to Study 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 on your personal page connecting to 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 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 costs (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 superior than 10 Euros in your virtual current account you can ask for reimbursement by sending an e-mail, from your institutional account, to diritto.studio@polito.it.

This is how you can be reimbursed:

- 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;
- in cash: as soon as the amount will be available, you will receive a communication to your institutional e-mail account. You will then have to ask for it to one of the UniCredit bank branches with your identity card and fiscal code.

If you have a credit of at least 1,000 Euro a reimbursement is only possible by bank money transfer as established by art. 12 of the D.L. n. 201 (6th December 2011).

If you do not ask for a 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 during the month of June.

1.7.2 Settlement

When you end your study course (ex. by graduation or by withdrawal from a degree course) you will be asked to settle your debts, regardless of the deadlines. 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 full-time enrolled

If you are enrolled as full-time student at the academic year 2013/2014 and your performance has been good (that is, if in the previous years at Politecnico you took 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 2013.

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 value of 25/30);
2. You have to add all the products and divide the result by the number of years of enrollment, starting from the first one.

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	110
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 2013/2014 academic year you are exempt from university fees or enrolled in 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 12th January 2005 regarding the fund for the support of young people, Politecnico di Torino encourages deserving students enrolled in the first level degree course in Mathematics for Engineering, by a partial reimbursement of fees and contributions. If you matriculate or enrol in years after the first in the course of Mathematics for Engineering for 2013/2014 academic year, you will receive a partial refund 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). You are not entitled to a refund if in 2013/2014 academic year you have obtained exemption from tuition fees. This reimbursement will be assigned during your career for up to a maximum of three times, and the amount will be automatically credited in your virtual current account.

1.9 Applying for fee reduction

You can obtain fee reduction if you have the following requirements:

- full-time enrollment;
- number of years of enrollment, starting from the first one, less than/equal to twice the normal duration of the course (6 years for students enrolled in a first level degree, 12 years for students enrolled in an e-learning course (D.M. 509/99) and 4 years for students enrolled in a second level degree (D.M. 509/99 and 270/04);
- your ISEE/ISEEU (Indicator of Equivalent Economic Situation/Indicator of the Equivalent Economic Situation University) does not exceed the limit of 85.500,00 Euros limit and your ISPE (Indicator of the Equivalent Property Situation) is not above 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).

To obtain a reduction in the payment of fees, you will be placed in a fee band which is determined by the value of your ISEE / ISEEU declaration. The request for fee reduction must be presented exclusively through the on-line application, respecting the procedure and time limits presented in 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 take 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 one) 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 in Bachelor degree course, Master of Science degree course (ex D.M. 509/99 and ex D.M. 270/04), Five years' cycle degree course (prior to D.M.509/99), PhD Course and Post Graduate School you are first required to pay all the fees in order to apply for renunciation.

For students enrolled during 2013/14 academic year at the first year of a Bachelor or Master degree, PhD or Post Graduate 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 the payment of the second instalment is due.

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

If you are a dismissed student or if you 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 passed exams (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 incoherent, Politecnico will apply the administrative sanctions previewed by the university regulations (art. 38 co. 3 of DL 68 of 29/03/2012) and the disciplinary sanctions previewed by the university system, up to the temporary exclusion from university.

Please note that, under art. 76 of DPR 445/2000, who releases untrue declarations and forms, or uses 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 CAAF, 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 20,84 Euros)

You will be asked to pay an amount of 20,84€ which includes Accident insurance premium (3,53 €), Flat-rate contribution for copy rights (1,31€) and Stamp tax (16 €) if you are one of the following students:

- *Students with EDISU scholarship: winners, suitables to or suitables to but excluded because of mark average;*
- *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 certification of your disability according to art. 3 co.1 Law 5th February 1992 n° 104 or 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 (29th November 2013). If you are enrolled as a part-time student, you will have to submit the certificate and pay the fixed duties within 28th February 2014;
- *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 Segreteria Generale, Tasse e Diritto allo Studio desks in order to obtain the exemption, within the deadline of the first instalment (29th November 2013). If you are enrolled as a part-time student, you will have to submit the certificate and pay the fixed duties within 28th February 2014.

2.2 Students with immediate exemption from the payment of fees (they only pay duties amounting to 160,84 Euros)

You will be asked to pay an amount of 160,84€ which includes Accident insurance premium (3,53€), Flat-rate contribution for copy rights (1,31€), Stamp tax (16 €) and Regional tax for university right to study (140 €) if you are one of the following students:

- *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 co. 1 letters c and f of D.M. 30/4/1999 No. 224);
- *PhD students enrolled in the 4th year of an extended doctorate;*
- *Post Graduate school students who obtained Politecnico scholarship:* if, after the publication of announcement about Politecnico scholarships, you have won a scholarship, you will be automatically exempted from the payment of university fees (Art. 2 Law 30/11/1989 No. 398).
- *Students enrolled in the first year of a first level degree taught partially or totally in English that*
 - 1) have an Italian high-school diploma
 - 2) are enrolled in a first level degree, taught partially or totally in English, in:
 - Engineering (except for Industrial Production Engineering Torino/Athlone) who obtained 50% or more at the admission exam;
 - Architecture who obtained the fifth decile or above in the admission exam;
 - 3) have one of the following English language certificates:
 - a. IELTS with a score of 5.5 or above
 - b. Cambridge First Certificate in English
 - c. Cambridge Certificate in Advanced English
 - d. Cambridge Certificate of Proficiency in English
 - e. TOEFL internet-based Test with a score of 87 or above

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 160,84 Euros, amount that includes the accident insurance premium (3,53 Euros), the SIAE contribution (1,31 Euros), the tax stamp (16 Euros) and the regional fee for university right to study (140 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 instalments and the deadlines for payment.

Enrollment	First instalment		Second instalment		Total amount
	Deadline	Amount	Deadline	Amount	
Students first enrolled on a first level degree course	at matriculation * from 15/07/2013 to 31/08/2013	€ 150,00	31/03/2014	€ 2.310,42	€ 2.460,42
Students first enrolled on a first level degree course	at matriculation * from 01/09/2013*	€ 220,00	31/03/2014	€ 2.310,42	€ 2.530,42
Students first enrolled in a second level degree course (D.M. 270/04)	At matriculation	€ 220,00	31/03/2014	€ 2.310,42	€ 2.530,42
Students enrolled in a course at the following levels: first level degree and second level degree (ex D.M. 509/99 and D.M. 270/04)	29/11/2013	€ 1.100,00	31/03/2014	€ 1.430,42	€ 2.530,42
Students first enrolled in PhD course and Post Graduate School	At matriculation	€ 220,00	30/05/2014	€ 2.310,42	€ 2.530,42
Students enrolled in PhD course and Post Graduate School	31/01/2014	€ 1.100,00	30/05/2014	€ 1.430,42	€ 2.530,42
Five year degree prior to D.M. 509/99	29/11/2013	€ 755,00	31/03/2014	€ 670,42	1.425,42

If you first enrol (from 15/07/2013 to 31/08/2013) and are a student who obtained a result of at least 50% in the early admission test sessions and the orientation project, there will be a 70 euros reduction in your fees.

*If you matriculate online, on a degree or post-graduate 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 by a bank card or credit card, you can make payment online while completing the matriculation procedure. You can also enrol at the self-service stations located in the campus: in this case, the payment can be made during enrolment by credit card or bank card.

2.4.2 Part-time students

2.4.2.1 First year, first and second level degree

The total amount of fees for 2013/2014 academic year is **651,42 Euros + 16,00 Euros** for each CFU (you can acquire 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 enrol early (from 15/07/2013 to 31/08/2013) and are a student who obtained a result of at least 50% in the early admission test sessions and the orientation project, there will be a reduction of 70 euros in your fees.

If you pay through post current account, you have to go to the Secretary Office with the original paper receipt; if you pay by 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 (also e-learning courses), five years degree under the order prior to DM 509/99

The total amount of fees for 2013/2014 academic year is **651,42 Euros + 16,00 Euros** for each CFU (you can acquire a maximum of 36 CFU in your curriculum; for e-learning students the limit is up to 100 CFU). The CFU of final examination are not eligible for the total amount. 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 **28th February 2014**, 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 by 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

Office before defining your curriculum.

2.4.3 Single courses

If you are enrolled at single courses, the total amount of fees for 2013/2014 academic year is **351,42 Euros + 16,00 Euros** for each CFU (you can have a maximum of 20 CFU in your curriculum).

If you have graduated and have been admitted to a second cycle (Master) course with credit debits, you can have up to a maximum of 60 credits; these credits are only available for first level degree courses.

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

In order to integrate one's own studying career, foreign students in outgoing/incoming projects can update their study plan with a maximum of 36 credits.

Credits bought and the enrolment to single courses has one year validity.

If you pay through post current account, you have to go to the Secretary Office with the original paper receipt; if you pay by 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 **16th September 2013 to 29th November 2013**. 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

2.6.1. Winner, suitable to or suitable to but excluded because of mark average

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

When applying for EDISU scholarship, you will be assigned a fee level according to your ISEE / ISEEU values; if you are winner of an EDISU scholarship, you are suitable to or you are suitable to but excluded because of mark average, you will be exempted from the payment of fees at Politecnico di Torino (with exception of duties according to Art. 2.1). EDISU will communicate this information to Politecnico, by the end of the first instalment (29th November 2013).

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.

If you are enrolled in:

- the first year of a first or second level degree course you will have anyway to pay the first instalment. You can apply for the reimbursement of the first instalment as soon as the CFU requested by EDISU regulation will be registered. The reimbursement does not include the amount of 20,84 Euros, which includes the accident insurance premium (3,53 Euros), the SIAE contribution (1,31 Euros) and the stamp tax (16 Euros).

- the following years of a first or second course level degree (ex D.M. 509/99 and ex D.M. 270/04) 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 **20,84 Euros**, which includes the accident insurance premium (3,53 Euros), the SIAE contribution (1,31 Euros) and the stamp tax (16 Euros).

2.6.2 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 in self-certification.

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.

2.6.3 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 for a second cycle (Master) course 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 160,80 Euros, including the accident insurance premium (3,53 Euros), the SIAE contribution (1,31 Euros), the stamp tax (16 Euros) and the Regional tax for the right to study (140 Euros) within **29th November 2013**.

Remember that if you lose the status of ASP student (ask ASP Secretary Office 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 2013/14 academic year 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 in a course of studies at Politecnico di Torino you can get a fee reduction for 2013/2014 academic year if you have got the following requirements.

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:

- A student with a number of years of enrolment more than twice the normal duration of the course:
 - a) 7 years for students enrolled in a first level degree course
 - b) 5 years for students enrolled in a second degree course (ex D.M. 509/99 and ex D.M. 270/04)
 - c) 13 years for students in e-learning courses;
- Part-time enrolled;
- Enrolled to single courses;
- An already graduated student enrolled in 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.

The request for fee reduction must be made exclusively on-line, **from 16th September 2013 to 29th November 2013** (deadline of the first instalment). Following the on-line procedure, your economic situation will be updated, and according to economic level you will have to pay the first and second fee instalments.

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 CAAF (Centre of Fiscal Assistance). After you have filled in the form of Dichiarazione Sostitutiva Unica you will receive your ISEE.

The list of CAAF agreed with EDISU and Politecnico is available at the web page: https://didattica.polito.it/tasse_riduzioni/pdf/CAAF_2013_2014.pdf

You can benefit from the fees reduction if your ISEE does not 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 brothers or sisters belonging to your family unit will be calculated as 50% of the gross income and assets.
- the income or the assets of your family unit come 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 co. 6).

After you have filled in the form Dichiarazione Sostitutiva Unica Integrativa, you will receive your ISEEU (Indicator of the Equivalent Economic Situation University). Remember that, in order to obtain the declaration, you have to go to the agreed CAAF.

3.5 Independent student

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

- you have been living in a different accommodation from 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 CAAF will calculate the corresponding ISEE).

If your accommodation is different from that of your family of origin, but do not meet one or either requirements listed above, you must make reference to the economic and patrimonial conditions of origin.

In order to calculate the ISEE and ISEEU, your household is considered to be formed by you and possible members of registry family (parents, brothers and sisters and other persons for income tax purpose). If you meet all the requirements abovementioned, and thus you are eligible to be considered an independent student, if you live together with another person from the date on which you submitted ISEE/ISEEU, you must compulsorily consider both income and assets, even if there is no family relationship.

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

3.5.1. Cases with a family composed of the student alone

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

- both your parents are deceased;
- you belong to a religious order;
- you belong to a particular host community;
- you are subject to a detention regime;
- you are separated or divorced.

The documentation proving your condition must be delivered to Tasse e Diritto allo Studio desks.

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 **16th September 2013** to **29th November 2013**. 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 to your institutional inbox (s<matriculation number>@studenti.polito.it) confirming that your data has been entered and indicating the fee level assigned to you.

ATTENTION: if you have noticed that the declaration you have submitted so as to obtain the fee reduction is not correct, you have to contact again CAAF so that they can give a new declaration to you and submit it to the desks of Segreteria Generale, Tasse e Diritto allo Studio.

If you have noticed that you have entered wrong data in the declaration done through sid@home procedure, you have to contact immediately Segreteria Generale, Tasse e Diritto allo Studio by the deadline of second instalment.

If for any reason you are unable to respect the deadlines for the fee reduction request, you can present your request from **16th December 2013 to 28th February 2014** directly to Segreteria Generale, Tasse e Diritto allo Studio desks. If you present the request at this time, however, you will be considered late and therefore you will be charged an additional amount of € 150 which must be paid by 30th May 2014. This sum is charged as a debit to your virtual current account when you submit the request.

ATTENTION: If you do not make a request for a fee reduction, you will be in the maximum contribution level and therefore the first instalment to be paid will be the maximum amount. Following the update of your economic level an adjustment will be made to your 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) [on-line procedure for the confirmation of ISEE/ISEEU declaration related to the previous academic year.](#)

You can follow this procedure only if:

- You are enrolled during 2013/2014 academic year 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 in 2013/2014 academic year on a first year of the second level degree course);
- 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 2012** 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 changed from the one declared the previous year (2012/2013).

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. When you are asked “Would you like to confirm the previous year data?”, you have to click YES. In this case, the procedure will automatically fill the previous year data in. So as to complete the procedure, you just have to click on CONFERMA.

2) on-line procedure for the input of a new ISEE/ISEEU declaration.

You can follow this procedure only if:

- you are enrolled for the first time during 2013/2014 academic year in a Bachelor degree course, Master of Science degree course (ex D.M. 509/99 and ex D.M. 270/04), PhD Course and Post Graduate School;
- the household members and the economic conditions are different from those of the previous academic year.

In order to apply to the request, you have to access to your personal page through sid@home, click on "Richiesta di riduzione tasse" and choose one of the possible options:

1) If you have to input only ISEE declaration you will be asked only the following values:

- ISEE value
- ISEE date of issue
- ISP value
- Equivalence scale (for decimals only two numbers)
- ISPE value will be automatically calculated

2) If you have to input ISEE + ISEEU or only ISEEU declaration you will be asked only the following values:

- ISEEU value
- ISEEU date of issue
- ISEE value
- ISEE date of issue
- ISPU value
- Equivalence scale (for decimals only two numbers)
- ISPEU value will be automatically calculated

Please note that, in order to complete the on-line request (paragraph 2), you must compulsorily attach the ISEEU declaration.

In both cases, so as to conclude the fee reduction procedure, you have to click on "CONFERMA"

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

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

If in 2012/2013 academic year you did not apply for any benefit, EDISU scholarship or fee reduction, you must go through the full procedure.

3.7.2 Students who enrol twice in the course of 2013/14 academic year

If during 2013/14 academic year you make two enrolments (for example for both a first level and second level degree courses) and you were unable to ask for a reduction of fees for the first level degree because you were enrolled for more than twice the normal period, when you enrol in the second level degree course you can only ask for a fee reduction for the second instalment of 2013/14 academic year (you will pay the second instalment based on your economic level).

The procedure is:

1. If you enrolled by 29th November 2013, you must apply for a fee reduction following the complete online procedure (see 3.7.1 Procedure - Step 2).

2. If you enrolled after 29th November 2013, you must apply for a fee reduction to Tasse e Diritto allo Studio desks, within 15 working days from the date of enrolment, with a copy of ISEE / ISEEU declaration. Once your data has been processed, you will be given a receipt of submission of the documentation.

3.7.3 Students who enrol to PhD course/ Post Graduate School

If you enrol to PhD course/Post Graduate School after the deadline for fee reduction, you can anyway apply for the fee reduction request within 15 working days starting from the date of first enrolment.

You have to submit ISEE/ISEEU original declaration to Segreteria Generale, Tasse e Diritto allo Studio desks or to send a scanned copy to the e-mail address riduzione.tasse@polito.it

After you make the request, you will be given the new contribution level and you will have to pay the second instalment within 30th May 2014. If you apply for fee reduction after the deadlines but before 30th May 2014 you will be charged of 150€. In this case, you will have to settle all your debts no later than the abovementioned date.

3.7.4 Extra EU 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 ISEEU declaration;

- **lives in Italy**, you have to fill in the procedure of fee reduction only with the values of ISEE declaration and, if your situation applies to paragraph 3.4, also the values of ISEEU declaration.

3.7.5 Highest fee level assigned by office authority:

You will be assigned the highest fee level if:

- the data of ISEE / ISEEU declarations you completed during the on-line procedure are not related to 2012 income year.
- the data of ISEE / ISEEU declarations you filled in during the on-line procedure are inconsistent or non-existent;
- the data of ISEE / ISEEU declarations you filled in during the on-line procedure do not correspond to those of your declaration;
- you do not submit the documents specifically requested by Politecnico;
- 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 Amounts of fees and deadlines

In the following charts you will find all enrolment possibilities at Politecnico di Torino: for each one of these you will find the total amount to be paid and the possibility to obtain the fees reduction by the deadlines indicated.

4.1.1 Full - Time

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 first enrolled before 31st August 2013 in a first level degree course	€ 150,00	€ 2.310,42	€ 2.460,42	Yes	From 16/09/2013 To 29/11/2013	First instalment: at matriculation Second instalment: 31/03/2014
Students first enrolled from 1 st September 2013 in a first level degree course	€ 220,00	€ 2.310,42	€ 2.530,42	Yes	From 16/09/2013 To 29/11/2013	First instalment: at matriculation Second instalment: 31/03/2014
Students first enrolled on a course in a second level degree course	€ 220,00	€ 2.310,42	€ 2.530,42	Yes	From 16/09/2013 To 29/11/2013	First instalment: at matriculation Second instalment: 31/03/2014
Students enrolled in a course at the following levels: first level, second level (ex D.M. 509/99 and 270/ 04), e-learning courses (D.M. 509/99)	€ 1.100,00	€ 1.430,42	€ 2.530,42	Yes	From 16/09/2013 To 29/11/2013	First instalment: 29/11/2013 Second instalment : 31/03/2014
Students enrolled in a course at the following levels: - first level degree courses, starting from the seventh time of enrolment; - e-learning courses, starting from the thirteenth time of enrolment; - second level degree courses (ex D.M. 509/99 and 270/ 04), starting from the fifth time of enrolment	€ 1.100,00	€ 1.430,42	€ 2.530,42	No	-	First instalment: 29/11/2013 Second instalment : 31/03/2014
Students first enrolled in PhD course and Post Graduate School	€ 220,00	€ 2.310,42	€ 2.530,42	Yes	From 06/01/2014 To 28/02/2014	First instalment: at matriculation Second instalment: 30/05/2014
Students enrolled in a course at the following levels: - Post Graduate School; - PhD course	€ 1.100,00	€ 1.430,42	€ 2.530,42	Yes	From 06/01/2014 To 28/02/2014	First instalment: 31/01/2014 Second instalment : 30/05/2014
Five years' degree prior to D.M. 509/99	€ 755,00	€ 670,42	€ 1.425,42	No	-	First instalment: 29//11/2013 Second instalment : 31/03/2014

* The amounts shown are for the maximum contribution level

4.1.2 Part - Time

Registration Option/ Course of study	Total amount	Possibility of reduction	Deadline for the payment of fees
Students first enrolled before 31st August 2013 in a first level degree course	€ 581,42 + € 16,00 for each CFU (max 36 CFU)	No	at matriculation
Students first enrolled from 1 st September 2013 in a first level degree course	€ 651,42 + € 16,00 for each CFU (max 36 CFU)	No	at matriculation
Students first enrolled in a second level degree course	€ 651,42 + € 16,00 for each CFU (max 36 CFU + CFU of final examination)	No	at matriculation
Students enrolled in years after the first in a first or second level degree course (ex D.M. 509/99 and D.M. 270/04) five- years' degree prior to DM 509/99.	€ 651,42 + € 16,00 for each CFU (max 36 CFU)	No	28/02/2014
E-learning degree course (D.M. 509/99)	€ 651,42 + € 16,00 for each CFU (max 100 CFU)	No	28/02/2014

4.1.3 Single courses

Fixed amount	Amount for each CFU	Possibility of reduction	Deadline for the payment of fees
€ 351,42	€ 16,00	No	At enrolment

4.2 ISEE / ISEEU bands and the corresponding payments for students enrolled in the following courses: first or second level degree course, PhD, Post Graduate School with a number of years of enrollment less than / equal to twice the normal duration of the course

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

Fee level	ISEE / ISEEU	Enrolment	First instalment	Second instalment	Total amount
1	Up to € 12.500,00	first time	€ 220,00	€ 168,42	€ 388,42
		years after the first	€ 220,00	€ 168,42	
2	Up to € 13.500,00	first time	€ 220,00	€ 196,42	€ 416,42
		years after the first	€ 220,00	€ 196,42	
3	Up to € 14.500,00	first time	€ 220,00	€ 225,42	€ 445,42
		years after the first	€ 220,00	€ 225,42	
4	Up to € 15.500,00	first time	€ 220,00	€ 254,42	€ 474,42
		years after the first	€ 220,00	€ 254,42	
5	Up to € 16.500,00	first time	€ 220,00	€ 283,42	€ 503,42
		years after the first	€ 220,00	€ 283,42	
6	Up to € 17.500,00	first time	€ 220,00	€ 312,42	€ 532,42
		years after the first	€ 220,00	€ 312,42	

7	Up to € 18.500,00	first time	€ 220,00	€ 341,42	€ 561,42
		years after the first	€ 220,00	€ 341,42	
8	Up to € 19.500,00	first time	€ 220,00	€ 371,42	€ 591,42
		years after the first	€ 220,00	€ 371,42	
9	Up to € 20.500,00	first time	€ 220,00	€ 398,42	€ 618,42
		years after the first	€ 220,00	€ 398,42	
10	Up to € 21.500,00	first time	€ 220,00	€ 428,42	€ 648,42
		years after the first	€ 220,00	€ 428,42	
11	Up to € 22.500,00	first time	€ 220,00	€ 457,42	€ 677,42
		years after the first	€ 300,00	€ 377,42	
12	Up to € 23.500,00	first time	€ 220,00	€ 486,42	€ 706,42
		years after the first	€ 300,00	€ 406,42	
13	Up to € 24.500,00	first time	€ 220,00	€ 515,42	€ 735,42
		years after the first	€ 300,00	€ 435,42	
14	Up to € 25.500,00	first time	€ 220,00	€ 544,42	€ 764,42
		years after the first	€ 300,00	€ 464,42	
15	Up to € 26.500,00	first time	€ 220,00	€ 572,42	€ 792,42
		years after the first	€ 300,00	€ 492,42	
16	Up to € 27.500,00	first time	€ 220,00	€ 601,42	€ 821,42
		years after the first	€ 400,00	€ 421,42	
17	Up to € 28.500,00	first time	€ 220,00	€ 631,42	€ 851,42
		years after the first	€ 400,00	€ 451,42	
18	Up to € 29.500,00	first time	€ 220,00	€ 660,42	€ 880,42
		years after the first	€ 400,00	€ 480,42	
19	Up to € 30.500,00	first time	€ 220,00	€ 689,42	€ 909,42
		years after the first	€ 400,00	€ 509,42	
20	Up to € 31.500,00	first time	€ 220,00	€ 717,42	€ 937,42
		years after the first	€ 400,00	€ 537,42	
21	Up to € 32.500,00	first time	€ 220,00	€ 746,42	€ 966,42
		years after the first	€ 450,00	€ 516,42	
22	Up to € 33.500,00	first time	€ 220,00	€ 775,42	€ 995,42
		years after the first	€ 450,00	€ 545,42	
23	Up to € 34.500,00	first time	€ 220,00	€ 804,42	€ 1.024,42
		years after the first	€ 450,00	€ 574,42	
24	Up to € 35.500,00	first time	€ 220,00	€ 833,42	€ 1.053,42
		years after the first	€ 450,00	€ 603,42	
25	Up to € 36.500,00	first time	€ 220,00	€ 862,42	€ 1.082,42
		years after the first	€ 450,00	€ 632,42	
26	Up to € 37.500,00	first time	€ 220,00	€ 892,42	€ 1.112,42
		years after the first	€ 500,00	€ 612,42	
27	Up to € 38.500,00	first time	€ 220,00	€ 921,42	€ 1.141,42
		years after the first	€ 500,00	€ 641,42	
28	Up to € 39.500,00	first time	€ 220,00	€ 949,42	€ 1.169,42
		years after the first	€ 500,00	€ 669,42	
29	Up to € 40.500,00	first time	€ 220,00	€ 978,42	€ 1.198,42
		years after the first	€ 500,00	€ 698,42	
30	Up to € 41.500,00	first time	€ 220,00	€ 1.007,42	€ 1.227,42
		years after the first	€ 500,00	€ 727,42	
31	Up to € 42.500,00	first time	€ 220,00	€ 1.036,42	€ 1.256,42
		years after the first	€ 600,00	€ 656,42	
32	Up to € 43.500,00	first time	€ 220,00	€ 1.065,42	€ 1.285,42
		years after the first	€ 600,00	€ 685,42	
33	Up to € 44.500,00	first time	€ 220,00	€ 1.094,42	€ 1.314,42
		years after the first	€ 600,00	€ 714,42	
34	Up to € 45.500,00	first time	€ 220,00	€ 1.122,42	€ 1.342,42
		years after the first	€ 600,00	€ 742,42	
35	Up to € 46.500,00	first time	€ 220,00	€ 1.151,42	€ 1.371,42

		years after the first	€ 600,00	€ 771,42	
36	Up to € 47.500,00	first time	€ 220,00	€ 1.181,42	€ 1.401,42
		years after the first	€ 700,00	€ 701,42	
37	Up to € 48.500,00	first time	€ 220,00	€ 1.210,42	€ 1.430,42
		years after the first	€ 700,00	€ 730,42	
38	Up to € 49.500,00	first time	€ 220,00	€ 1.239,42	€ 1.459,42
		years after the first	€ 700,00	€ 759,42	
39	Up to € 50.500,00	first time	€ 220,00	€ 1.268,42	€ 1.488,42
		years after the first	€ 700,00	€ 788,42	
40	Up to € 51.500,00	first time	€ 220,00	€ 1.296,42	€ 1.516,42
		years after the first	€ 700,00	€ 816,42	
41	Up to € 52.500,00	first time	€ 220,00	€ 1.325,42	€ 1.545,42
		years after the first	€ 750,00	€ 795,42	
42	Up to € 53.500,00	first time	€ 220,00	€ 1.354,42	€ 1.574,42
		years after the first	€ 750,00	€ 824,42	
43	Up to € 54.500,00	first time	€ 220,00	€ 1.383,42	€ 1.603,42
		years after the first	€ 750,00	€ 853,42	
44	Up to € 55.500,00	first time	€ 220,00	€ 1.412,42	€ 1.632,42
		years after the first	€ 750,00	€ 882,42	
45	Up to € 56.500,00	first time	€ 220,00	€ 1.442,42	€ 1.662,42
		years after the first	€ 750,00	€ 912,42	
46	Up to € 57.500,00	first time	€ 220,00	€ 1.471,42	€ 1.691,42
		years after the first	€ 800,00	€ 891,42	
47	Up to € 58.500,00	first time	€ 220,00	€ 1.499,42	€ 1.719,42
		years after the first	€ 800,00	€ 919,42	
48	Up to € 59.500,00	first time	€ 220,00	€ 1.528,42	€ 1.748,42
		years after the first	€ 800,00	€ 948,42	
49	Up to € 60.500,00	first time	€ 220,00	€ 1.557,42	€ 1.777,42
		years after the first	€ 800,00	€ 977,42	
50	Up to € 61.500,00	first time	€ 220,00	€ 1.586,42	€ 1.806,42
		years after the first	€ 800,00	€ 1.006,42	
51	Up to € 62.500,00	first time	€ 220,00	€ 1.615,42	€ 1.835,42
		years after the first	€ 850,00	€ 985,42	
52	Up to € 63.500,00	first time	€ 220,00	€ 1.644,42	€ 1.864,42
		years after the first	€ 850,00	€ 1.014,42	
53	Up to € 64.500,00	first time	€ 220,00	€ 1.672,42	€ 1.892,42
		years after the first	€ 850,00	€ 1.042,42	
54	Up to € 65.500,00	first time	€ 220,00	€ 1.702,42	€ 1.922,42
		years after the first	€ 850,00	€ 1.072,42	
55	Up to € 66.500,00	first time	€ 220,00	€ 1.731,42	€ 1.951,42
		years after the first	€ 850,00	€ 1.101,42	
56	Up to € 67.500,00	first time	€ 220,00	€ 1.760,42	€ 1.980,42
		years after the first	€ 900,00	€ 1.080,42	
57	Up to € 68.500,00	first time	€ 220,00	€ 1.789,42	€ 2.009,42
		years after the first	€ 900,00	€ 1.109,42	
58	Up to € 69.500,00	first time	€ 220,00	€ 1.818,42	€ 2.038,42
		years after the first	€ 900,00	€ 1.138,42	
59	Up to € 70.500,00	first time	€ 220,00	€ 1.847,42	€ 2.067,42
		years after the first	€ 900,00	€ 1.167,42	
60	Up to € 71.500,00	first time	€ 220,00	€ 1.875,42	€ 2.095,42
		years after the first	€ 900,00	€ 1.195,42	
61	Up to € 72.500,00	first time	€ 220,00	€ 1.904,42	€ 2.124,42
		years after the first	€ 1.000,00	€ 1.124,42	
62	Up to € 73.500,00	first time	€ 220,00	€ 1.933,42	€ 2.153,42
		years after the first	€ 1.000,00	€ 1.153,42	
63	Up to € 74.500,00	first time	€ 220,00	€ 1.963,42	€ 2.183,42
		years after the first	€ 1.000,00	€ 1.183,42	

64	Up to € 75.500,00	first time	€ 220,00	€ 1.992,42	€ 2.212,42
		years after the first	€ 1.000,00	€ 1.212,42	
65	Up to € 76.500,00	first time	€ 220,00	€ 2.021,42	€ 2.241,42
		years after the first	€ 1.000,00	€ 1.241,42	
66	Up to € 77.500,00	first time	€ 220,00	€ 2.049,42	€ 2.269,42
		years after the first	€ 1.050,00	€ 1.219,42	
67	Up to € 78.500,00	first time	€ 220,00	€ 2.078,42	€ 2.298,42
		years after the first	€ 1.050,00	€ 1.248,42	
68	Up to € 79.500,00	first time	€ 220,00	€ 2.107,42	€ 2.327,42
		years after the first	€ 1.050,00	€ 1.277,42	
69	Up to € 80.500,00	first time	€ 220,00	€ 2.136,42	€ 2.356,42
		years after the first	€ 1.050,00	€ 1.306,42	
70	Up to € 81.500,00	first time	€ 220,00	€ 2.165,42	€ 2.385,42
		years after the first	€ 1.050,00	€ 1.335,42	
71	Up to € 82.500,00	first time	€ 220,00	€ 2.194,42	€ 2.414,42
		years after the first	€ 1.100,00	€ 1.314,42	
72	Up to € 83.500,00	first time	€ 220,00	€ 2.222,42	€ 2.442,42
		years after the first	€ 1.100,00	€ 1.342,42	
73	Up to € 84.500,00	first time	€ 220,00	€ 2.252,42	€ 2.472,42
		years after the first	€ 1.100,00	€ 1.372,42	
74	Up to € 85.500,00	first time	€ 220,00	€ 2.281,42	€ 2.501,42
		years after the first	€ 1.100,00	€ 1.401,42	
75	Over € 85.500,00	first time	€ 220,00	€ 2.310,42	€ 2.530,42
		years after the first	€ 1.100,00	€ 1.430,42	

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 2013/2014 academic year.

Other secretarial contributions	
Magnetic card / Smart Card duplication	11,00 euro
Leave application	50,00 euro
Course changes within Politecnico	50,00 euro
Degree application and diploma issue	92,76 euro
Enrollment to final exam of PhD and Post Graduate School	92,76 euro
Diploma duplication	100,00 euro
Reactivation application	150,00 euro
Career abbreviation application	150,00 euro
Professional examination application	200,00 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).