

Why this guide?

Here 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 ask for a reduction from the normal fees.

Check out if this guide is for you

This guide is not for you if you are a student of a Specializing 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 into three 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**, Summarizing charts and schemes. Here you will find some charts summarizing the amount of fees and deadlines: 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 you were given when you enrolled (s<matriculation number>@studenti.polito.it) for official communications. This e-mail address is still active after graduation and if you leave the Politecnico for another university. Other e-mails used by students different from this one will not be considered for communication purposes.

Politecnico di Torino offices

The Fees and Right to Study desks (Tasse e Diritto allo Studio), at 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
Office hours: Monday, Wednesday and Friday 08.30 – 12.00;
Tuesday and Thursday 08.30 – 12.00 and 13.30 - 15.00
Tel. 011/090.6254
Fax 011/090.5947
Email: diritto.studio@polito.it, riduzione.tasse@polito.it
Internet: https://didattica.polito.it/tasse_riduzioni/

1. THINGS EVERYBODY HAS TO KNOW	3
1.1 University fees	3
1.2 Payment	3
1.3 Late in payment	3
1.4 Self-service information and operations	3
1.5 Proxy	3
1.6 Student's virtual current account	4
1.6.1 Reimbursement	4
1.6.2 Settlement	4
1.7 Fee reimbursement for merit for students full-time enrolled	4
1.7.1 Reimbursement for Mathematics for Engineering students	5
1.8 Applying for fee reduction	5
1.9 Interrupting and returning to studies	5
1.10 Transfers and Assessment of previous academic record	5
1.11 Renunciation of student status	6
1.12 Dismissed students or students who gave up and want to resume studies	6
1.13 Data processing	6
2. WHAT TO DO CASE BY CASE	7
2.1 Students with immediate exemption from the payment of fees (they only pay duties amounting to 20.84 Euros)	7
2.2 Students with immediate exemption from the payment of fees (they only pay duties amounting to 160.84 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	9
2.4.2.1 First year, first and second level degree	9
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	9
2.4.3 Single courses	9
2.5 Students applying for fee reduction	9
2.6 Students with EDISU scholarship	9
2.6.1. Winner, suitable to or suitable to but excluded because of mark average	9
2.6.2 Revocation or renunciation of eligibility for EDISU scholarship	10
2.6.3 Revocation of eligibility for EDISU scholarship due to fiscal verifications	10
2.7 Alta Scuola Politecnica (ASP)	10
3. SUMMARY	11
3.1 Amounts of fees and deadlines	11
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 indicated deadlines.	11
3.1.1 Full - Time	11
3.1.2 Part - Time	12
3.1.3 Single courses	12
3.1.4 ISEE / ISEEU levels and the corresponding payments for students enrolled in the following courses: first or second level degree course, PhD, Scuola di Specializzazione with a number of years of enrollment less than / equal to twice the normal duration of the course	12
3.2 Other secretarial contributions	16
GLOSSARY	17

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 in a Bachelor's degree course, Master's 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 Scuola di Specializzazione; 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 copyrights 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:

- 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** (circuit Bancomat) at any desk of Segreteria Generale, Tasse e Diritto allo Studio del Politecnico (Secretary Office of Politecnico). If you already have a Politecnico smart 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.

These extra charges will not be applied if the debt is less than 50.00 Euros (you still have to pay off the debt by 29th May 2015, to be able to continue your university career.)

If you are a full-time student, the increased amount is **26 Euros** if you pay the first instalment by **29th December 2014** or the second instalment by **30th April 2015**.

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

The deadline for extra charges is **29th May 2015**.

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

If you do not pay all your debts by **29th May 2015**, you will not be allowed to continue your university career until the balance of your debts.

1.4 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;
- Request fee reimbursement (see section 1.6.1 below)

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

1.5 Proxy

If you cannot 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.

1.6 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, in the years following the first, you do not need to pay the first instalment as soon as you enroll). 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 any cost (for instance, when you define your study plan), you owe some amounts to Politecnico, but, in this way, you can become a creditor for Politecnico in some circumstances, for instance if you obtain the merit fee reimbursement.

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

The virtual current account is a *container*, where your money transfers first settle any possible debts, according to the deadlines. For instance, if you pay an amount corresponding to the second instalment (even though you are sure you are paying that 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 it will just be just partially paid. A situation like this will cause additional costs as mentioned above if your balance of debts doesn't meet the date of deadlines.

1.6.1 Reimbursement

If you have a credit above 10.00 Euros in your virtual current account you can ask for reimbursement through your personal page Sid @ Home.

Refund is possible only if you have already indicated the way of payment directly on your personal page. Under *Segreteria on-line - payment details*, you can choose how to be paid. The options available to you are the following:

- **by bank money transfer/post account:** 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 the 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 any reimbursement, the sum will be automatically accredited on your virtual account and transferred to the following year.

1.6.2 Settlement

When you end your study course (e.g. 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 any reimbursement.

1.7 Fee reimbursement for merit for students full-time enrolled

If you are enrolled as full-time student at the academic year 2014/2015 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 2014.

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 any reimbursement if for 2014/2015 academic year you are exempt from university fees or enrolled in a part-time course.

Please note that exams passed to cover any debit in your university exams are not eligible for the calculation of the score. There is no need to apply for the reimbursement: it will be credited automatically during the academic year.

1.7.1 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 enroll in years following the first of the course of Mathematics for Engineering for 2014/2015 academic year, you will receive a partial refund for merit amounting to 400 euros, in addition to the reimbursement outlined in paragraph 1.7, provided that you achieve a minimum score of 1.225 points by the end of the academic year (see 1.7 for method of calculation). You are not entitled to a refund if in 2014/2015 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.

1.8 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.

The guide and the period of application for fee reduction are yet to be defined.

"How to apply for a fees reduction academic year 2014/2015" will be published at https://didattica.polito.it/tasse_riduzioni/. You will be informed by e-mail sent to your institutional address (the one assigned to you during matriculation composed as follows: s<matriculation number>@studenti.polito.it).

1.9 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 study plan), when you decide to return to your studies you will have to pay an extra fee of 100 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 Euros for each year of interruption of studies.

1.10 Transfers and Assessment of previous academic record

1) **Transfers from other universities.** If you transfer to:

- a first level degree course, you need to take the entrance test and pay the first installment of 198.39 Euros in order to guarantee your place. If you decide not to enroll, the first installment will not be refunded.
- a second level degree course you need to apply on-line from July 1, 2014. You must pay 100.00 Euros as advance fee. If you decide not to enroll, this advance fee will not be refunded.

2) **Assessment of previous academic record.** If you have a university degree and are applying to receive accreditation for it, you have to pay 100.00 Euros. This amount will be deducted from the tuition

fees in the event of subsequent enrollment at Politecnico di Torino. If you decide not to enroll, the amount indicated above will not be refunded.

If you are a student from another university and have applied on-line for a second level degree course at Politecnico di Torino, you must pay 100.00 Euro. This amount will be deducted from the tuition fees in the event of subsequent enrollment. If you decide not to enroll, the amount indicated above will not be refunded.

3) Internal transfers. If you apply for internal transfer, you have to pay 50.00 Euro. This amount will be deducted from the tuition fees when you confirm the transfer through enrollment. If you decide not to transfer, the amount paid will not be refunded.

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's degree course, Master's 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 Scuola di Specializzazione you are first required to pay all the fees in order to apply for renunciation.

For students enrolled during 2014/2015 academic year at the first year of a Bachelor's or Master's degree, PhD or Scuola di Specializzazione 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 another University or you renounced to your studies at the Politecnico di Torino, but you are going to apply for a new enrollment at Politecnico, you can ask for the recognition of the passed exams (to apply for it please refer to the Manifesto degli Studi - Student Guide).

You will have to pay 150.00 Euros when handing in your request as administrative duties, and, if your exams are recognized, in order to regulate your position, you will have to pay 16.00 Euros for each recognized CFU, besides the university fees of the academic year you are enrolled in.

1.13 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 Euros which includes Accident insurance premium (3.53 Euros), Flat-rate contribution for copyrights (1.31 Euros) and Stamp tax (16.00 Euros) 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 to you automatically 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 (28th November 2014).*

If you enroll part-time adding new subjects in your study plan (subjects you have never added before), the deadline for payment and to deliver the disability certificate is 26th September 2014. If you enroll part-time adding subjects you have added previously in your study plan, the deadline for payment and to deliver the disability certificate is 19th December 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 (28th November 2014).*

If you enroll part-time adding new subjects in your study plan (subjects you have never added before), the deadline for payment and to deliver the refugee status document is 26th September 2014. If you enroll part-time adding subjects you have added previously in your study plan, the deadline for payment and to deliver the refugee status document is 19th December 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 Euros which includes Accident insurance premium (3.53 Euros), Flat-rate contribution for copyrights (1.31 Euros), Stamp tax (16.00 Euros) and Regional tax for university right to study (140.00 Euros) 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;*
- *PhD Students non-recipients of scholarship and enrolled to an interuniversity doctoral research program;*
- *Scuola di Specializzazione's students who obtained Politecnico scholarship: if, after the publication of announcement from Scuola 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: if at the enrollment you have an Italian high-school diploma and one of the certificates listed below, you can be exempted from the payment of tuition fees if you obtain the fifth decile or above in the admission test to Architecture- Architecture and Design and Visual Communication or if you obtain 50% or more at the admission exam to Engineering Area, except for Industrial Production Engineering.*

English language certificates
IELTS with score 5.5 or higher
Cambridge First Certificate in English
Cambridge Certificate in Advanced English
Cambridge Certificate of Proficiency in English
TOEFL Internet-based Test with score 87 or higher
TOEFL Computer-based Test with score 228 or higher
TOEFL Paper-based Test with score 568 or higher

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 enrollment 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 (16.00 Euros) and the regional fee for university right to study (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 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 15/07/2014 to 31/08/2014	€ 128,39	31/03/2015	€ 2.332,03	€ 2.460,42
Students first enrolled on a first level degree course	at matriculation * from 1/09/2014*	€ 198,39	31/03/2015	€ 2.332,03	€ 2.530,42
Students first enrolled in a second level degree course (D.M. 270/04)	at matriculation	€ 198,39	31/03/2015	€ 2.332,03	€ 2.530,42
Students enrolled in years following the first: first level degree and second level degree (ex D.M. 509/99 and D.M. 270/04)	28/11/2014	€ 1.100,00	31/03/2015	€ 1.430,42	€ 2.530,42
Students first enrolled in PhD course and Scuola di Specializzazione	at matriculation	€ 198,39	29/05/2015	€ 2.332,03	€ 2.530,42
PhD Students enrolled in the 28th cycle	31/03/2015	€ 1.100,00	29/05/2015	€ 1.430,42	€ 2.530,42
PhD Students enrolled in the 29th cycle	31/03/2015	€ 1.100,00	29/05/2015	€ 1.430,42	€ 2.530,42
Students enrolled in years following the first in the Scuola di Specializzazione	31/03/2015	€ 1.100,00	29/05/2015	€ 1.430,42	€ 2.530,42
Five year degree prior to D.M. 509/99	28/11/2014	€ 755,00	31/03/2015	€ 670,42	€ 1.425,42

If you enrol for the first time on a first level degree course in Engineering or on Territorial, Urban, Environmental and Landscape planning in the period from 15/07/2014 to 31/08/2014, you have a fee reduction of 70.00 Euros. This is only possible for students who have obtained at least 50% in the early sessions of TIL, TIL -P or the orientation project.

*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 enroll at the self-service stations located in the campus: in this case, the payment can be made during enrollment 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 2014/2015 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 study plan).

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

If you enrol for the first time on a first level degree course in Engineering or on Territorial, Urban, Environmental and Landscape planning in the period from 15/07/2014 to 31/08/2014, you have a fee reduction of 70.00 Euros. This is only possible for students who have obtained at least 50% in the early sessions of TIL, TIL -P or the orientation project.

If you pay through post current account, you have to go to the Secretary Office with the original paper receipt.

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 2014/2015 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 study plan 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.

If you enroll part-time adding new subjects in your study plan (subjects you have never added before), the deadline for payment is 26th September 2014. If you enroll part-time adding subjects you have added previously in your study plan, the deadline for payment is 19th December 2014.

As fees have to be paid when you define your study plan, if you use a self-service station, you can pay by bank or credit card (even PostePay), so that you can define your study plan 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 study plan.

2.4.3 Single courses

If you are enrolled at single courses, the total amount of fees for 2014/2015 academic year is **351.42 Euros + 16.00 Euros** for each CFU. You can have a maximum of 20 CFU in your study plan.

If you have graduated from a Bachelor's degree and have been admitted a Master's with university exams debts, you can have up to a maximum of 60 credits; you can't choose before the due time exams of a Master's degree (procedure called *anticipo*).

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

Bought credits and the enrolment to single courses has one year validity. Payment should be done at the moment of the enrollment.

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 enrollment.

If you have been admitted to second level degree course with unfulfilled academic requirements and you enrol in Single Courses and in the second level degree course in 2014/2015, the fixed Euros 351.42 fee for the Single Courses will be deducted from your next payment of tuition fees. This fixed fee of Euros 351.42 will not be refunded in any case, if even if you are eligible for fee exemption.

2.5 Students applying for fee reduction

You can apply for fee reduction only by presenting the on-line application.

The guide and the period of application for fee reduction are yet to be defined.

"How to apply for a fees reduction academic year 2014/2015" will be published at https://didattica.polito.it/tasse_riduzioni/. You will be informed by e-mail sent to your institutional address (the one assigned to you during matriculation composed as follows: s<matriculation number>@studenti.polito.it).

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 win 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 (28th November 2014).

IMPORTANT: if you apply for the Edisu scholarship, you do not have to apply for fee reduction as well, as your ISEE / ISEEU values will be automatically communicated by 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 (16.00 Euros).
- the years following the first one of a first or second level degree (ex D.M. 509/99 and ex D.M. 270/04), 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 (16.00 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 fiscal verifications

In case of revocation of eligibility for EDISU scholarship due to fiscal verifications carried out by EDISU itself, Politecnico may revoke the benefits of the 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 in a second cycle (Master's degree) course and in 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 160.84 Euros, including the accident insurance premium (3.53 Euros), the SIAE contribution (1.31 Euros), the stamp tax (16.00 Euros) and the Regional tax for the right to study (140.00 Euros) within **28th November 2014**.

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 (retroactively, 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 due to self-certification. Therefore, it may be useful for you to ask for fee reduction.

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

If you obtain a first level degree during 2014/2015 academic year and in the same academic year, making a double enrolment, you enroll in a Master's degree acquiring also the status of an ASP student, you will be required to pay the first instalment of fees based on your contribution level and, as an ASP student, you will be exempted from paying the second instalment.

3. SUMMARY

3.1 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 indicated deadlines.

3.1.1 Full - Time

Type of enrollment/ Course of study	First instalment*	Second instalment*	Total amount *	Possibility of reduction	Deadline for the payment of fees
Students first enrolled before 31st August 2014 in a first level degree course	€ 128,39	€ 2.332,03	€ 2.460,42	Yes, dates to be defined	First instalment: at matriculation Second instalment : 31/03/2015
Students first enrolled from 1 st September 2014 in a first level degree course	€ 198,39	€ 2.332,03	€ 2.530,42	Yes, dates to be defined	First instalment: at matriculation Second instalment: 31/03/2015
Students first enrolled on a course in a second level degree course	€ 198,39	€ 2.332,03	€ 2.530,42	Yes, dates to be defined	First instalment: at matriculation Second instalment: 31/03/2015
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, dates to be defined	First instalment: 28/11/2014 Second instalment: 31/03/2015
Students enrolled in a course at the following levels: - first level degree courses, starting from the seventh time of enrollment; - 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: 28/11/2014 Second instalment: 31/03/2015
Students first enrolled in PhD course and Scuola di Specializzazione	€ 198,39	€ 2.332,03	€ 2.530,42	Yes, dates to be defined	First instalment: at matriculation Second instalment 29/05/2015
Students enrolled in years following the first at a PhD level	€ 1.100,00	€ 1.430,42	€ 2.530,42	Yes, dates to be defined	First instalment: 31/03/2015 Second instalment: 29/05/2015
Students enrolled in years following the first one of Scuola di Specializzazione	€ 1.100,00	€ 1.430,42	€ 2.530,42	Yes, dates to be defined	First instalment: 31/03/2015 Second instalment: 29/05/2015
Five years' degree prior to D.M. 509/99	€ 755,00	€ 670,42	€ 1.425,42	No	First instalment 28/11/2015 Second instalment: 31/03/2015

* The amounts shown are for the maximum contribution level

3.1.2 Part - Time

Type of enrollment / Course of study	Total amount	Possibility of reduction	Deadline for the payment of fees
Students first enrolled before 31st August 2014 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 2014 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)	No	at matriculation
Students enrolled in years following the first in a first or second level degree course (ex D.M. 509/99 and ex D.M. 270/04) five- years' degree prior to DM 509/99.	€ 651,42 + € 16,00 for each CFU (max 36 CFU)	No	26/09/2014* 19/12/2014**
E-learning degree course (D.M. 509/99)	€ 651,42 + € 16,00 for each CFU (max 100 CFU)	No	26/09/2014* 19/12/2014 **

* 26/09/2014: If you enroll part-time adding new subjects in your study plan (subjects you have never added before)

** 19/12/2014: If you enroll part-time adding subjects you have added previously in your study plan

3.1.3 Single courses

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

3.1.4 ISEE / ISEEU levels and the corresponding payments for students enrolled in the following courses: first or second level degree course, PhD, Scuola di Specializzazione 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 group, subdivided into instalments.

Fee level	ISEE / ISEEU	Enrollment	First instalment	Second instalment	Total amount
1	Up to € 12.500,00	first time	€ 198,39	€ 190,03	€ 388,42
		years following the first	€ 220,00	€ 168,42	
2	Up to € 13.500,00	first time	€ 198,39	€ 218,03	€ 416,42
		years following the first	€ 220,00	€ 196,42	
3	Up to € 14.500,00	first time	€ 198,39	€ 247,03	€ 445,42
		years following the first	€ 220,00	€ 225,42	
4	Up to € 15.500,00	first time	€ 198,39	€ 276,03	€ 474,42
		years following the first	€ 220,00	€ 254,42	
5	Up to € 16.500,00	first time	€ 198,39	€ 305,03	€ 503,42
		years following the first	€ 220,00	€ 283,42	
6	Up to € 17.500,00	first time	€ 198,39	€ 334,03	€ 532,42
		years following the first	€ 220,00	€ 312,42	
7	Up to € 18.500,00	first time	€ 198,39	€ 363,03	€ 561,42
		years following the first	€ 220,00	€ 341,42	

8	Up to € 19.500,00	first time	€ 198,39	€ 393,03	€ 591,42
		years following the first	€ 220,00	€ 371,42	
9	Up to € 20.500,00	first time	€ 198,39	€ 420,03	€ 618,42
		years following the first	€ 220,00	€ 398,42	
10	Up to € 21.500,00	first time	€ 198,39	€ 450,03	€ 648,42
		years following the first	€ 220,00	€ 428,42	
11	Up to € 22.500,00	first time	€ 198,39	€ 479,03	€ 677,42
		years following the first	€ 300,00	€ 377,42	
12	Up to € 23.500,00	first time	€ 198,39	€ 508,03	€ 706,42
		years following the first	€ 300,00	€ 406,42	
13	Up to € 24.500,00	first time	€ 198,39	€ 537,03	€ 735,42
		years following the first	€ 300,00	€ 435,42	
14	Up to € 25.500,00	first time	€ 198,39	€ 566,03	€ 764,42
		years following the first	€ 300,00	€ 464,42	
15	Up to € 26.500,00	first time	€ 198,39	€ 594,03	€ 792,42
		years following the first	€ 300,00	€ 492,42	
16	Up to € 27.500,00	first time	€ 198,39	€ 623,03	€ 821,42
		years following the first	€ 400,00	€ 421,42	
17	Up to € 28.500,00	first time	€ 198,39	€ 653,03	€ 851,42
		years following the first	€ 400,00	€ 451,42	
18	Up to € 29.500,00	first time	€ 198,39	€ 682,03	€ 880,42
		years following the first	€ 400,00	€ 480,42	
19	Up to € 30.500,00	first time	€ 198,39	€ 711,03	€ 909,42
		years following the first	€ 400,00	€ 509,42	
20	Up to € 31.500,00	first time	€ 198,39	€ 739,03	€ 937,42
		years following the first	€ 400,00	€ 537,42	
21	Up to € 32.500,00	first time	€ 198,39	€ 768,03	€ 966,42
		years following the first	€ 450,00	€ 516,42	
22	Up to € 33.500,00	first time	€ 198,39	€ 797,03	€ 995,42
		years following the first	€ 450,00	€ 545,42	
23	Up to € 34.500,00	first time	€ 198,39	€ 826,03	€ 1.024,42
		years following the first	€ 450,00	€ 574,42	
24	Up to € 35.500,00	first time	€ 198,39	€ 855,03	€ 1.053,42
		years following the first	€ 450,00	€ 603,42	
25	Up to € 36.500,00	first time	€ 198,39	€ 884,03	€ 1.082,42
		years following the first	€ 450,00	€ 632,42	
26	Up to € 37.500,00	first time	€ 198,39	€ 914,03	€ 1.112,42
		years following the first	€ 500,00	€ 612,42	
27	Up to € 38.500,00	first time	€ 198,39	€ 943,03	€ 1.141,42
		years following the first	€ 500,00	€ 641,42	
28	Up to € 39.500,00	first time	€ 198,39	€ 971,03	€ 1.169,42
		years following the first	€ 500,00	€ 669,42	
29	Up to € 40.500,00	first time	€ 198,39	€ 1.000,03	€ 1.198,42
		years following the first	€ 500,00	€ 698,42	

30	Up to € 41.500,00	first time	€ 198,39	€ 1.029,03	€ 1.227,42
		years following the first	€ 500,00	€ 727,42	
31	Up to € 42.500,00	first time	€ 198,39	€ 1.058,03	€ 1.256,42
		years following the first	€ 600,00	€ 656,42	
32	Up to € 43.500,00	first time	€ 198,39	€ 1.087,03	€ 1.285,42
		years following the first	€ 600,00	€ 685,42	
33	Up to € 44.500,00	first time	€ 198,39	€ 1.116,03	€ 1.314,42
		years following the first	€ 600,00	€ 714,42	
34	Up to € 45.500,00	first time	€ 198,39	€ 1.144,03	€ 1.342,42
		years following the first	€ 600,00	€ 742,42	
35	Up to € 46.500,00	first time	€ 198,39	€ 1.173,03	€ 1.371,42
		years following the first	€ 600,00	€ 771,42	
36	Up to € 47.500,00	first time	€ 198,39	€ 1.203,03	€ 1.401,42
		years following the first	€ 700,00	€ 701,42	
37	Up to € 48.500,00	first time	€ 198,39	€ 1.232,03	€ 1.430,42
		years following the first	€ 700,00	€ 730,42	
38	Up to € 49.500,00	first time	€ 198,39	€ 1.261,03	€ 1.459,42
		years following the first	€ 700,00	€ 759,42	
39	Up to € 50.500,00	first time	€ 198,39	€ 1.290,03	€ 1.488,42
		years following the first	€ 700,00	€ 788,42	
40	Up to € 51.500,00	first time	€ 198,39	€ 1.318,03	€ 1.516,42
		years following the first	€ 700,00	€ 816,42	
41	Up to € 52.500,00	first time	€ 198,39	€ 1.347,03	€ 1.545,42
		years following the first	€ 750,00	€ 795,42	
42	Up to € 53.500,00	first time	€ 198,39	€ 1.376,03	€ 1.574,42
		years following the first	€ 750,00	€ 824,42	
43	Up to € 54.500,00	first time	€ 198,39	€ 1.405,03	€ 1.603,42
		years following the first	€ 750,00	€ 853,42	
44	Up to € 55.500,00	first time	€ 198,39	€ 1.434,03	€ 1.632,42
		years following the first	€ 750,00	€ 882,42	
45	Up to € 56.500,00	first time	€ 198,39	€ 1.464,03	€ 1.662,42
		years following the first	€ 750,00	€ 912,42	
46	Up to € 57.500,00	first time	€ 198,39	€ 1.493,03	€ 1.691,42
		years following the first	€ 800,00	€ 891,42	
47	Up to € 58.500,00	first time	€ 198,39	€ 1.521,03	€ 1.719,42
		years following the first	€ 800,00	€ 919,42	
48	Up to € 59.500,00	first time	€ 198,39	€ 1.550,03	€ 1.748,42
		years following the first	€ 800,00	€ 948,42	
49	Up to € 60.500,00	first time	€ 198,39	€ 1.579,03	€ 1.777,42
		years following the first	€ 800,00	€ 977,42	
50	Up to € 61.500,00	first time	€ 198,39	€ 1.608,03	€ 1.806,42
		years following the first	€ 800,00	€ 1.006,42	
51	Up to € 62.500,00	first time	€ 198,39	€ 1.637,03	€ 1.835,42
		years following the first	€ 850,00	€ 985,42	

52	Up to €63.500,00	first time	€198,39	€1.666,03	€1.864,42
		years following the first	€850,00	€1.014,42	
53	Up to €64.500,00	first time	€198,39	€1.694,03	€1.892,42
		years following the first	€850,00	€1.042,42	
54	Up to €65.500,00	first time	€198,39	€1.724,03	€1.922,42
		years following the first	€850,00	€1.072,42	
55	Up to €66.500,00	first time	€198,39	€1.753,03	€1.951,42
		years following the first	€850,00	€1.101,42	
56	Up to €67.500,00	first time	€198,39	€1.782,03	€1.980,42
		years following the first	€900,00	€1.080,42	
57	Up to €68.500,00	first time	€198,39	€1.811,03	€2.009,42
		years following the first	€900,00	€1.109,42	
58	Up to €69.500,00	first time	€198,39	€1.840,03	€2.038,42
		years following the first	€900,00	€1.138,42	
59	Up to €70.500,00	first time	€198,39	€1.869,03	€2.067,42
		years following the first	€900,00	€1.167,42	
60	Up to €71.500,00	first time	€198,39	€1.897,03	€2.095,42
		years following the first	€900,00	€1.195,42	
61	Up to €72.500,00	first time	€198,39	€1.926,03	€2.124,42
		years following the first	€1.000,00	€1.124,42	
62	Up to €73.500,00	first time	€198,39	€1.955,03	€2.153,42
		years following the first	€1.000,00	€1.153,42	
63	Up to €74.500,00	first time	€198,39	€1.985,03	€2.183,42
		years following the first	€1.000,00	€1.183,42	
64	Up to €75.500,00	first time	€198,39	€2.014,03	€2.212,42
		years following the first	€1.000,00	€1.212,42	
65	Up to €76.500,00	first time	€198,39	€2.043,03	€2.241,42
		years following the first	€1.000,00	€1.241,42	
66	Up to €77.500,00	first time	€198,39	€2.071,03	€2.269,42
		years following the first	€1.050,00	€1.219,42	
67	Up to €78.500,00	first time	€198,39	€2.100,03	€2.298,42
		years following the first	€1.050,00	€1.248,42	
68	Up to €79.500,00	first time	€198,39	€2.129,03	€2.327,42
		years following the first	€1.050,00	€1.277,42	
69	Up to €80.500,00	first time	€198,39	€2.158,03	€2.356,42
		years following the first	€1.050,00	€1.306,42	
70	Up to €81.500,00	first time	€198,39	€2.187,03	€2.385,42
		years following the first	€1.050,00	€1.335,42	
71	Up to €82.500,00	first time	€198,39	€2.216,03	€2.414,42
		years following the first	€1.100,00	€1.314,42	
72	Up to €83.500,00	first time	€198,39	€2.244,03	€2.442,42
		years following the first	€1.100,00	€1.342,42	
73	Up to €84.500,00	first time	€198,39	€2.274,03	€2.472,42
		years following the first	€1.100,00	€1.372,42	

74	Up to € 85.500,00	first time	€ 198,39	€ 2.303,03	€ 2.501,42
		years following the first	€ 1.100,00	€ 1.401,42	
75	Over € 85.500,00	first time	€ 198,39	€ 2.332,03	€ 2.530,42
		years following the first	€ 1.100,00	€ 1.430,42	

3.2 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 description 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 2014/2015 academic year.

Other secretarial contributions	
Magnetic card duplication/ Smart Card duplication	11,00 euro
Academic transcript duplication	11,00 euro
Leave application (procedure <i>domanda di congedo</i>)	50,00 euro
Degree application and diploma issue	92,76 euro
Enrollment to final exam of PhD and Scuola di Specializzazione	92,76 euro
Diploma duplication	100,00 euro
Professional examination application	200,00 euro
The recognition of a foreign academic degree/ Certificato di equipollenza	250,00 euro

GLOSSARY

Anno accademico/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.

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

Autocertificazione/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).

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

Carico didattico/Study plan: list of courses the student is going to attend yearly, including exams. In the first year the curriculum (about 60 CFU). In the following years the student will define his / her own curriculum, considering that you cannot exceed 80 CFU per year and that the study plan has always to include the courses of the previous year if 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 enrollment, opting for a reduced curriculum: in this case the student will need more time to graduate. Furthermore, concerning the study plan, there are some restrictions that are defined by the faculties, concerning compulsoriness, priority and optionality of courses.

Credito/CFU: working hours the student needs to acquire knowledge 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 amounts to 180, whereas those you need for the second level degree amounts to other 120, for a total of 300 CFU.

Dichiarazione Sostitutiva Unica (DSU): free form you will find at CAAF to obtain the ISEE / ISEEU declaration.

Esonero dalle tasse/Exemption: total 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.

Immatricolazione/ Matriculation: A formal act through which you become a student with an university career (that is an enrollment in the first year).

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

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

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).

Laurea Magistrale: A Master's Degree, that is, a second-level graduation you can enroll in after

graduating from a Bachelor's degree, but regulated by D.M. 270 of 22/10/2004. Not valid for who enrolled previously to this date.

Laurea quinquennale/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.

Laurea Specialistica: A Master's Degree, that is, a second-level graduation you can enroll in after graduating from a Bachelor's degree, but regulated by D.M. 509 of 3/11/1999. Not valid for who enrolled previously to this date.

Laurea Triennale: Bachelor's degree that is, a first-level graduation (regulated by D.M. 509 and subsequent reform D.M. 270 of 22/10/2004). Not valid for who enrolled previously to this date.

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

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

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

Tempo parziale/Part-time: enrollment in one academic year with a curriculum up to 36 CFU.