



**Politecnico
di Torino**

**Direzione Pianificazione,
Finanza e Controllo**

DO NOT USE THIS FORM. USE THE ITALIAN VERSION
The English translation of this document is provided as a
support to the student community and has no legal
effects. The Italian version shall constitute the sole
authentic text and will be referred for any legal matters

INSTALMENT PLAN REQUEST FORM¹

I, the undersigned....., Student ID no.....,
born in on, fiscal code

with reference to the following measures issued by **Politecnico di Torino**

<i>determina dirigenziale / ordinanza-ingiunzione</i> (executive decision) Ref. no. dated relating to a debt for tuition fees equal to	A) €,
<i>comunicazione di irrogazione delle sanzioni / ordinanza-ingiunzione</i> (executive decision) Ref. no. dated relating to a debt for penalty fees equal to	B) €,

I am therefore a **debtor to Politecnico di Torino** for a total amount of

€, (A+B)

REQUEST

I hereby **request to be granted an instalment plan** for the above-mentioned debt, under the conditions set out in the “Guidelines for the approval of instalment plans to non-compliant students and debt collection methods”, for the **number of instalments indicated below**.

¹ The Instalment Plan Request Form, duly completed and signed, must be submitted together with a copy/scan (front and back) of a valid identity document of the debtor.
If Section 3 or Section 4 are also completed, identity documents of the guarantors must also be provided.

Any information provided that does not comply with the provisions of the Guidelines will be automatically adjusted to the maximum terms allowed under the same provisions.



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SECTION 1

Please tick the box corresponding to the **total amount that you owe to Politecnico (A+B)** and indicate the **number of instalments that you want to request**, within the ranges provided.

WARNING

Pursuant to Art. 5 of the Guidelines, if the number of instalments that you want to request results in a **monthly instalment lower than €100.00**, the instalment plan will automatically be adjusted to ensure compliance with this minimum amount

TOTAL AMOUNT DUE	POSSIBLE NUMBER OF INSTALMENTS	REQUESTED NUMBER OF INSTALMENTS
<input type="checkbox"/> up to € 2,500.00	from 2 to 12 months (if the debt consists only of university tuition fees) or from 2 to 18 months (if the debt consists of tuition fees and penalty fees)
<input type="checkbox"/> between € 2,500.01 and € 7,500.00	from 2 to 24 months (tuition fees only) or from 2 to 36 months (tuition fees and penalty fees)
<input type="checkbox"/> between € 7,500.01 and € 14,500.00	from 2 to 36 months (tuition fees only) or from 2 to 54 months (tuition fees and penalty fees)
<input type="checkbox"/> between € 14,500.01 and € 24,500.00	from 2 to 48 months (tuition fees only) or from 2 to 72 months (tuition fees and penalty fees)
<input type="checkbox"/> between € 24,500.01 and € 40,000.00	from 2 to 60 months (tuition fees only) or from 2 to 90 months (tuition fees and penalty fees)
<input type="checkbox"/> more than € 40,000.00	from 2 to 72 months (tuition fees only) or from 2 to 108 months (tuition fees and penalty fees)

Student Debtor _____
signature

Place and date, _____

SECTION 2

Please complete this section **ONLY** if other members of your family are debtors to Politecnico following the ISEE.

REQUEST

I request **an extension of my instalment plan by an additional 12 months/instalments**, as provided for in art. 7, paragraph 2 of the Guidelines (two or more members of the same family being debtors to Politecnico following the ISEE verification). **YES** **NO**

Student Debtor _____
signature

Place and date, _____



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SECTION 3

Please complete this section **ONLY** if your debt is greater than 40,000.00 euro and if you have completed section 2

- I REQUEST** (tick this box if you want to request the extension - fill in the rest of the section and sign it)
- I DO NOT REQUEST** (tick this box if you do not want to request the extension- DO NOT fill the rest of the section and DO NOT sign it)

I request an **additional extension of my instalment plan** as provided for in Art. 7, paragraph 4 of the Guidelines (debt greater than €40,000 consisting of repayment of unduly obtained tuition fee reductions and penalty fees + maximum duration of 120 monthly instalments / 10 years).

I am aware that **the monthly instalment will be equal to two thirds of the total amount (A+B) / 120.**

For this purpose, I indicate the following persons as **guarantors** for regular payment of my instalments:

Name and Surname	Fiscal Code	Place of birth	Date of birth	Kinship relationship to the debtor

The undersigned and the above-mentioned guarantors expressly declare that they are aware that:

- by signing this document, they **undertake the obligation to settle the above-mentioned debt**
- if the student loses the right to benefit from the instalment plan for any of the reasons mentioned in art. 9, par.7 of the Guidelines, **Politecnico di Torino is entitled to initiate the enforced collection of the entire outstanding amount** (art. 10 of the Guidelines)
- **Politecnico di Torino** may take legal action both against the debtor and the guarantors;
- **no objections may be raised against Politecnico di Torino** in the context of the enforced debt collection proceedings.

Student Debtor _____

Guarantors _____

SURNAME and Name (capital letters)

Signature

Place and date, _____



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SECTION 4

Please fill in this section **ONLY** if you want to request a new instalment plan after failing to pay the instalments of your previous instalment plan.

REQUEST

I request **to be granted a new instalment plan**, having settled all my unpaid instalments.

As provided for in **Art. 9, paragraph 3 of the Guidelines**, I indicate the following persons as **guarantors** for regular payment of my instalments:

Name and Surname	Fiscal code	Place of birth	Date of birth	Kinship relationship to the debtor

The undersigned and the above-mentioned guarantors expressly declare that they are aware that:

- by signing this document, they **undertake the obligation to settle the above-mentioned debt**
- if the student loses the right to benefit from the instalment plan for any of the reasons mentioned in art. 9, par.7 of the Guidelines, **Politecnico di Torino is entitled to initiate enforced collection of the entire outstanding amount** (art. 10 of the Guidelines)
- **Politecnico di Torino** may take legal action both against the debtor and the guarantors;
- **no objections may be raised against Politecnico di Torino** in the context of the enforced debt collection proceedings.

Student Debtor _____

Guarantors _____

SURNAME and Name (capital letters)

Signature

Place and date, _____