

TUITION FEES AND BENEFITS

A.Y.2024-2025



UNIVERSITÀ
DEGLI STUDI DELLA
TUSCIA

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Deadline calendar

AUGUST 1, 2024

Enrolment begins A.Y. 2024-2025
(Bachelor's degrees, Master's degrees and single-cycle Master's degrees)

AUGUST 10, 2024

Deadline for taking or concluding exams useful for the purpose of calculating credits for the determination of the merit category for students who enrol in years subsequent to the first (read details on pages 4-5)
**Please note that the same deadline is linked to the DiscoLazio scholarships and dictated by the 2016 Stability Law (No Tax Area for ISEE incomes up to 30,000 euros)*

NOVEMBER 4, 2024

Enrolment deadline for A.Y. 2024-2025 for Bachelor's Degrees (all years), single-cycle Master's Degrees and for the second year and subsequent for Master's Degrees.

DECEMBER 29, 2024

Enrolment deadline for A.Y. 2024-2025 for the **first year of the Master's Degree**

FEBRUARY 28, 2025

Enrolment deadline A.Y. 2024-2025 **for those graduating from January to February 2025 and intending to enrol in the first year of a Master's Degree Course.**
Deadline for payment of the second instalment of fees for Bachelor's Degrees, Master's Degrees and Single-Cycle Degrees

APRIL 30, 2025

Deadline for the payment of the third instalment of fees for Bachelor's Degrees, Master's Degrees and Single-Cycle Degrees

JUNE 30, 2025

Deadline for the payment of the third instalment of fees for Bachelor's Degrees, Master's Degrees and Single-Cycle Degrees

JULY 31, 2025

Deadline for enrolment and payment of single course fees

1. WHAT DO I PAY?

Fees and contributions

Student fees are set by the University Board of Directors.

The fees and contributions payable by students enrolled in the various degree courses of Bachelor's, Master's or single-cycle degrees are made up of:

- **Annual all-inclusive contribution** that varies according to:
 - a) the student's economic and financial situation and the composition of the student's family unit, as shown by the ISEE value determined for the benefits provided for by the right to university education;
 - b) the relevant course of study;
 - c) number of years of membership;
 - d) number of university credits (CFU) and average grade obtained by 10/8/2024.

It should be noted that those that refer to exams taken before 10 August 2023 and that have been validated at the time of transfer to this University are excluded from the amount of the aforementioned credits.

- **regional tax for the right to university education** (€ 140);
- **stamp duty paid virtually** (€ 16).

The winner/eligible student for the DiscoLazio scholarship is required to indicate his/her position in the *online* application form and must pay, as a registration fee, only the stamp duty paid virtually (€ 16).

2. HOW DO I PAY?

The payment of fees and contributions is divided into four instalments.

- The first instalment must be paid at the time of enrolment or enrolment and consists of:
 - a) Tuition fee
 - b) regional tax for the right to university education
 - c) stamp duty paid virtually

Note for 1st year students: although the GOMP system assigns the matriculation immediately, the enrolment for the academic year 2024/2025 is completed only with the payment of the 1st instalment. Therefore, before completing the course, it is not possible to certify enrolment at the University as well as to carry out career acts (exams, etc.)

- The deadlines for the 2nd, 3rd and 4th instalments are set according to the year of enrolment and the course (see page 1).
- Payment is made in the following ways:
 - PagoPa System, after printing the Payment Notices (available on the Student Portal (Gomp);
 - Teacher's Charter (Law no. 107 of 13 July 2016 - Good School -, art. 1 paragraph 121).
- For total annual contribution amounts up to €200, payment will be required in a single instalment at the deadline for the first instalment.

3. WHAT IS THE PURPOSE OF THE ISEE FOR UNIVERSITY STUDY RIGHTS? WHO IS REQUIRED TO PRESENT THE ISEE? HOW SHOULD I MAKE MY ISEE DATA AVAILABLE FOR UNIVERSITY STUDY RIGHTS AND WITHIN WHAT TIMEFRAME?

Students who intend, for the academic year 2024-2025, to take advantage of the reduction of university fees in proportion to the ISEE (that of the family unit to which they belong) must comply with the following indications:

- a. **preferably by 30 September 2024**, given that the time to obtain **the ISEE certificate** could be long, and in any case no later than 31 December 2024, they must go to any CAF or other authorized entity throughout the country to issue the ISEE certificate and sign the Single Substitute Declaration (DSU); the ISEE produced will be valid from the time of submission until **31 December 2024**;
- b. they must request an ISEE certificate specifically for **Services for the right to university study and referring to the tax code of the enrolled student(s), free of "Omissions and/or discrepancies"**; in the event of discrepancies, students must take action immediately and in any case no later than 31 December 2024 to integrate and/or correct the missing data reported in the same certificate;
- c. **the above-mentioned ISEE data must be made available through the INPS database** with "*the authorization to the University to draw on the INPS database*", a function that the student will use at the time of enrolment by accessing the Gomp Portal;
- d. if the ISEE certificate presents any discrepancies or omissions, the data will not be collected electronically from the INPS database, despite the student's prior authorization; therefore, they will not be considered in the correct calculation of fees: it is advisable to ensure, by consulting the Student Portal, that the Gomp system has actually taken the ISEE 2024;
- e. **if the ISEE data for the right to university education cannot be withdrawn from the GOMP system within the time and in the manner indicated above, students are required to pay the maximum contribution established for ISEE incomes exceeding 90,000 euros**;
- f. **it is also strongly recommended that graduating students apply for and obtain the ISEE certificate by 31 December 2024 to avoid paying the maximum amount of fees if they fail to graduate on time (see paragraph 7 - Enrolment for graduating students)**;
- g. **those who do not apply for and obtain the ISEE on time (by 31 December 2024 at the latest) are placed in the highest income category.**

PLEASE NOTE: in order to quantify taxes and contributions, in the event of significant changes in income, as a result of adverse events, it is allowed to use the "current ISEE" form (economic situation relating to the current calendar year), instead of the ordinary ISEE. In addition, it is possible to electronically access the Single Substitute Declaration (DS) in pre-filled mode (so-called "Declaration"). Pre-filled ISEE).

The student is considered independent of the family unit of origin when both of the following requirements are met:

- residence outside the housing unit of the family of origin for at least two years, with respect to the date of submission of the application for enrolment for the first time in each course of study, in accommodation not owned by a member of the same family;
- income from employment or similar tax declared, for at least two years, not less than € 6,500.00 per year, with reference to a family unit of one person. The work must not be carried out in the employ of a family member. If both of the above requirements are not met, the student must integrate his/her family unit with the conventional one of origin.

4. HOW MUCH DO I PAY FOR THE ANNUAL COMPREHENSIVE CONTRIBUTION?

For the academic year 2024-2025, the University of Tuscia has decided to determine the fees and contributions based on belonging to the *final category* (income/merit – Table no. 9), with the application of the condition of greater favor for the student than that provided for by art. 1, cc. from 255 to 258, Law no. 232 of 11 December and art. 236, c. 1, Legislative Decree no. 34 of 19 May 2020, converted with amendments by Law no. 17 July 2020, no. 77 (raising the "no tax area" from € 22,000 to € 25,000). Therefore, for the academic year 2024-2025, the following calculation criteria are established according to the economic situation of the family unit, certified by the ISEE 2024.

Table 1

ISEE value calculated for subsidized benefits for the right to university study	All-inclusive annual contribution	
ISEE less than or equal to 25,000 euros	No contribution is due, but you will still have to pay the regional tax (€140) and the virtual stamp duty (€16)	
ISEE between 25,000.01 and 30,000.00 euros	Maximum value between $(\text{ISEE}-13,000) \cdot 0.07$, reduced as per the following table + regional tax + virtual stamp duty	
	ISEE (X)	% Reduction of the all-inclusive annual contribution compared to the maximum amount due pursuant to Law 232/2016
	25,000 < X ≤ 26,000	30%
	26,000 < X ≤ 28,000	20%
	28,000 < X ≤ 30,000	10%

The criteria in Table 1 apply to the following student cases:

- 1) students enrolled in the 2024-2025 academic year;
- 2) students enrolled for a number of years less than or equal to the normal duration of the course of study increased by one, who have obtained:
 - a) at least 10 university credits by 10 August 2024, in case of enrolment in the 2nd year;
 - b) at least 25 university credits obtained in the 12 months prior to 10 August 2024, in the case of enrolment in the years following the second year.

!! The credits indicated in points a) and b) are intended as credits taken at the University of Tuscia, or validated, as long as they were actually taken at the origin from 11 August 2023 to 10 August 2024.

On the other hand, students who fall into the following cases:

- 1) ISEE higher than € 30,000;

2) who are enrolled outside the first year;

they must follow the following tables (from Tab.2 to Tab.8) to determine the income category (ISEE), the merit category and finally the FINAL category to which they belong (Table 9).

DETERMINATION OF ISEE/ISEEUP INCOME CATEGORIES

Table 2

Fasce ISEE

9	up	to 10,600.00
8	from 10,600.01	to 16,000.00
7	from 16,000.01	to 23,900.00
6	from 23,900.01	to 30,000.00
5	from 30,000.01	to 40,000.00
4	from 40,000.01	to 50,000.00
3	from 50,000.01	to 70,000.00
2	from 70,000.01	to 90,000.00
1	over	90,000.00

To access the benefits of the right to university education, it is necessary to apply for the ISEE; the student who does not submit this request and has not obtained the ISEE certificate within the maximum deadline established for enrolment, is automatically placed in the maximum contribution income (category 1).

DETERMINATION OF MERIT CATEGORIES

Students enrolling in the first year

A) The distribution of merit for students enrolling in three-year or single-cycle master's degrees is divided into 5 categories, calculated considering the diploma grade.

Table 3

Diploma Grade	Category
98-100 e lode	5
93-97	4
81-92	3
73-80	2
60-72	1

B) The distribution of merit for students enrolling in the 1st year of the Master's degree course is divided into 5 categories calculated considering the three-year degree grade:

Table 4

Graduation Grade	Category
108-110 e 110 e lode	5
102-107	4
89-101	3
80-88	2
66-79	1

Students enrolling in years subsequent to the first

The merit category for students who enrol in years subsequent to the 1st is determined on the basis of the number of credits relating to the passing of full exams, achieved by 10 August 2024 and the average reported in the exams themselves expressed in thirtieths.

The average of all the exams taken is calculated and a multiplication coefficient is determined by applying the following formula: $0.5 * (\text{average mark} - 18) / 12 + 0.5$

Passes are counted as passed exams, but do not contribute to the determination of the average, just

as honors do not contribute to the calculation of the average.

By multiplying the total number of credits earned by the coefficient derived from the grade point average, you obtain a value which, rounded to the nearest whole number, gives the S value to be used to determine the merit category.

!! Students enrolled from the second year onward, including those who are behind schedule, who are not employed, are assigned to merit category 1.

Table 6: Bachelor's Degrees

Category	II year	III year	1 year out of Course
5	$S \geq 40$	$S \geq 100$	$S \geq 150$
4	$30 \leq S < 40$	$90 \leq S < 100$	$140 \leq S < 150$
3	$20 \leq S < 30$	$80 \leq S < 90$	$130 \leq S < 140$
2	$10 \leq S < 20$	$70 \leq S < 80$	$120 \leq S < 130$
1	$S < 10$	$S < 70$	$S < 120$

Table 7: Master's Degrees

Category	II year	1 year out of Course
5	$S \geq 40$	$S \geq 100$
4	$30 \leq S < 40$	$90 \leq S < 100$
3	$20 \leq S < 30$	$80 \leq S < 90$
2	$10 \leq S < 20$	$70 \leq S < 80$
1	$S < 10$	$S < 70$

Table 8: Single-cycle (five-year) master's degrees

Category	II year	III year	IV year	V year	1 FC
5	$S \geq 40$	$S \geq 100$	$S \geq 160$	$S \geq 220$	$S \geq 250$
4	$30 \leq S < 40$	$90 \leq S < 100$	$150 \leq S < 160$	$210 \leq S < 220$	$240 \leq S < 250$
3	$20 \leq S < 30$	$80 \leq S < 90$	$140 \leq S < 150$	$200 \leq S < 210$	$230 \leq S < 240$
2	$10 \leq S < 20$	$70 \leq S < 80$	$130 \leq S < 140$	$190 \leq S < 200$	$220 \leq S < 230$
1	$S < 10$	$S < 70$	$S < 130$	$S < 190$	$S < 220$

Determination of the final categories to which they belong

From the combination of the merit and income categories, the **final category** to which they belong is obtained and, consequently, the total amount to be paid for university fees and contributions, using the grid and table below.

Table 9: Final belonging categories

INCOME ▼	MERIT ►				
	5	4	3	2	1
9	9	9	8	7	6
8	9	8	7	6	5
7	8	7	6	5	4
6	7	6	5	4	3
5	6	5	4	3	2
4	6	5	3	2	2
3	5	4	2	2	1
2	4	3	2	1	1
1	3	2	1	1	1

FINAL CATEGORY 9 identifies those who are entitled to a refund of the first instalment, if paid (excluding regional taxes and virtual stamp duty).

FURTHER BENEFITS AND EXEMPTIONS FOR A.Y. 2024/2025

"FAMILY" FACILITY

The subsidy is in favor of the student who does not fall within the cases for which Table 1 is applicable above, who has an ISEE 2024 equal to or less than € 45,000 and who has at least one brother or sister enrolled at the University of Tuscia. The benefit for students who enrol in a Bachelor's or Single-Cycle degree programme consists of a reduction in fees:

- to the extent of 10% for those who have a brother/sister registered with UNITUS;
- to the extent of 15% for those who have more than one sibling registered in UNITUS.

- In both cases, a minimum amount of € 100 must be paid, in addition to € 156 regional tax and stamp duty. SELF-CERTIFICATION IS required with the appropriate form available [here](#) and uploadable on the Student Portal at the time of enrolment.

"LOYALTY" FACILITY

The facility is in favour of students who, after obtaining a three-year degree at UNITUS, decide to continue their studies by enrolling in a Master's or single-cycle degree at UNITUS. The concession consists of a further reduction of 10% of the calculated amount; the reduction in the amount of fees is provided only for those with an ISEE 2024 not exceeding € 30,000.

"STUDENT SUPPORT" FACILITY

To support students who, despite falling within the "NoTax Area" for the academic year 2023/24, have not been able to obtain the credits required by the law by 10 August 2024 (read page 7) in order to remain in the aforementioned regime of total/partial exemption from fees for the academic year 2024/25, Unitus applies a 25% reduction on the amount of fees due under the ordinary regime and calculated in accordance with the provisions of Tables 2-9.

"BACK HOME" FACILITY

Unitus has identified a specific measure for local students, already enrolled at other universities, who intend to transfer (in progress or at most in the 1st year out of their course) to UNITUS. There is a 25% discount on tuition fees. It is necessary to fill in the *online* form to obtain a pre-opinion on the recognition of exams and an estimate of the fees to be paid. For any further information, please write to tornaacasa@unitus.it.

FACILITATION FOR CARE LEAVERS STUDENTS

The concession is in favour of the *Care leavers* student who is entitled to a discount equal to 50% of the fees due (excluding the regional tax and stamp duty) for the legal duration of the course.

EXEMPTION FOR STUDENTS WITH SLD

Exemption from the increase in the all-inclusive contribution due, if the student (with an ISEE 2024 up to 30,000 euros) does not meet the requirements referred to in Law 232/16, c.255 and 256 (relating to the credits acquired).

FULL AND/OR PARTIAL EXEMPTION FOR DISABLED PEOPLE

Students who have a disability pursuant to Article 3, paragraph 1 of Law no. 104 of 5 February 1992 or have a disability equal to or greater than 66% are totally exempt from paying university fees, except for the virtual stamp duty of €16. Those with a disability of less than 66% (between 45% and 65%) have a partial exemption of 50% of taxes, except for the regional tax (€140) and the stamp duty of (€16).

!! CALLS FOR CULTURE BONUSES (€ 500) FOR PARTICULAR CATEGORIES OF STUDENTS ARE EXPECTED

1. those who, upon reaching the age of majority, live outside the family of origin on the basis of a court order (*Care Leavers*);
2. students who are parents with children under the age of 14 at the time of enrolment;
3. students who enrol or enrol full-time in conditions of need, such as to jeopardise the continuation of their studies;
4. deserving students who have obtained a diploma grade of 100 or 100 laude;
5. deserving students who have obtained a three-year degree grade of 110 or 110 laude;
6. student athletes with particularly important sporting merits;
7. children of UNITUS employees;
8. *Women in STEM* for female students enrolled in STEM Degree Programs.

!! UNITUS STUDENTS WILL BE ABLE TO PARTICIPATE IN THE FOLLOWING INTERNAL CALLS FOR PAID COLLABORATIONS

- ✓ Calls for student collaborations at the University's facilities
- ✓ Calls for collaborations as TUTOR in departments;
- ✓ Calls for student collaborations as Tutors for students with disabilities;
- ✓ Calls for student collaborations as Tutors for students with SLD;

✓ Calls for student collaborations as Erasmus Tutors in the departments and at the Office of Mobility and International Cooperation.

The aforementioned calls will be published starting from November and will be advertised through the University website (among the NEWS) at the link <https://www.unitus.it/> and at the link [UNITUS - Student services](#) as well as on the Social pages of the Student Secretariat.



5. HOW ARE MY ANNUAL FEES STRUCTURED AND IN HOW MANY INSTALLMENTS DO I PAY THEM?

Final category	Fees & Contributions 2024/25 (in euros)	Fees	Contributions	Regional tax	Virtual stamp	TOTAL Fees & contributions	1st Installment	2nd Installment	3rd Installment	4th Installment
								28-feb	30-apr	30-june
1	1,998.00	856.00	1,142.00	140	16	2,154.00	552.00	549.50	549.50	503.00
2	1,650.00	707.00	943.00	140	16	1,806.00	552.00	430.00	430.00	394.00
3	1,500.00	643.00	857.00	140	16	1,656.00	552.00	377.00	377.00	350.00
4	1,321.00	566.00	755.00	140	16	1,477.00	552.00	315.00	315.00	295.00
5	1,104.00	473.00	631.00	140	16	1,260.00	552.00	239.50	239.50	229.00
6	933.00	400.00	533.00	140	16	1,089.00	552.00	180.50	180.50	176.00
7	717.00	307.00	410.00	140	16	873.00	552.00	107.00	107.00	107.00
8	403.00	173.00	230.00	140	16	559.00	552.00	7.00	-	-
9	-	-	-	140	16	156.00	156.00	-	-	-

For students who are out of course beyond the 1st year, a tax increase is applied as shown below:

ISEEUP (in euros) category	2nd year FC	From 3rd year FC
Up to 24,900	0	0
from 24,901 to 35,000	5%	10%
from 35,001 to 50,000	7,5%	15%
Over 50,000	10%	20%

6. CONTRIBUTION FOR THE SINGLE-CYCLE MASTER'S DEGREE COURSE IN "CONSERVATION AND RESTORATION OF CULTURAL HERITAGE"

Students who enrol/enrol in the single-cycle master's degree programme in "Conservation and Restoration of Cultural Heritage" pay an all-inclusive contribution in relation to the respective ISEE, as follows:

- For those with an ISEE less than/equal to € 25,000.00, no contribution is due, except for the regional tax (€ 140) and the virtual stamp duty (€ 16)
- For students who do not fall under the conditions provided for by Law no. 232 of 11 December 2016, the payment of an all-inclusive contribution is provided for the sum of the amounts resulting from:
 - Table in point 5 (Amount obtained from the combination of merit and income categories)
 - Table A below:

Table A

ISEEUP (in euros) category	Contributions (in euros)
Up to 25,000	0
from 25,001 to 30,000	500
from 30,000.01 to 35,000	1,500
from 35,001 to 50,000	3,000
from 50,001 to 70,000	3,500
Over 70,001	4,000

The fee referred to in Table A is due only for the legal duration of the degree course

In the case of an amount exceeding Euro 500.00, the amount will be paid in 3 installments with the following deadlines:

-31 January

-31 May

-30 September

7. HOW DO I ENROL IN A DEGREE PROGRAMME?

Procedures and deadlines for enrolment and enrolment in years subsequent to the first

Registration begins on August 1 and closes by November 4, 2024; For subsequent registrations, the late payment fee will be applied, as per p. 20.

Enrolment takes place through an electronic procedure accessible from *the Student Portal* and is completed with the generation of the payment notice (IUV) PagoPA system for the payment of the 1st instalment of university fees. At this stage, the student, if he/she intends to use the ISEE certificate, must authorize the import of the same from the INPS website, by placing the *flag* (✓) in the relevant box.

For students enrolling in the 1st year: enrolment is completed with the payment of the 1st instalment.

For students who enrol in years subsequent to the 1st: enrolment is completed with the payment of the 1st instalment and the student must be up to date with the payments of the fees of the previous academic years.

Simultaneous enrolment in a second course of study in the same academic year

Pursuant to Law no. 33 of 12/4/2022, each student can enrol simultaneously in two different bachelor's, master's or master's degree courses, even at more than one university, school or high school with a special system.

It is not allowed to enrol simultaneously in two Bachelor's or Master's degree courses belonging to the same class, nor in the same master's course, even at two different universities, schools or higher institutes with a special system.

Simultaneous enrolment in a bachelor's or master's degree programme and a master's, research doctorate or specialisation course is also permitted, with the exception of medical specialisation courses, as well as simultaneous enrolment in a PhD or master's programme and a medical specialisation course.

Those who are regularly enrolled in a course of study or a master's degree at the University of Tuscia and decide to enrol at the same time in another course of study or a master's degree at the University of Tuscia are entitled to a 50% discount on the registration fees for the second course (except for the regional tax and the virtual stamp duty), provided that at the time of enrolment in the second course they are out of course within the first year.

Those who have been regularly enrolled in a course of study at another Italian university for at least 1 year and decide to enrol simultaneously in another course of study or a master's degree at the University of Tuscia are entitled to a 15% discount on the registration fees for the second course (except for the regional tax and the virtual stamp duty), provided that at the time of enrolment in the second course they are out of course within the first year.

The discounts do not apply to the contribution for the single-cycle master's degree course in "conservation and restoration of cultural heritage".

Equivalence of foreign qualifications

The request for recognition of the foreign qualification, pursuant to Law no. 148 of 11 July 2002, art.2, involves the payment of a fixed fee of € 260.00.

Recognition of an academic qualification may be requested for the following purposes:

- 1) access to a course/continuation of studies;
- 2) Abbreviation of course/Recognition of period of studies/Recognition of credits;
- 3) Attainment of the corresponding Italian qualification (equivalence).

Enrolment of graduating students

Graduating students of Bachelor's and Master's degree courses are not required to pay fees if they intend to obtain their degree by the last extraordinary degree session (28 February 2025) for the 2024/2025 academic year. To this end, they must submit their graduation application ("*Application for the Graduation*") through an online procedure accessible from the Student Portal at least 40 days before the scheduled graduation session.

The student can apply for graduation only if he/she has to take no more than 3 exams provided for in the training course. If the student does not obtain the degree by 28 February 2025, he/she is required to enrol in the current academic year by the aforementioned date.

If the student obtains the degree by 15 June 2025, the fourth instalment will be reduced by 40%.

- **Therefore, it is strongly recommended to always apply for the ISEE certificate for subsidized benefits for the right to university study by 31 December 2024, both in the event that the student, once graduated, wants to enrol in the master's degree, and in the event that the graduating student, failing to obtain the degree by 28 February 2025, must enrol in the following year. Not having applied for the ISEE within the deadlines referred to in paragraph 3, the student will have to pay the amount of the fees due.**
- In the event that the student does not complete the enrolment within the established deadlines, he/she is required to pay the late payment.
- Students who do not obtain their degree by 28 February 2025 will be able to take the degree exam later only if they are up to date with the payment of fees for the 2024/2025 academic year.

Enrolment in part-time students

The student can enrol in a course of study by opting for a part-time commitment.

The University regulates the enrolment procedure and the attendance of part-time courses with specific regulations. Enrolment must be submitted from 1 August to 31 December 2024, i.e. up to 1 month after the graduation date for enrolment in the Master's degree. The Regulations are available on the University website [at this link](#).

The student is required to pay 60% of the student contribution, while the regional tax and stamp duty remain unchanged.

Students with SLD are included among those who are entitled to enrol part-time in courses of study. The above-mentioned students enrolled on a part-time basis are allowed to return to the normal course at a later date, provided that they are in progress and that the stay in the flexible path has been at least two years.

Enrolment in individual courses

Enrolment in a single course in both Italian and English has a fixed cost of € 20/CFU and a minimum amount of € 140 per course and is valid exclusively for the academic year of reference.

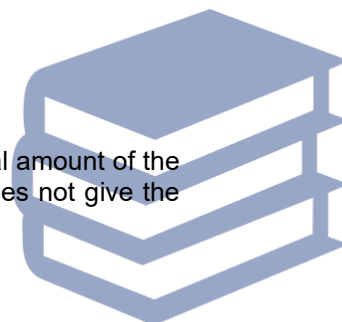
The exam must be taken within the exam sessions of the same academic year (deadline 28/02/2026).

Those enrolled in 'single' courses can take the relevant exams in all the sessions scheduled for the reference year, regardless of the delivery of the course.

Registration begins on August 1, 2024 and ends on July 31, 2025

Payment must be made, in a single instalment, at the time of registration. The total amount of the fee is commensurate with the number of exams the student intends to enrol in and does not give the right to reimbursement in the event that the exams are not taken and/or passed.

Specific provisions for individual courses :



- 1) Students who need to enrol in single courses related to the scientific-disciplinary sectors in which they have to recover credits and take the related exams, before the test to verify the initial preparation for access to the master's degree courses of the University of Tuscia, are exempt from paying the registration fee. In this case, it is NOT possible to issue the certificate for the exam taken. If the student needs it, he/she will have to pay for the single course;
- 2) For UNITUS students and students enrolled in inter-university courses, the cost is reduced by 50%.
- 3) Enrolment requests from foreign students are accepted subject to possible verification and approval by the competent consular authorities of the respective positions, where required. To enrol, it is also required to present documents, translated and legalized, proving enrolment at the university of origin;
- 4) UNITUS PhD students do not pay for single courses;
- 5) Non-EU citizens residing abroad must follow the procedures indicated on the website <https://www.university.it/>

Registration of Public Employees (PA110 Protocol laude)

As part of the "PA110 laude" initiative referred to in the Protocol of 7 October 2021 signed between the Minister pro tempore for Public Administration and the Minister pro tempore for University and Research and subsequent amendments and additions, by way of derogation from these Regulations, the amount of the single all-inclusive contribution to be paid by the student who is a public employee for enrolment in three-year degree courses, single-cycle and master's degree courses is commensurate with the ISEE value as per the table at link <https://www.unitus.it/corsi/offerta-formativa-per-la-pubblica-amministrazione/>

In addition, the amount of the enrolment fee for the First Level Masters, Second Level Masters, Specialization/Refresher Courses, Training and Advanced Training Courses to be paid by the student Public Employee is indicated in the provision that defines the procedures for access to the individual course. In any case, civil servants enrolled in these courses pursuant to the agreement will also be considered as supernumerary for the purposes of activating the courses.

In addition to the contribution established by the University, the following will be due: a) the amount of the regional tax of € 140.00 and the stamp duty of € 16.00 for enrolment in degree and master's degree courses; b) the stamp duty of € 16.00 for enrolment in Level I Masters, Level II Masters, Specialization/Refresher Courses, Training Courses and Higher Education.

Public Employees enrolled in degree programmes who benefit from the above-mentioned exemptions/benefits cannot request or reimbursement of tuition fees following any scholarship obtainment.

Public Employees enrolled in UNITUS degree programmes benefit from the above-mentioned exemptions/benefits for enrolment in subsequent years if they obtain at least half of the credits provided for each year of the course and for a maximum number of years equal to the normal duration of the course plus two. Credits recognized for the year following the validation of qualifications already acquired are excluded.

60 CFU qualifying training course:

UNITUS students, in possession of the requirements set out in the Prime Ministerial Decree 04/08/2023, who at the same time intend to enrol in the university course of training and qualification of common place teachers, including technical-practical teachers, of lower and upper secondary schools, will be able to acquire all the information by consulting [this link](#).

8. ENROLMENT AND TUITION FEES FOR STUDENTS WITH NON-EU CITIZENSHIP WHO DO NOT RESIDE IN ITALY

ISEEUP AND FEE CALCULATION

Foreign citizens with income and assets in countries other than Italy are required to indicate their economic condition according to the ISEEUP procedures. At the link [UNITUS – Fees and contributions](#) you can find the contact of the Tax Assistance Center (CAF) affiliated with the University.

Foreign students who have not submitted the ISEEUP in the 2024-2025 academic year or for whom it is not possible to calculate the ISEEUP, pursuant to art. 8 of D.P.C.M. 159/2013, will pay a fixed tax equal to:

- €552 for students with citizenship in developing countries (pursuant to [Ministerial Decree no. 440 of 13 February 2024](#)) and for Ukrainian students with a qualification obtained in Ukraine or residing in Italy for no more than 2 years;

- €1,000.00 for other students.

At the link [UNITUS – Fees and contributions](#) you can also find the list of developing countries.

The above conditions are valid for students enrolled for a number of years less than or equal to the normal duration of the course of study increased by one.

For students enrolled in the second year “behind schedule” (*fuori corso*), a 20% surcharge is applied and for those enrolled beyond the third year “behind schedule” (*fuori corso*), the surcharge will be 30%.

"International students" are those who have obtained final qualifications/qualifications abroad for access to degree courses or other courses in UNITUS, even if they hold Italian citizenship or citizenship of a country of the European Union.

DOCUMENTS TO BE SUBMITTED FOR ENROLMENT

1. Passport/ID;

2. Type D study visa (for non-EU students);

3a. For Bachelor's degree programs:

- High school diploma (or equivalent certificate) obtained after at least 12 years of schooling with Apostille or legalization and a certified translation into Italian (the translation into Italian is not required if the original document is issued in English).
As an alternative to legalization/Apostille, it is possible to present the CIMEA Verification Certificate;
- Declaration of Value (DoV) issued by the Italian Diplomatic Representation (Embassy or Consulate).
As an alternative to the DoV, students can submit:
 - CIMEA Statement of Comparability (which allows admission to a Bachelor's degree)
OR
 - CIMEA Statement of correspondence (if the diploma was obtained in one of the countries listed in the following Automatic Recognition Database: <https://ardi.cimea.it/it>).
- B2 level certificate of Italian language proficiency issued by one of the members of the CLIQ (PLIDA issued by the Dante Alighieri Society, CELI issued by the University for Foreigners of Perugia, CILS issued by the University for Foreigners of Siena or CERT.IT issued by the University of Roma Tre) or certificate of taking the CISIA Italian language test;

3b. For Master's degree programmes:

- Bachelor's degree - obtained after at least 3 academic years - with an Apostille or legalization and a certified translation into Italian (the translation into Italian is not required if the original document is issued in English).
As an alternative to legalization/Apostille, it is possible to present the CIMEA Verification Certificate;
- Certificate of the exams taken with the relative grades;

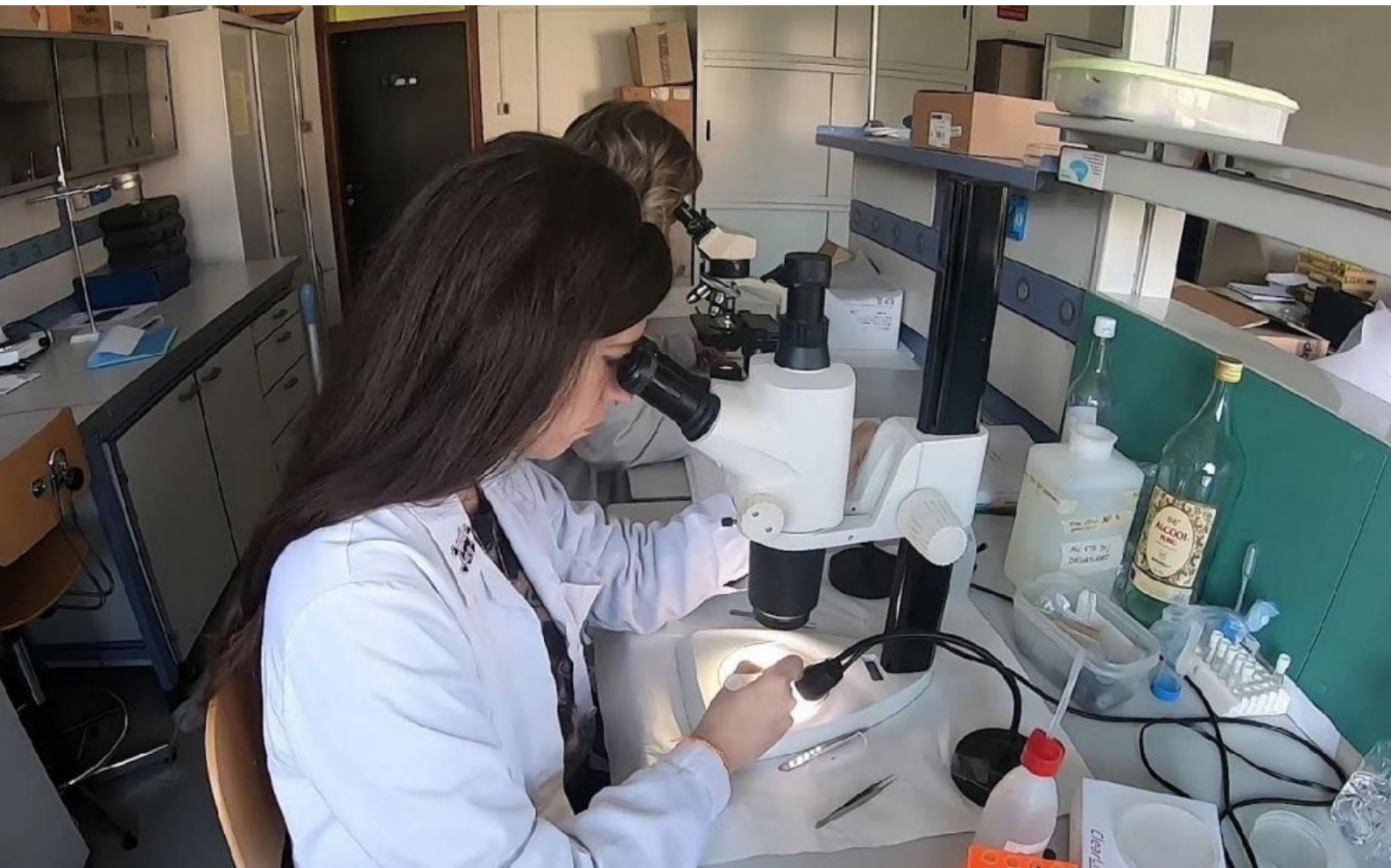
- Declaration of Value (DoV) issued by the Italian Diplomatic Representation (Embassy or Consulate) or CIMEA Statement of Comparability.
As an alternative to the Declaration of Value, students can submit:
 - CIMEA Statement of Comparability (which allows admission to a second-level university degree)
OR
 - CIMEA Statement of correspondence (if the postgraduate qualification was obtained in one of the countries listed in the following Automatic Recognition Database: <https://ardi.cimea.it/it>);
 - The *Diploma Supplement* can be submitted as an alternative to the documents listed above. It can only be accepted if it contains all the information necessary for the evaluation of the qualification and must be legalized (or with Apostille).

4. For courses taught in Italian, it is necessary to provide a B2 level certificate of Italian language proficiency issued by one of the members of the CLIQ (PLIDA issued by the Dante Alighieri Society, CELI issued by the University for Foreigners of Perugia, CILS issued by the University for Foreigners of Siena or CERT.IT issued by the University of Roma Tre) or certificate of taking the CISIA Italian language test.

5. For courses taught in English, it is necessary to provide a certificate of English language proficiency of minimum level B2 or certification attesting that the three-year degree course has been entirely delivered in English.

Stateless **students or political refugees** in Italy are treated in the same way as Italian citizens and, for the purposes of assessing their economic condition, are exempt from submitting declarations issued by Embassies or Consulates. Only income and assets held in Italy will be considered, to be self-certified in the same way as for Italian students.

The status of stateless person or political refugee in Italy must be proven by the interested parties through the official documentation in their possession issued, respectively, by the Ordinary Court, Civil Section, for stateless students and by the specific Commission set up at the Ministry of the Interior for political refugees.





9. IF I DON'T PAY TUITION FEES AND CONTRIBUTIONS ...

Students who are not up to date with the payment of the fees relating to all the years of enrolment can NOT continue their career, they are, therefore, not admitted to the exams and the degree exam. In addition, they may not:

- obtain a transfer to another university or degree course;
- renew enrolment for the following academic year;
- obtain certificates;
- apply for fellowships or other grants;
- submit an application for exemption from fees and an application for a DiscoLazio scholarship;
- submit any type of application related to the position of student;
- exercise representation in collegiate bodies;
- maintain the active and passive electorate for the elections of student representatives

Any exams taken without having regularized the administrative position will be cancelled.



10. WHAT SHOULD I DO IF I WANT TO CHANGE MY COURSE OF STUDY?

Transfer of internal courses of study to the University

From 1 August to 20 December, students regularly enrolled at the University of Tuscia, after renewing their *online enrolment* for the following year, at no additional cost, can apply for a change of course of study of the corresponding level, activated at the University, by connecting to the Student Portal (Gomp) and accessing the "*Change of course of study*" function. The change of *curriculum* is assimilated to the change of course. It is advisable to obtain the opinion in advance from the Academic Secretariat of the degree course to which you intend to transfer.

Students enrolled in the 1st year can switch to another UNITUS degree programme by 28 February of the year following enrolment.

Students who transfer to a degree programme with limited access must take the relevant admission tests and be placed in the ranking list within the places offered for competition. Once the selection has been passed, interested parties are required to complete their enrolment in the new course within the deadlines set out in the call for applications and submit a transfer application at the same time by connecting to the Student Portal (Gomp) and accessing the "Change of Degree Programme" function.

Transfer from another university

Students enrolled in other universities, who intend to continue their studies at the University of Tuscia, must submit an application for transfer to the student secretariat of their university, according to the procedures and timing provided for by it, indicating the degree course and department of their interest. The University of origin will send the documentation to UNITUS.

Students coming from another university must enrol at this university electronically.

Enrolment takes place through an electronic procedure accessible from the Student Portal and is completed with the processing of the Payment Notice (PagoPA system) for the payment of the first instalment of university fees. In this phase, the student will be able to "*authorize the import of the ISEE certificate*" from the Student Portal.

Regular students (those who in the academic year 2024/25 are in progress or in the 1st year out of course) transferred from another university will be able to benefit from the exemption of the first instalment, if they have paid it in the university of origin. In addition, you will be able to obtain exemption from the payment of the regional tax, if the university of origin is located in the Lazio region.

A specific measure has been identified for students in the area, already enrolled at other universities, who intend to transfer (in progress or at most in the 1st year out of course) to the University of Tuscia (measure "Back home" illustrated on page 11).

Transfer to another university

From 1 August to 20 December, students regularly enrolled at the University of Tuscia can apply for a transfer by connecting to the Student Portal (Gomp) and accessing the "Application for transfer to another university" function.

The stamp duty of € 16 can be paid virtually as well as the transfer fee, equal to € 200, must be downloaded from the Student Portal.

The Secretary's Office, after receiving the *online* application and after verifying the student's administrative situation, will send all the documentation relating to the student's career to the indicated destination university. After sending the transfer fee electronically to the University indicated, no change of mind will be allowed on the part of the student and the transfer fee will not be refunded.

Transfer to another university after 30 December is governed as follows:

- transfer by 31 January: the 1st instalment is paid + any late payment + €200 contribution;
- transfer from 1 February to 31 March: the 1st and 2nd instalments are paid + any late payment + €200 contribution;
- Transfer from 1 April: payment of the full annual fee + any late payment + 200 € contribution.

The transfer is valid ONLY against a clearance processed by the Student Portal (Gomp) following the student's request.

11. I NEED TO KNOW THAT....

Enrollment to single course	20 euros for each CFU of the course (minimum 140 euros) +16,00 euro for virtual stamp
Delayed payment of the total fees (but not after 30 days from the deadline)	50 euros
Delayed payment of the total fees (after 30 days from the deadline)	100 euros
Moving to other Universities	200 euros
Recognition of a international degree for the enrollment to a UNITUS course	260 euros
Contribution to the issue of the pergamena (degree certificate) after graduation	50 euros
Study qualification duplicate	50 euros

Conventions

The University stipulates agreements with public bodies to encourage the enrolment of staff of Public Administrations at the University.

The list of active agreements and their conditions can be found at [this link](#).

The documentation relating to the right to the concession provided for in the agreement must be sent by e-mail to convenzioni@unitus.it

Withdrawal from studies

The intention to withdraw from studies is manifested by logging into the Student Portal (Gomp) and accessing the "Withdrawal from Studies" function.

Withdrawal does not entitle the student to a refund of the fees paid and extinguishes the university career.

To withdraw from studies, the student must be up to date with the payment of university fees and contributions due until the last year of enrollment prior to withdrawal.

A student who intends to withdraw after December 31 of the current academic year must pay a fixed fee of €200, in addition to a virtual stamp duty of €16.

If the withdrawal request is sent by December 31 of the current academic year, the student will only pay the virtual stamp duty, and any fees already paid cannot be refunded.

The €16 stamp duty must be paid virtually by downloading the bulletin from the Student Portal.

In the event that a UNITUS student, after having renounced a previous career starting from the academic year 2024/2025, subsequently completes his/her enrolment in a degree course at UNITUS, he/she may request a refund of the fee of € 200 paid at the time of withdrawal.

The withdrawal does not affect the possibility of re-enrolment in the same course, provided that it is still active, or in a different degree course of the University, requesting the recognition of any credits acquired in the previous career to the Course Board, which will verify their non-obsolence. The recognition of ECTS credits is subject to payment as indicated in these Regulations.

To this end, the following cases are identified:

- 1) in the event that the student enrolls in a degree course, after having renounced a previous career for more than one academic year, he/she may request the recognition of the credits obtained in the career subject to withdrawal, paying € 100 for each exam that can be validated up to a maximum of € 1,500 and will be entitled to a 15% reduction in the fees provided (excluding regional tax and stamp duty);
- 2) in the event that the student enrolls in a degree program,
- 3) after having renounced a previous career at another university, he/she will be able to request the recognition of the credits obtained in the career subject to withdrawal, paying € 100 for each exam that can be validated up to a maximum of € 1,500 and will be entitled to a 15% reduction in the fees provided (excluding regional tax and stamp duty).

In the event of withdrawal from a degree programme with limited access, the student loses the right to rejoin or reactivate his/her university career for the same course, unless he/she is placed in a useful position in the relevant admission competition.

Interruption of studies and rejoining

To resume studies, it is necessary to make payments of a fixed fee and the enrolment fee for the current academic year.

Fixed fee

If the resumption of studies takes place after a year of interruption, the fixed fee due for the year of non-enrolment is € 320 ; If the resumption of studies takes place after 2 or more years of interruption, the fixed fee due is € 200 per year of non-enrolment up to a maximum of € 1,000.

Tuition Fees

Annual all-inclusive contribution (1st, 2nd, 3rd and 4th ^{instalments}) calculated in accordance with the provisions of paragraphs 1 and 4.

Upon payment of the first instalment, students who graduate by 28 February 2025 are not entitled to any refund.

Students with a disability for more than 66% are not required to pay any fees for the years of interruption and must, therefore, pay the enrolment fee for the current academic year (€ 16).

Students with a disability between 40% and 66% are required to pay half of the fixed fee due for the year of non-enrolment (€ 320 or € 200).

Students engaged in Civil service for that year can interrupt their career for a single year, taking advantage of the benefit of paying only € 200, as fixed fee.

PLEASE NOTE You are exempt from paying the fixed fee for one year when you are forced to interrupt your studies:

- a. due to duly certified serious and prolonged infirmities;
- b. for maternity, subject to pregnancy certificate;
- c. in the year of birth or adoption of a child; The waiver applies to only one parent for that academic year.

!! Late enrolment for undergraduates:

In the event that the graduating student intends to resume his studies after a year of interruption and has completed the exams or has taken at least 90% of the exams, he or she is only required to pay a flat-rate contribution (including stamp duty and regional tax) equal to:

- €500 for those with an ISEE of less than €50,000
- €1,000 for those with an ISEE of more than €50,000.

Students who have interrupted their studies for several years and have an ISEE income of up to 30,000 euros will be able to resume their studies and rejoin their careers by benefiting from the 45% reduction in the annual fixed fee.

Suspension of career

The student can request the suspension of the career for an entire academic year which can be extended for a maximum of one additional academic year, taking advantage of the exemption from the payment of the related university fees, in the following mandatory cases:

- 1) continuation of studies abroad;
- 2) enrolment in Military Training Institutes until the completion of the relevant courses;
- 3) attendance of PhD courses (or other university specialization courses);
- 4) enrolment in other courses, in cases where incompatibility is provided for by law.
- 5) serious health reasons, duly certified, that prevent the objective performance of the activities of participation in lessons and study in order to take the exams.

When submitting the application for suspension, the student must be up to date with the payment of the fees relating to previous years. The one-year suspension will expire on 3 November 2025.

Once the career has been suspended, no career acts (e.g. taking exams, making recognitions, modifying study plans) or administrative acts (e.g. issuance of enrolment certificates) are allowed until a new enrolment takes place.

Individual requests will be evaluated by the Administration.

Terminated career

A student's career is considered to have lapsed if:

- for 8 academic years the enrolment is not renewed;
- if no exam is taken for the same number of years.

In the event that the student enrolls in a degree course, following forfeiture, it may be requested the recognition of the credits obtained in previous career, subject to verification of the non-obsolescence of the contents of the exams, by paying € 100 for each exam that can be validated.

Reimbursement for deserving students who graduate on time

Students who complete their studies within the deadlines set by their respective regulations are entitled to a refund, upon request, of a portion of the fees and contributions paid in the last year of enrolment (see paragraph 7 - Enrolment of graduating students). The above provision does not apply to students enrolled in courses in agreement that provide for the flat-rate determination of the amount of fees and contributions. For this type of reimbursement, the applicant must fill in a specific application which, after signing, also with a digital signature, must be sent to the e-mail address rimborsi@unitus.it.

How to request a refund

In order to obtain the refunds provided for and indicated by the GOMP system in the "Credits" panel, it is mandatory to submit a request electronically by accessing the Student Portal, Instances section.

Pursuant to art. 12 of Law no. 214 of 22 December 2011, the payment of refunds of an amount equal to €1,000.00 or more can only be made by crediting a bank or postal account, of which the student is necessarily either the holder or joint holder.

The following costs are NON-refundable:

- tuition fees and contributions in the event of subsequent termination of the relationship with the University;
- fees for enrolment in individual courses in case of non-attendance or taking of the required exams;
- regional tax (those who are entitled to a refund of the regional tax must submit a request for reimbursement to Laziodisco);
- stamp duty;
- admission test;
- amounts less than € 9.90

The request for reimbursement is accepted only if submitted within 90 days of the event that determined the right to use it (e.g. for the aforementioned 15% within 90 days from the date of discussion of the degree thesis).

Controls and penalties

The University, in compliance with the provisions of art. 10 of Legislative Decree no. 68 of 29 March 2012, may proceed autonomously or through the relevant bodies, to check the veracity of the

declarations by comparing the data present in the ISEE certificates with the results of the databases of the Revenue Agency and INPS.

In the event that the verifications carried out result in untruthful declarations and this is relevant for the purposes of granting the benefit, the student is required to pay the difference of the second instalment resulting from the verification of the ISEE and is subject to the sanctions provided for in art. 10 of Legislative Decree no. 68 of 29 March 2012.

The administrative sanction is commensurate with the level of deviation of the final category to which it belongs, on the basis of the declared income, compared to the actual category, on the basis of the ascertained income, according to the following criteria:

- Deviation of an end category: penalty € 500,00;
- Deviation of two end categories: penalty € 1,143.00;
- Deviation of three final categories: penalty € 1,786.00;
- Deviation of four end categories: penalty € 2,429.00;
- Deviation of five end categories: penalty € 3,071.00;
- Deviation of six final categories: penalty € 3,714.00;
- Deviation of seven end categories: penalty € 4,357.00;
- Offset of eight end categories: penalty € 5,000.00;

The amount due as a penalty, resulting from an assessment, may be paid in instalments, upon a duly motivated request, by decree of the Director General of the University, up to a maximum of 10 instalments. The student also loses the right to the benefit for the entire duration of the course of study. In the event of non-payment of the fine within the deadline, the University will block the student's career.

For anything not explicitly regulated by these Regulations, express reference is made to the current legislation on the subject.





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