Tuition Fees

Taxes and contributions

The University of Rome Tor Vergata, in accordance with art.1, c. 254 of law 232 of December 11th, 2016 "Bilancio di previsione dello Stato per l’anno finanziario 2017 e bilancio pluriennale per il triennio 2017-2019", has defined the levels of student fees to be paid for degree courses, in accordance with the principles of equality, advancement and progress, aiming to guarantee the right to study and to promote student dedication and merit.
Therefore, the University has established a new fee accounting system based on the following parameters:
- ISEE-University
- Degree course
- Merit criteria that consider the amount of ECTS credits (CFU in Italian) obtained and the year of registration of the degree course.
The degree courses have been divided into the following 6 classes of contributions based on the cost of didactic, scientific and administrative services:

<table>
<thead>
<tr>
<th>Contribution class 1</th>
<th>Contribution class 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ordinary taxation:</strong></td>
<td><strong>Bachelor degree courses, one-cycle degree courses, one-cycle degree courses, Master degree courses not included in other contribution classes.</strong></td>
</tr>
<tr>
<td>From 0 Euros to a maximum of 2270 Euros</td>
<td></td>
</tr>
<tr>
<td><strong>Superior taxation:</strong></td>
<td><strong>One-Cycle degree in Law</strong></td>
</tr>
<tr>
<td>From 200 Euros to a maximum of 2576 Euros</td>
<td></td>
</tr>
<tr>
<td><strong>Maximum taxation:</strong></td>
<td><strong>Hybrid and online course³</strong></td>
</tr>
<tr>
<td>From 450 Euros to a maximum of 2932 Euros</td>
<td></td>
</tr>
<tr>
<td><strong>Ordinary taxation:</strong></td>
<td><strong>One-Cycle degree courses (Medicine and Surgery and Civil engineering-Architecture), Master degree in Human Nutrition Sciences, Master degree in Health</strong></td>
</tr>
<tr>
<td>From 0 Euros to a maximum of 3100 Euros</td>
<td></td>
</tr>
<tr>
<td><strong>Superior taxation:</strong></td>
<td><strong>Master degree in Biotechnology (held in English)</strong></td>
</tr>
<tr>
<td>From 200 Euros to a maximum of 3448 Euros</td>
<td></td>
</tr>
<tr>
<td><strong>Maximum taxation:</strong></td>
<td><strong>Bachelor degree in Engineering Sciences (held in English)</strong></td>
</tr>
<tr>
<td>From 500 Euros to a maximum of 3895 Euros</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Master degree in Physical Activities and Health Promotion (held in English)</strong></td>
</tr>
</tbody>
</table>
3 A 20% discount is provided for these kinds of courses in the Macroarea of Humanities and Philosophy.
<table>
<thead>
<tr>
<th>Contribution class 3</th>
<th>Contribution class 4</th>
<th>Contribution class 5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ordinary taxation:</strong></td>
<td><strong>Ordinary taxation:</strong></td>
<td><strong>Ordinary taxation:</strong></td>
</tr>
<tr>
<td>From 0 Euros to a maximum of 3600 Euros</td>
<td>From 0 Euros to a maximum of 4250 Euros</td>
<td>From 0 Euros to a maximum of 5250 Euros</td>
</tr>
<tr>
<td><strong>Superior taxation:</strong></td>
<td><strong>Superior taxation:</strong></td>
<td><strong>Superior taxation:</strong></td>
</tr>
<tr>
<td>From 200 Euros to a maximum of 4042 Euros</td>
<td>From 200 Euros to a maximum of 4655 Euros</td>
<td>From 200 Euros to a maximum of 5705 Euros</td>
</tr>
<tr>
<td><strong>Maximum taxation:</strong></td>
<td><strong>Maximum taxation:</strong></td>
<td><strong>Maximum taxation:</strong></td>
</tr>
<tr>
<td>From 500 Euros to a maximum of 4445 Euros</td>
<td>From 550 Euros to a maximum of 5210 Euros</td>
<td>From 600 Euros to a maximum of 6105 Euros</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Master degree in Business Administration (held in English)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Master degree in Finance and Banking (held in English)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Master degree in Pharmacy (held in English)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Bachelor degree in Business Administration and Economics (held in English)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Master degree in Economics (held in English)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Master degree in European Economy and Business Law (held in English)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- One-Cycle degree in Medicine and Surgery (held in English)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- One-Cycle degree in Conservation and Restoration of Cultural Heritage</td>
</tr>
<tr>
<td>Contribution class 6</td>
<td></td>
<td></td>
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<tr>
<td>----------------------</td>
<td></td>
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</tr>
</tbody>
</table>
| - **Ordinary taxation:**  
  From 0 Euros to a maximum of 7250 Euros |
| - **Superior taxation:**  
  From 200 Euros to a maximum of 7763 Euros |
| - **Maximum taxation:**  
  From 600 Euros to a maximum of 8255 Euros |

- Bachelor degree in Global Governance (held in English)
Three types of contribution have been defined, for each contribution class, which consider the number of ECTS credits obtained and the year of registration for the degree course:

- **Ordinary taxation** is applied to those students who are:
  a) enrolled on a degree course in the 2018/2019 academic year;
  b) enrolled in the 2017/2018 academic year and who have obtained at least 10 ECTS credits (or 6 ECTS credits for part-time students) from 10th August 2017 to 30th September 2018;
  c) registered within a delay of maximum one year later than the natural duration of the course and those who have obtained at least 25 ECTS credits (or 18 ECTS credits for part-time students) from 10th August 2017 to 30th September 2018;

In this Ordinary taxation, a “no tax area” is foreseen for students who have an ISEE-University between 0 Euros and 13,000 Euros (students will have to pay only the regional fee).

- **Superior taxation** is applied to those students who registered within a delay of maximum one year later than the natural duration of the course and who have obtained at least 6 ECTS credits from 10th August 2017 to 30th September 2018;

- **Maximum taxation** is applied those students who have:
  - registered with a delay of more than one year later than the natural duration of the course.
  - registered within a delay of maximum one year later than the natural duration of the course and who have not obtained at least 6 ECTS credits from 10th August 2017 to 30th September 2018;

The tuition fee will be calculated based on the ISEE-University, as follows:

- For an ISEE-University between 0 Euros and 90,000 Euros: the contribution will be proportional to the value and will vary according to the contribution class and the type of taxation of the course;
- For ISEE-University of more than 90,000 Euros or for students that have no ISEE-University: the contribution will be the maximum foreseen for the contribution class and type of taxation of the course.

In cases where it is not possible for foreign students to calculate their ISEEU-University and submit it to the University, the following taxation will be applied:

- 80% of the maximum rate for the students coming from developing countries ([Ministerial Decree of 9th June 2017 n. 1455](http://iseeu.uniroma2.it/))
- 100% of the maximum rate for all the other international students.

**Important**

In order to better understand the taxation system, listed below is a fee simulator: [http://iseeu.uniroma2.it/](http://iseeu.uniroma2.it/) select “Simulatore tasse 2018/19”.
Verification procedure regarding merit requirements needed for the calculation of university taxes

The evaluation system regarding merits (the number of ECTS credits obtained) is calculated automatically and requires no official application by the student. The ECTS credits (CFU) must be obtained within the twelve months before August 10th preceding registration. Only the registered exams within the above-mentioned date will be considered, except for credits obtained after an internship attended by students of health care degree courses. In this case, credits will be considered even if registered later than August 10th and before September 30th.

ECTS credits (CFU) of eventual “integrated” exams need to be registered by September 30th.

Credits obtained abroad at partner Universities during a student mobility program will be evaluated only if registered in the twelve months before September 30th, preceding registration.

Payment and deadlines of tuition fees

Students who intend to make use of the services provided by the University of Rome Tor Vergata must be up to date with the payment of fees and university contributions.

Students who are behind with the payment of their fees:

- cannot take exams
- cannot obtain any certificate relative to his/her student career
- cannot transfer credits to another University

Fees and contributions have to be paid with the following modalities:

a) First Instalment

All students except for those who are exempt from payment must pay the first instalment which includes:

1. 16-euro stamp duty
2. 140-euro regional fee
3. University contribution that varies according to the type of taxation:
   a. Ordinary taxation: 0 Euros
   b. Superior taxation: 200 Euros
   c. Maximum taxation: 332 Euros

An example of how the first instalment is calculated is shown below

<table>
<thead>
<tr>
<th>Taxation class (in</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ordinary</td>
<td>Superior</td>
<td>Maximum</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------</td>
<td>----------</td>
<td>---------</td>
</tr>
<tr>
<td>Revenue stamp</td>
<td>16</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>Regional fee</td>
<td>140</td>
<td>140</td>
<td>140</td>
</tr>
<tr>
<td>Tuition fee</td>
<td>0</td>
<td>200</td>
<td>332</td>
</tr>
<tr>
<td>Amount 1st Installment</td>
<td>156</td>
<td>356</td>
<td>488</td>
</tr>
</tbody>
</table>

- **Deadline for the payment of the First Instalment**
  For the **students enrolling in the first year**, the first instalment must be paid during the enrolment procedures. If this is not specified in the course call, the first instalment must be paid by **November 5th, 2018**.
For enrollment in academic years following year one, the first instalment must be paid by November 5th 2018. The first payment slip is issued by the Delphi system in the section reserved for initial registration in year one or in the following academic years.

- **Penalties:**
  In cases of late payment, a penalty will automatically be added to your next instalment:
  - 50 Euros for payments made by December 31st, 2018
  - 100 Euros for payments between January 1st and March 29th, 2019

**b) Second Instalment**

The amount of the second instalment is based on the contribution class of the degree course, the type of taxation (ordinary, superior or maximum) and the student’s family income (ISEE-University).

**PRINT OF SECOND INSTALLMENT PAYMENT SLIP**

b. Select “Student Section”
c. Click on Key 4 “MANAGE CAREER ONLINE”
d. Select “Payment of Taxes and contributions”
e. Print the payment note
f. Pay the instalment at any UniCredit Bank. The receipt will contain an AUTH code (confirmation code). It is also possible to pay your participation fee and university contributions online by clicking here or by connecting to the Unicredit website, [https://www unicredit it/en/privati/internet-e-mobile/tutti-i-service-internet-and-mobile_other-services_tax-university.html](https://www.unicredit.it/en/privati/internet-e-mobile/tutti-i-service-internet-and-mobile_other-services_tax-university.html) and then clicking on: Università degli Studi di Roma “Tor Vergata” > Pagamenti (Payments).
g. Connect again to the Delphi Online Services site and enter the payment details (CTRL and AUTH codes) and you will be issued a bank receipt which confirms your payment.

- **Deadline for the payment of the Second Instalment**
  The second instalment may be paid in two ways:
  a. **Divided into two payments (standard option)**
     - 50% by March 29th, 2019
     - 50% by May 31st, 2019
  b. **A single payment by March 29th, 2019** if you select “pagamento in un’unica soluzione” (single payment) or if the second instalment is lower than 300 Euros.

- **Penalties:**
In case of late payment, a penalty will be automatically added to your next instalment of:
- 50 Euros for payments within one month after the deadline
- 100 Euros for payments more than one month after the deadline

N.B: It is important to remember that fines due to late payments can be avoided by guaranteeing that all instalments are paid within the established deadlines. Should the student request a reappraisal of the instalments, a price adjustment will be recalculated.

In order to better understand the taxation system, listed below is a fee simulator: [http://iseeu.uniroma2.it/](http://iseeu.uniroma2.it/) select “Simulatore tasse 2018/19”.
Methods of Payment

Tuition fees can be paid at any UniCredit Bank Agency in Italy. On your receipt, there will be a confirmation code (AUTH code). It is also possible to pay your participation fee and university contributions online by clicking here or by connecting to the Unicredit website, https://www unicredit it/en/privati/internet-e-mobile/tutti-i-services-internet-and-mobile/other-services/tax-university.html and then clicking on: Università degli Studi di Roma “Tor Vergata”> Pagamenti (Payments).

N.B. Use only the payment slip issued by the system at the moment of enrolment/registration. Any other payment made and in any other way (e.g. through a direct credit transfer) will not be considered valid in the enrolment procedure and will not be refunded.

Online and hybrid courses in the Macroarea of Humanities and Philosophy

Contribution class 1, reduced by 20%, will be applied to students who have enrolled in online and hybrid courses in the Humanities and Philosophy Macroarea.

The amount to be paid by the students in the “superior” or “maximum” tax bracket cannot be lower than 200 Euros.

In order to better understand the taxation system, listed below is a fee simulator: http://iseeu.uniroma2.it/ selecting “Simulatore tasse 2018/19”.

ISEE–University

Students who wish to apply for university tax reductions must, through their reserved area of the Delphi portal, authorize the University to consult the INPS database in order to obtain their ISEE-University certificate. The deadline for this procedure is December 17th, 2018.

Students who decide not to apply for a reduction in tuition fees, who do not have a valid ISEE-University, who have an ISEE-University of more than 90,000 Euros or who do not authorize the consultation of the INPS database will automatically have to pay the maximum fee foreseen for their contribution class.

The University will not accept ISEE certifications that:
- have expired and which are therefore invalid
- are incomplete or compiled in the wrong way
- are deemed to be ineligible to obtain tax benefits for University studies

After the acquisition of the ISEE-Università certification, the taxes and contributions will be recalculated. Following this, no new forms of certification will be permitted for the remaining part of the academic year.

What is an ISEE certification and what is it for?
The ISEE (Equivalent Economic Situation Indicator) certificate is the instrument used to evaluate the economic situation of students who are eligible for benefits. This can be obtained by combining and considering three elements: income, assets and family. For the purpose of tuition fees, if parents are not members of the family unit, students can be considered to be a single member of the family only in the following cases:

- students have not been living in the original family home (or in a house owned by a family member) for at least two years since the date of their original enrolment application for each time they apply for a course.
- the student has an adequate income.

Both conditions must be satisfied, otherwise students will be considered as a member of their parents’ family.

In accordance with current legislation, the only ISEE considered valid for the calculation of tax brackets and other benefits provided by the University is the ISEE-University

How to apply for an ISEE-University

In order to obtain the ISEE for services regarding the right of study (ISEE-University), students must fill in the form entitled “Dichiarazione sostitutiva unica (DSU) integrale”.

- The DSU contains information about the family and its members and about the assets and incomes of each member of the family. It must be filled out and be handed in at the following offices:
  - Centri di Assistenza Fiscale CAF
  - INPS, also online using the INPS portal

Having compiled and consigned their DSU, students must wait for an average of ten working days to obtain their ISEE-University.

Given that in order to compile the DSU, a lot of information concerning property, assets, and income must be collected, the procedure may be time-consuming. **Students should submit their DSU as soon as possible** to the CAF office which will provide the ISEE-University.

**The University cannot offer a direct DSU service.**

As soon as INPS or CAF provides the ISEE-University certification, the student must check on the Delphi platform that the uploaded document is correct and control the amount to be paid in the second instalment by December 17th, 2018.

Should any errors come to light, the student must report them through the following email address: caf@supporto.uniroma2.it.

**Foreign Students**
Foreign students who are not financially independent or whose families reside abroad and any Italian student whose income derives from another country, who would like a reduction in university fees, will have to obtain their ISEE-University certificate, from any CAF Office by December 17th, 2018.

To obtain an ISEE-University certificate, students must provide details regarding their incomes and assets in Italy and their incomes and assets abroad of each member of their family.

These documents need to be issued by the competent authorities in the country where the incomes are produced. They must also be officially translated by the Italian Diplomatic Authorities of that country together with the income expressed in Euros.

In those countries where obtaining such documents is difficult, the documentation may be requested at the foreign diplomatic Authorities in Italy and certified by the Prefecture in accordance with art.33 of the Decree of the President of the Republic, n. 445 of 28th December, 2000.

For foreign students from particularly poor countries indicated in the Ministerial Decree of 9th June 2017, n.1455, their income will be evaluated according to the documentation issued by the Italian Embassy in the student’s country of origin in order to certify that the student does not belong to an upper-class family with a high income(DPCM 97472001).
Having obtained their certificates, students must then go to the Foreign Student Secretarial Office and consign a copy of their final ISEE-University certificate issued by CAF together with all the documentation related to the certification. Following this, students will be able to check how much they will have to pay in their second instalment. Should any errors come to light, students must report them to the following email address: caf@supporto.uniroma2.it

**N.B.**

The University will apply the following tuition fees to foreign students who either do not provide or cannot provide an ISEE-University certificate:

- 80% of the maximum rate for students from low-income countries ([Ministerial Decree 9th June 2017 n. 1455](https://www.gazzettaufficiata.it/2017/06/1455/))
- 100% of the maximum rate for all other international students.

For further information regarding ISEE-University, connect to the following website issue.uniroma2.it.

**Deadline for the ISEE-University submission**

The ISEE-Università certification regarding the right to participate in a university course must be applied for by 17th December 2018. On receiving the ISEE certification, students, through the Delphi portal, must immediately authorize the University to obtain the ISEE-U from the INPS portal by no later than 15th January 2019.

Therefore, students must not consign any document to the University, nor should they send their ISEE-Università by e-mail.

Should the DSU not be presented by the deadline of December 17th, 2018, **students will be placed in the highest income bracket** and therefore will not be entitled to any reduction in their tuition fees. If the DSU is presented after **December 17th, 2018**, a penalty will be applied as follows:

<table>
<thead>
<tr>
<th>Application dates</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>From December 18th 2018 to March 15th 2019</td>
<td>150 Euros</td>
</tr>
<tr>
<td>From March 16th 2019 to May 31st 2019</td>
<td>200 Euros</td>
</tr>
</tbody>
</table>

The penalty for the late submission of ISEE-University **may be combined with other penalties** such
as a late payment of tuition fees.

The penalty for the late transmission of your ISEE-University will not be applied in the following cases:

- Enrolment in a Degree (bachelor, master and one-cycle master degree) if the deadline for the enrolment is later than December 1st, 2018;
- Enrolment in courses with an admission test after December 1st, 2018;
- Enrolment after December 31st, 2018 due to a transfer from another University.

Students must retain their ISEE-University certificate as the University may in the future request to check it.

After the acquisition of the ISEE-Università certification, the taxes and contributions will be recalculated. Following this, no new forms of certification will be permitted for the remaining part of the academic year.

7.5.5- Recommendations

- Students who have applied for a Laziodisu scholarship, in the event that this scholarship is not awarded or is withdrawn, in order to obtain tax reductions, will have to, however, through their reserved area of the Delphi portal, authorize the University to consult the INPS database in order to obtain their ISEE-University certificate. The deadline for this procedure is December 17th, 2018.
- Students who submit a “domanda cautelativa” (precautionary application) in order to obtain a reduction in tuition fees due to their income and who fail to graduate in time must, through their reserved area of the Delphi portal, authorize the University to consult the INPS database in order to obtain their ISEE-University certificate. The deadline for this procedure is December 17th, 2018.

Exemptions

Total exemptions

The following types of exemptions are to be considered for those students that are enrolled in Bachelor and Master degree courses, and one-cycle Master Degree courses.

A) Students with disabilities
Students with certificated disabilities, equal or higher than 66%, or students with disabilities in accordance with art. 3, paragraph 1 and 3 of Italian Law n.104 of 5th February 1992, are totally exempt from the payment of taxes and tuition fees at initial enrolment and registration in the
following academic years. Documentation, issued by a competent body, must be provided to demonstrate students’ disability, which must be consigned to the Technical Secretary of the Committee for the Disabled (Segreteria Tecnica della Commissione per l’inclusione degli studenti con Disabilità) and DSA (CARIS) in Via del Politecnico, 1 (Faculty of Engineering). In accordance with art. 5 of law n. 221 of the Ministerial Decree of 7th May 1999, wounded and mutilated war victims are to be included in this category.

INSTRUCTIONS REGARDING THE EXEMPTION PROCEDURE

Students that are entitled to total exemption must follow the above-mentioned enrolment instructions clearly stating the reasons behind their request (disabilities/victims of crime).

Students must bring a disability certificate of the National Health System of their country of origin, translated and legalized in Italian, declaring what and how serious the disorder/disability is in order to decide if he/she can benefit from the exemption of university fees.

The system will release a bank pay slip of ZERO Euros, which must be validated with the AUTH code printed on the slip. Students are required to consign their documentation certifying their disability to the Technical Secretary of Commission for the Disabled (Segreteria Tecnica della Commissione per l’inclusione degli studenti con Disabilità) and DSA (CARIS) (segreteria@caris.uniroma2.it), within 60 days of their enrolment.

CARIS will check students’ eligibility and if it is considered valid, CARIS will:

a. Validate fee exemption;
b. email the student in order to confirm the exemption of fees;
c. send a copy of the disability document to the Student Secretarial Office;

If it is not considered valid, CARIS will:

a. rehabilitate the payment of the first instalment;
b. email the student informing him/her that they must pay the first instalment;
c. inform the Student Secretarial Office that the student is not eligible for exemption.

In cases of “temporary invalidity”, students must repeat the above-mentioned procedure for each future academic year.

B) Victims of Organized crime and terrorism, plus victims injured in the course of duty

Students who have become invalids or are sons and daughters of invalids as a result of acts of terrorism or organized crime in Italy are totally exempt from the payment of fees and university taxes regarding enrolment in degree courses and subsequent registration in the academic years that follow. Victims of terrorism and organized crime in accordance with the Decree of the President of the Republic law n. 243 of 7th July 1971 are to be considered equivalent to victims injured in the course of duty together with their family members and children (100% disability) in accordance with art.30 of law 118 of 1971.
Political refugees

Foreign citizens who have been officially recognized as political refugees in accordance with the Geneva Convention of 28\textsuperscript{th} July 1951 and ratified through law n. 722 of 24\textsuperscript{th} of July 1954 are exempt from the payment of university fees. Please note that political refugee students who are behind in the exam programme of the degree course or have gone beyond the natural duration of their course (fuori corso) are not entitled to this exemption. The percentage of students who can benefit from
this exemption can be no higher than 5% of the total number of foreign students enrolled in the previous academic year. Students must prove their status of political refugee by providing official documentation issued by a specific Italian Commission for Political Refugees of the Ministry for Internal Affairs.

D) Students with the LAZIODISU Scholarship

Students who have applied for a Laziodisu scholarship must pay only a stamp duty (marca da bollo) of 16 euros. If they are neither winners nor eligible following publication of the final Laziodisu ranking list, they will have to pay their first instalment within 30 days from when they have access to the payment procedure. The following payments will have the same deadlines as those foreseen for all students, or if more favourable, within 30 days of the deadline established for the first installment. Any students that make their payments beyond the expiry date will have to pay a fine of 100 euros.

*Please remember that if students do not validate their payment made at Unicredit Bank, their application will be considered invalid and they will lose all rights to a Laziodisu Scholarship.*

N.B. Students who have applied for a Laziodisu scholarship, in the event that this scholarship is not awarded or is withdrawn, in order to obtain tax reductions, will have to, however, through their reserved area of the Delphi portal, authorize the University to consult the INPS database in order to obtain the ISEE-University certificate. The deadline for this procedure is December 17th, 2018.

E) Foreign students with scholarships

Foreign students benefitting from scholarships granted by the Italian government obtained due to development programmes and intergovernmental, cultural and scientific agreements, and relative periodical executive programmes are totally exempt from the payment of tuition fees and contributions. In the academic years that follow year one, tax exemption will depend on the renewal of the scholarship by the Ministry of Foreign Affairs, and conforming to the conditions laid out in art.4, paragraph 2 of Law by Decree n. 68 of 29th March 2012.

F) Students with an Italian high school vote of 100/100

All students with a high school vote (Italian school) of 100/100 are entitled to enrol for the first time in the first year of a university degree course at the University of Rome Tor Vergata with no payment of taxes. The only payment they must make is stamp duty (imposta di bollo) and a regional tax.

G) Winners of the National Mathematics Olympics and similar initiatives.

Winners of the National Mathematics Olympic Games or other similar initiatives are exempt from the payment of the second instalment of their first year of university courses.
Students who have been awarded an Olympic medal

Students who have been awarded an Olympic medal are totally exempt from the payment of tuition fees for the entire duration of the degree course. They only have to pay the regional tax and a stamp duty (imposta di bollo).

Partial exemption of the second instalment

The following partial exemptions are to be considered only for those students who are enrolled in Bachelor and Master Degree courses and one-cycle Master Degree courses.

The reductions in force for partial exemptions cannot be accumulated. Furthermore, please note that these reductions cannot be added even to the 30% discount foreseen for part-time courses.

These reductions are not valid in combination with others.

The procedure regarding the application for partial exemption of the second instalment is activated on the Delphi platform following payment of the first instalment.

Applications for partial exemptions must be compiled by 15th March 2019 (apart from maternity benefits, which must be requested by 31st December 2018)

A) Students with disabilities of between 46% and 65%

Students with disabilities between 46% and 65% are entitled to a 20% reduction on their second instalment in accordance with a ruling of the Executive Board of the University of 24th March 2015. Students must obtain documentation, issued by a competent body, which certifies their disability and which must be consigned to the Technical Secretary of the Commission for the Disabled (Segreteria Tecnica della Commissione per l’inclusione degli studenti con Disabilità) and DSA (CARIS) in Via del Politecnico, 1 (School of Engineering), by 15th March 2018.

CARIS will check students’ eligibility and if it is considered valid, CARIS will:

- d. Validate fee exemption;
- e. email the student in order to confirm the exemption of fees;
- f. send a copy of the disability document to the Student Secretarial Office;

If it is not considered valid, CARIS will:

- d. rehabilitate the payment of the first instalment;
- e. email the student informing him/her that they must pay the first instalment;
- g. inform the Student Secretarial Office that the student is not eligible for exemption.

B) Students with brothers or sisters currently enrolled at University of Rome Tor Vergata

Each brother or sister is entitled to a 10% reduction of the second instalment on condition that the ISEE-University of each brother/sister is equal to or lower than 23,000 Euros. This sum was updated in accordance with Ministerial Decree n. 174 of 23rd March 2016 (Aggiornamento soglie ISEE e ISPE anno
academic 2016/2017)

C) **Employees of the University of Rome Tor Vergata**

Employees of the University will have an automatic right to a 50% reduction in university fees regardless of their level of income.

D) **Sons and daughters of employees of the University of Rome Tor Vergata enrolled at the university**

A reduction of the second instalment of 50% is foreseen for students who have at least one parent working on an open-ended or fixed-term contract with an ISEE-university of no more than 50,000 Euros in accordance with a ruling of the University Executive Board of 29th May 2017.

E) **Students residing in Italy outside the Region of Lazio**

Students who officially reside in Italy outside the Region of Lazio are entitled to a reduction in university fees of 5%.

F) **Students with a degree score of 110/110 who decide to enrol in a master degree course**

A reduction in university fees of 10% is foreseen for students who have graduated at the University of Rome Tor Vergata or another Italian university with a score of 110/110 and who decide to enrol in a master degree course.

G) **Students participating in the Olympic Games.**

Students participating in the Olympic Games are entitled to a reduction of 30% of the “all-inclusive” tuition fee.

H) **Maternity**

During maternity, students can decide to interrupt their studies. Should students opt for this possibility of a one year break, the starting point will be based on the date of birth of their child. Mothers, from this date, will be able to choose within the following three years when exactly to exercise this right. Students deciding not to interrupt their studies for maternity reasons are entitled to a 30% reduction of university fees foreseen for their degree course for one year. Please note that it is possible to apply for this reduction by no later than 31st December 2018.

**Exemption from admission test payment**
The following categories of students are exempt from the contributions to be paid in order to participate in the admission test for Bachelor Degrees, Master Degrees and One-cycle Master Degrees:

- Disabled students in accordance with article 3, paragraph 1 and 3 of the Law of 5th February, 1992, n.104 or students with an invalidity equal to or more than 66% (D.R. 19161 of 2nd June, 2014);
- Students who have graduated at the University of Rome Tor Vergata with a grade of at least 100/110 are exempted from the contributions to be paid in order to participate in the admission test for Master Degree courses;
- Foreign students who do not officially reside in Italy (in accordance with a ruling of Board of Directors of 24th March, 2015).
Various contributions

The following table contains the contributions to be paid for the 2018/2019 academic year:

<table>
<thead>
<tr>
<th>Contribution</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of enrolment booklet (libretto iscrizione)</td>
<td>70 euros³</td>
</tr>
<tr>
<td>Copy of your parchment (Degree certificate)</td>
<td>120 euros⁴</td>
</tr>
<tr>
<td>Fees regarding participation in admission tests and orientation tests for</td>
<td>30 euros</td>
</tr>
<tr>
<td>degree courses with free access</td>
<td></td>
</tr>
<tr>
<td>Contribution regarding the obtaining of official recognition of academic</td>
<td>70 euros</td>
</tr>
<tr>
<td>qualifications obtained abroad</td>
<td></td>
</tr>
<tr>
<td>- no penalty from 1st September to 6th November</td>
<td></td>
</tr>
<tr>
<td>- including a penalty of 50 Euros from 8th November to 31st December</td>
<td></td>
</tr>
<tr>
<td>State examinations</td>
<td>250 euros³</td>
</tr>
<tr>
<td>300 euros⁶ only for graduates in Medicine and Surgery</td>
<td></td>
</tr>
<tr>
<td>Students that have interrupted their studies</td>
<td>500 euros for the resumption of studies</td>
</tr>
<tr>
<td>Recognition of expired Exams</td>
<td>60 euros</td>
</tr>
<tr>
<td>and if accepted 500 Euros</td>
<td></td>
</tr>
<tr>
<td>Contribution regarding transfer to other Universities (by 31/12/2018)</td>
<td>166 euros⁴</td>
</tr>
<tr>
<td>Transfer Contribution (by 31/12/2018)</td>
<td>66 euros⁴</td>
</tr>
<tr>
<td>Authenticated copy of the Rectoral Decree of Equivalence</td>
<td>150 euros</td>
</tr>
<tr>
<td>Copy of parchment (degree certificate) regarding the Specialization Schools</td>
<td>130 euros⁴</td>
</tr>
<tr>
<td>University Masters and equivalent foreign academic qualifications</td>
<td></td>
</tr>
</tbody>
</table>