

## EXEMPTION FROM THE UNIVERSITY FEES

In case of any doubts about the meaning of the text, refer to the Italian version.

For the 2023/2024 academic year the University of Milano-Bicocca provides for total or partial exemptions from University Contribution for the students enrolled in:

- Bachelor's degree, single-cycle master's degree;
- master's degree;

Requests for exemption must be submitted using the Online Student Registry (Student Services Online) **from January 29<sup>th</sup> 2024 to February 29<sup>th</sup> 2024**, according to the procedure described throughout this guide at points 4 and 5.

There are no cases of exemption from paying the 16,00 Euros stamp duty for the enrollment in the academic year, while exemption from paying the 140 Euros Regional Tax is intended only for students with recognition of disability pursuant to article 3, paragraph 1 or 3, of the law n. 104 of 5 February 1992, or for students with a disability of 66% or more and for students detained in Lombard prisons.

DEADLINES		
Type of exemption	First year	Subsequent years
TOTAL exemption for students with a disability pursuant to article 3, paragraph 1 or 3, of the law n. 104 of 5 February 1992, or for students with a disability of 66% or more.	During the enrollment	During the enrollment in the new academic year: <b>from July 17<sup>th</sup> 2023 to October 2<sup>nd</sup> 2023</b>
TOTAL exemption: - students with retirement parents of disability (art. 30 L. 118/1971) - refugee/stateless students	Throughout the academic year on request by writing to <a href="mailto:segr.studenti.tasse@unimib.it">segr.studenti.tasse@unimib.it</a>	
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Exemption for MERIT	Application by Online Student Registry (Student Services Online) <b>from January 29<sup>th</sup> 2024 to February 29<sup>th</sup> 2024</b>	
Exemption for WORKING STUDENTS		
Exemption for STUDENTS OF THE SAME HOUSEHOLD		
Exemption for STUDENTS WITH A DISABILITY BETWEEN 45% and 65%		
Exemption for STUDENTS EMPLOYED IN THE UNIVERSITY		
Exemption for MAE (Ministry of Foreign Affairs) SCHOLARSHIP BENEFICIARIES		
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Other types of exemptions indicated in this guide	Automatic exemption	
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Delivery of any required documentation	<b>No later than 10 days</b> after the application for exemption (with the exception of the CU for working students)	
Appeals	No later than <b>March 30<sup>th</sup> 2024</b>	

## 1 – TOTAL EXEMPTIONS

Amount	Students entitled to exemption
100% of the Total University Contribution	<ul style="list-style-type: none"> <li>beneficiaries of scholarship (University Scholarship and DS scholarship);</li> <li>beneficiaries of DS honor loans;</li> <li>students eligible for the DS scholarship who do not succeed in winning a scholarship due to lack of funds;</li> <li>beneficiaries of Ministry of Foreign Affairs scholarship;</li> <li>students with a disability pursuant to article 3, paragraph 1 or 3, of the law n. 104 of 5 February 1992, or for students with a disability of 66% or more;</li> <li>for incarcerated in Lombardy penitentiaries.</li> </ul>
100% of the contribution University	<ul style="list-style-type: none"> <li>students with parents receiving an incapacity pension (Article 30 of Law 118/1971);</li> <li>refugees/stateless persons</li> </ul>
50% of the Total University Contribution	<ul style="list-style-type: none"> <li>students beneficiary or eligible for the DS scholarship enrolled in an academic year outside prescribed time after the regular study course for Bachelor's degree, master's degree, single-cycle master's degree;</li> <li>beneficiaries of DS scholarship and students eligible for the DS scholarship who are not entitled to receive the payment of the second installment.</li> </ul>

Note: to obtain the exemption provided for students with parents receiving an incapacity pension (art. 30 L.118/1971) it is necessary that one or both parents have actually obtained the payment of the incapacity pension (pursuant to Article 12 of Law 118/1971) during the academic year 2023/2024 (between 01/10/2023 and 30/09/2024). In this regard, students will be asked to self-certify and document the perception of the pension indicated above and in this regard specific checks will then be carried out with the provider of the pension.

## 2 – PARTIAL EXEMPTIONS

- 1) **for MERIT for student enrolled for the first time** (cannot be combined with the types of exemption at points 2 and 4): reduction of the University Contribution calculated on the basis of the ISEE up to the maximum amount of € 204,00.

Degree course	Requirements for the FIRST year	
	Merit	Income
Bachelor's degree, single-cycle master's degree	high school final grade 60/60 and 100/100	None
Master's degree	bachelor degree final grade 110 or 110 with honors and degree achieved within prescribed time	

- 2) for **WORKING STUDENTS** (cannot be combined with the types of exemption at points 1 and 4): reduction of 30% of the Total University Contribution.

Degree course	Requirements for the FIRST year		Requirements for the second and subsequent years	
	Merit	Income	Merit	Income
Bachelor's degree, single-cycle master's degree	None	ISEE not higher than € 30.000,00	<ul style="list-style-type: none"> <li>the duration of the academic career can be no longer than twice the prescribed time of the degree course;</li> <li>to achieve and register at least 30 credits during the 2022/2023 academic year (credits from activities or exams completed before the enrollment must not be counted).</li> </ul>	ISEE not higher than € 30.000,00
Master's degree				

**For this exemption the student must provide the following documentation:**

- employment: employer certificate and subsequent C.U. 2024. To be considered an employee, the student must have worked for at least six months during the calendar year 2023 with a minimum weekly commitment of 18 hours;
  - self-employment: document certifying the VAT number, a copy of the accounting books and subsequent tax return. The student must prove that he/she has received a total income (deriving from work) not lower than € 9.000,00 exclusive of personal income tax and additional charges, during the calendar year 2023.
  - self-employment as “prestatore d’opera”: to be considered a self-employed worker as “prestatore d’opera”, the student must prove that he/she has worked for at least six months during the calendar year 2023 with a minimum weekly commitment of 18 hours and with a total income (deriving from work) not lower than € 9.000,00 exclusive of personal income tax and additional charges.
- 3) for **STUDENTS OF THE SAME HOUSEHOLD** or **STUDENTS WITH A DISABILITY BETWEEN 45% and 65%** (can be combined with the other types of exemption): reduction of the University Contribution calculated on the basis of the ISEE up to the maximum amount of € 110,00.

Exemption	Requirements	Documents to deliver*
Students of the same household enrolled in	<ul style="list-style-type: none"> <li>students who apply for the exemption must be included in the same ISEE;</li> </ul>	None

the University of Milano-Bicocca	<ul style="list-style-type: none"> <li>students of the same household must be enrolled in the 2023/2024 academic year <u>in the University of Milano-Bicocca</u> and must be up to date with the payment of all the University fees.</li> </ul>	
Students with a disability between 45% and 65%	<ul style="list-style-type: none"> <li>disability between 45% and 65% recognized by a medical commission</li> </ul>	Medical report showing the percentage of invalidity

4) **for STUDENTS EMPLOYED IN THE UNIVERSITY** (cannot be combined with other types of exemption): exemption from second installment and reduction of the first installment balance payment (calculated on the basis of the ISEE) up to the maximum amount of € 110,00.

Enrollment	Requirements
First year	<ul style="list-style-type: none"> <li>be enrolled in the 2023/2024 academic year;</li> <li>be permanently employed by University of Milano-Bicocca.</li> </ul>
Second and subsequent years	<ul style="list-style-type: none"> <li>be enrolled in the 2023/2024 academic year;</li> <li>be permanently employed by University of Milano-Bicocca;</li> <li>to achieve and register at least 30 credits during the 2022/2023 academic year (credits from activities or exams completed before the enrollment must not be counted).</li> </ul>

### 3 - GENERAL REQUIREMENTS VALID FOR ALL TYPES OF EXEMPTION

- These students cannot benefit from any type of exemption:
  - students, enrolled in a first level or second level degree course, who are already in possession of a degree qualification or a university qualification prior the reform, with the exception of students with recognition of disability pursuant to article 3, paragraph 1 or 3, of the law n. 104 of 5 February 1992, or students with a disability of 66% or more;
  - students enrolled in medical Specialisation Schools.
- These students cannot benefit from exemptions regulated by the University: (exemptions for: merit, working students, students of the same household, disability between 45% and 65%, students employed in the University):

- students enrolled in a distance learning degree course and part-time students;
- students enrolled in Masters courses, in advanced and educational courses;
- students enrolled in Ph.D programs;
- students enrolled in Specialisation Schools different than medical.

NB: the first three points do not apply to exemption for students with recognition of disability pursuant to article 3, paragraph 1 or 3, of the law n. 104 of 5 February 1992, or students with a disability of 66% or more. These students can request the exemption for disability even if they are enrolled in the above-mentioned courses.

- students who have made a transfer from another University cannot benefit from the same type of exemption for the same year of studies;
- students who have achieved only a bachelor's degree and who enroll for the first time in a master's degree can request the exemption;
- ECCLESIASTICS must deliver a declaration from the religious community to which they belong, with a certificate of the difficult economic condition of that community.

## 4 – PROCEDURE TO REQUEST THE EXEMPTION

### *Automatic exemption*

These students do not have to submit the request:

- beneficiaries of scholarship (University Scholarship and DS scholarship);
- beneficiaries of DS honor loans;
- students eligible for the DS scholarship who do not succeed in winning a scholarship due to lack of funds;
- beneficiaries of scholarship (University Scholarship and DS scholarship) and students eligible for the DS scholarship who are not entitled to receive the payment of the second installment;
- students incarcerated in Lombardy penitentiaries (it is only necessary to complete the registration procedure indicated by student secretariats).

### *Types of exemption that require the submission of the application:*

- total exemption for beneficiaries of Ministry of Foreign Affairs scholarship (MAE);
- exemption for merit;
- exemption for students with disabilities (read the guide at point 5 to learn more about the particular procedure for this type of exemption);
- exemption for students with a disability between 45% and 65%;
- exemption for students of the same household enrolled in the 2023/2024 academic year in the University of Milano-Bicocca;
- exemption for working students;
- exemption for students employed in the University of Milano-Bicocca.

### **METHOD TO SUBMIT THE APPLICATION ON LINE**

To submit the application the student must:

- have an ISEE certification that is already registered in the Online Student Registry (Student Services Online);
- have already paid for the 2023/2024 academic year all the university fees with the deadline expired before the request of the exemption;
- have filled in the questionnaire available at the "Exemptions" section of the Online Student Registry (it is possible to complete the questionnaire only during the period established for the submission of the application).

#### Procedure to submit the application **from January 29<sup>th</sup> 2024 to February 29<sup>th</sup> 2024**

1. access the Online Student Registry (Student Services Online) and log in by entering the data required for identification;
2. access the Exemption section. The procedure automatically and preliminarily checks for the presence of the ISEE declaration and the completion of the questionnaire;
3. fill in the questionnaire if it has not been completed yet. If the ISEE is missing, contact [segr.studenti.tasse@unimib.it](mailto:segr.studenti.tasse@unimib.it);
4. after the completion of the questionnaire, the button "**check for the possible exemptions**" will be available. By clicking this button, the most advantageous exemption, based on the income and merit requirements and on the administrative status, will be automatically assigned to the student. Any other combinable exemption based on the information resulting from the questionnaire will be assigned as well. If the student does not meet the requirements, the application will be rejected and will be considered as not submitted;
5. print or save the receipt of the submitted application.

Students who could not submit the application on the web by February 26<sup>th</sup> 2024 will have the possibility of submitting it by February 29<sup>th</sup> 2024 using the PDF form that must be asked and sent to [segr.studenti.tasse@unimib.it](mailto:segr.studenti.tasse@unimib.it), using the campus e-mail address. In this case, copies of the required documents must be attached to the application for the evaluation.

## **5 – PROCEDURE FOR STUDENTS WITH DISABILITIES pursuant to article 3, paragraph 1 or 3, of the law n. 104 of 5 February 1992, or disabilities of 66% or more**

### **ENROLLED IN THE FIRST YEAR IN A.Y. 2023/2024**

During the enrollment, students with the above-mentioned disability recognition can immediately request a total exemption from the payment of the University Contribution and the Regional Tax by declaring their condition of disability.

In this case, the exemption is automatically assigned by the system without verifying any merit and income requirements. The PagoPa payment notice will include only the € 16.00 stamp duty.

**Within 10 days from the enrollment date**, students must attach in the Online Student Registry (Student Services Online) a copy of the medical report with the percentage of invalidity or recognition of the handicap pursuant to article 3, paragraph 1 or 3, of the law n. 104.

Students who cannot upload the medical report by the above-mentioned deadline will have to deliver a PDF copy to [segr.studenti.tasse@unimib.it](mailto:segr.studenti.tasse@unimib.it), using the campus e-mail address.

### **ENROLLED IN SECOND AND SUBSEQUENT YEARS IN A.Y. 2023/2024**

Students enrolled in second and subsequent years:

- **who have benefited from this type of exemption in a.y. 2022/2023:** they do not have to send any other exemption request, because the system will assign the same type of the exemption after the enrolment in the academic year. Any changes in the type or percentage of the previously certified disability must be reported to [segr.studenti.tasse@unimib.it](mailto:segr.studenti.tasse@unimib.it)
- **who have NOT benefited from this type of exemption in a.y. 2022/2023:** to obtain this exemption they can contact Student Services – Fees and Funding Sector (writing to the e-mail address [segr.studenti.tasse@unimib.it](mailto:segr.studenti.tasse@unimib.it)) when they enroll in the academic year and fill in the appropriate form. This procedure will allow them to immediately obtain exemption and tax reduction.

The office will perform a spot-check on the possession of the requirements for the benefit.

## 6 – PROCEDURE FOR STUDENTS WITH DISABLED PARENTS and REFUGEE/STATELESS STUDENTS

### How to request

1. from **January 29th 2024 to February 29th 2024:** online mode indicated in point 4 above;
2. At any time during the academic year: by contacting [segr.studenti.tasse@unimib.it](mailto:segr.studenti.tasse@unimib.it)

## 7 – DOCUMENTS DELIVERY

Any required documents are indicated in the receipt available after the submission of the application, that must be printed by the student. The documents must be delivered in a PDF copy to [segr.studenti.tasse@unimib.it](mailto:segr.studenti.tasse@unimib.it), using the campus e-mail address, **within 10 days from the submission date** (the only exception is the CU declaration for the working students, who must send it as soon as it available). The Office has the right to request any document necessary for a better evaluation of the exemption request.

## 8 - APPEALS

The student can check the results of the exemption request in the “Exemption” section of Online Student Registry (Student Services Online).

In case of rejection of the request for exemption, the student can present a documented appeal to the Rector of the University **within 30 days** from the deadline for submitting applications.

In the event of an appeal regarding the merit requirements, the student who has not followed the official study plan must deliver a copy of the individual study plan approved for the 2022/2023 academic year.

The appeal can be presented using the “Esposito” form which must to be sent to [protocollo@unimib.it](mailto:protocollo@unimib.it) and [segr.studenti.tasse@unimib.it](mailto:segr.studenti.tasse@unimib.it) using the campus e-mail address, attaching the documents that demonstrate the reasons and the arguments of the appeal.

The deadline and the procedure for the appeal are mandatory.