

## **University Fee Regulation**

### **Academic Year 2020-21**

Summary for international students

(Approved by the Board of Directors on December 19<sup>th</sup> 2019)

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## 1. Foreword

The official source of the Fee Regulation is “Regolamento tasse e contributi universitari Anno Accademico 2020-21” in Italian.

This document represents a summary of the Fee Regulation for the Academic Year 2020-21. This document is provided in service of the international students. In the event of disputes the parties should refer only to “Regolamento tasse e contributi universitari Anno Accademico 2020-21” in Italian.

## 2. Scope

This Regulation applies to all students enrolled in the Academic Year 2020-21.

## 3. Fees, Deadlines and Penalties

### EU Students

University Fees at Humanitas University vary according to the student economic and patrimonial situation: more specifically, students who hold an EU citizenship can be assigned to four different income categories, which are calculated according to the ISEP Index (Index of the Economic and Property Situation). ISEP is calculated on the basis of the economic and patrimonial situation of the Family Unit (for the definition of Family Unit see par. 4.3).

### Non-EU Students

Students who do not hold an EU citizenship will be automatically assigned to the fourth income category.

University Fees include the enrollment tax (250 €) and do not include accommodation and living expenses. Installments must be paid in full by the deadlines indicated in this document. Any overdue payment will result in the suspension of the student's educational and administrative access, including exam registration. A penalty fee is added to the overdue payments – 20 € for overdue payments under or equal to 1.000 €; 40 € for overdue payments between 1.000 and 3.000 €; 80 € for overdue payments above 3.000 €. The suspension will end upon the payment of all outstanding fees. Payment can be completed by MAV, bank transfer or credit card.

The University Fees for students enrolled in the Academic Year 2020-21, as announced in this Regulation, are not subject to change during the students' academic course years. Students enrolled in the Academic Year 2020-21 will follow these University Fee Regulations for each year of their university course.

**University Fees are in no case refundable.**

**3.1 Medicine and Surgery Degree Course, MedTec School – Students enrolled for the first time in the 2020-2021 academic year**

University Fees for students who enroll for the first time in the Medicine and Surgery Degree Course or in the MedTec School in the Academic Year 2020-21 are indicated in the table below:

Medicine and Surgery Degree Course MedTec School		
Income Category	ISEP Index (in thousands of Euros)	Fees (in Euros)
First	Less than 30	10,156
Second	from 30 to 55	13,156
Third	from 55 to 80	17,156
Fourth	more than 80	20,156

University Fees are paid according to the installments and deadlines indicated in the table below (the installments include the Regional Tax (€ 140) and the stamp duty (€ 16), which will be paid when enrolling and when renewing enrollment for the following academic years).

Medicine and Surgery Degree Course, MedTec School (academic year 2020-21)					
Installments	Deadline	Income category			
		First	Second	Third	Fourth
1^ installment.	When enrolling Or Continuing Students 26-Sep-20	4,156	4,156	4,156	4,156
2^ installment	12-Dic-20	3,000	4,000	5,000	6,000
3^ installment	27-Feb-21	2,000	3,000	4,500	5,000
4^ installment	17-Apr-21	1,000	2,000	3,500	5,000
	<b>Total</b>	<b>10,156</b>	<b>13,156</b>	<b>17,156</b>	<b>20,156</b>

### 3.2 Nursing Degree Course – Students enrolled for the first time in the 2020-2021 academic year

University Fees for the Degree Course in Nursing are indicated in the table below:

Nursing Degree Course		
Income Category	ISEP Index (in thousands of Euros)	Fees (in Euros)
First	Less than 30	1,656
Second	From 30 to 55	2,656
Third	From 55 to 80	3,156
Fourth	More than 80	3,656

University Fees are paid according to the installments and deadlines indicated in the table below:

Nursing Degree Course					
Installments	Deadline	Income category			
		First	Second	Third	Fourth
1^ installment	When enrolling (2 <sup>nd</sup> and 3 <sup>rd</sup> Year 26-Sept-20)	1,156	1,156	1,156	1,156
2^ installment	27-Feb-21	200	1,000	1,400	1,800
3^ installment	17-Apr-21	300	500	600	700
	<b>Total</b>	<b>1,656</b>	<b>2,656</b>	<b>3,156</b>	<b>3,656</b>

### 3.3 Physiotherapy Degree Course – Students enrolled for the first time in the 2020-2021 academic year

University Fees for the Degree Course in Physiotherapy are indicated in the table below:

Physiotherapy Degree Course		
Income Category	ISEP Index (in thousands of Euros)	Fees (in Euros)
First	Less than 30	2,656
Second	From 30 to 55	3,656
Third	From 55 to 80	4.656
Fourth	More than 80	5.156

University Fees are paid according to the installments and deadlines indicated in the table below:

Physiotherapy Degree Course					
Installments	Deadline	Income category			
		First	Second	Third	Fourth
1^ installment	When enrolling (2 <sup>nd</sup> and 3 <sup>rd</sup> Year 26-Sept-20)	1,156	1,156	1,156	1,156
2^ installment	27-Feb-21	1,000	1,800	2,300	2,500
3^ installment	17-Apr-21	500	700	1,200	1,500
	<b>Total</b>	<b>2,656</b>	<b>3,656</b>	<b>4,656</b>	<b>5,156</b>

**3.4 Medicine and Surgery, MedTec School, Physiotherapy, Nursing Degree Courses – Students previously enrolled**

All students enrolled in prior academic years must refer to the Fee Regulation of their year of enrollment.

### **3.5 Repeating and “fuori corso” students**

Repeating students<sup>1</sup>, enrolled in any of the Degree Courses available at Humanitas University in the academic year 2020-2021, are required to complete the full payment of tuition fees as defined by this Regulation.

*Fuori corso*<sup>2</sup> students, enrolled in any of the Degree Courses available at Humanitas University in the academic year 2020-2021, are required to complete the full payment of tuition fees as defined by the following conditions:

- Students who graduate within one (1) extra year outside of their program-allotted time (Spring 2021 Graduation) are assigned to the first income-category bracket, regardless of the value of the **Income Category Determination**. The tuition instalments are due according to the normal deadlines.
- Students who graduate more than one (1) extra year outside of their program-allotted time (Spring 2021 Graduation), starting from the second extra year, are assigned to the income-category determined by the value of the **Income Category Determination**. The tuition instalments are due according to the normal deadlines.

### **3.5 Students enrolled to Specialty Schools**

University Fees for students enrolled to Humanitas University Medical Specialty Schools are € 2.300, divided into the following installments:

- 1<sup>st</sup> installment: € 1.300, due upon enrollment for first-year students;  
€ 1.300, due at the beginning of each academic year for all of the other students;
- 2<sup>nd</sup> installment: € 1.000, due on May 31<sup>st</sup> 2021.

The first installment includes the stamp duty (€ 16,00).

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<sup>1</sup> Students are considered as “*repeating*” when they necessarily need to repeat an entire academic year due to the fact that they have not passed a required exam block to enter into the successive course year.

<sup>2</sup> Students enrolled in their last year of any of the Degree Courses available at Humanitas University in the academic year 2019/2020 who do not succeed in obtaining the final diploma by the 2021 Spring Graduation Session are considered as “*fuori corso*”.

#### **4. Determination of the income category**

##### **4.1 Methodology**

The income category is assigned to the student on the basis of the ISEP Index, which considers the economic and property situation of all members of the student's family unit.

Students enrolled for the first time in the Degree Course of Medicine and Surgery in the Academic Year 2020-21, who do not hold an EU citizenship, will be automatically assigned to the fourth income category.

##### **4.2 Procedure for the determination of income category**

Students who wish to apply for income category determination must fill in the ISEP form by 30<sup>th</sup> November 2020. Students need to go to the University website, [www.hunimed.eu](http://www.hunimed.eu), and log into the Income Category Evaluation Portal through the Fees & Scholarships section of the relevant Degree Course. The username for log-in is the student e-mail account (@st.hunimed.eu) which is received on completing the enrollment process. The password to complete the log-in will be immediately sent to the above-mentioned account.

Instructions on how to fill in the form are available in a guide, which can be found on the first page of the Portal. In order to complete the procedure, students must attach specific financial documents as proof of the data inserted. After completing the procedure, the Portal will display a provisional income category.

The University will verify the documentation and check that the data have been inserted correctly.

If the data and documents entered are correct and complete, the student will receive confirmation of the assigned income category via e-mail.

If the data and documents entered are not correct or incomplete, the University will notify the student via e-mail and he/she will be required to modify the incorrect fields or attach the missing or incorrectly uploaded documents. The University will verify again the correctness of the data entered and of the attached documentation.

The procedure ends only when the University notifies the student of the assignment of the final income category.

The student has the right to request an appointment with the Tuition Fees Office if he or she needs to receive further information or clarifications regarding the determined income category.



The University reserves the right, at any stage of the procedure, to request an appointment with the student in order to verify and discuss data and documents uploaded to the portal.

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The student will be automatically assigned to the fourth income category if:

- he/she does not fill in the ISEP module in accordance with the procedures and deadlines mentioned above;
- he/she does not hand in additional documentation required by the University in accordance with the terms and conditions specified at that time;
- he/she provides false, partial, incomplete information or information not in accordance with the data obtained by the tax authorities or by other institutions.

The University reserves the right to verify the information contained in the submitted documentation with the student him/herself, with the components of the student's family, and with the appointed authorities.

Humanitas University is authorized to carry out verification of the data with any third party, including public administration bodies (i.e. with the Register of Companies, the Land Registry, the Conservatories, etc.). The University is able to exchange information with tax authorities and other public bodies (regions, municipalities, etc.) and, upon request, has access to the Central Tax Record data.

Should the provided data and documentation be false, partial, incomplete or incorrect, the following procedures are applied:

- the automatic assignment to the highest income category;
- the suspension of all educational and administrative access until the student has paid in full the installments according to the highest income category;
- the suspension of the student's academic transcripts;
- when justified, the criminal report of false declaration (Article 76 of D.P.R. 445/2000 and subsequent amendments). For more information on the criminal procedure, please refer to the Italian version of this document.

Both newly-enrolled and current students must annually complete the determination of the income category on the basis of the ISEP Index. Should students decide not to apply, they will be assigned to the fourth income category.

### 4.3 Definition of the Family Unit

The Family Unit is determined by the below parameters, starting from 01/09/2020:

#### Student living with one or both parents

Three cases are outlined:

##### a.1 Student living with both parents or the sole surviving parent

The Family Unit is composed by all the members belonging to the Family Status Certificate of the student.

##### a.2 Student living with a single parent, not legally separated or divorced

The Family Unit is composed by all the members belonging to the Family Status Certificate of both parents, unless specific request of exclusion of certain members is required. This request will be evaluated by the Board of Directors of the University on the basis of reasons and documents specifically provided by the student.

##### a.3 Student living with only one parent legally separated or divorced

The Family Unit is composed by all the members belonging to the Family Status Certificate of the student and the parent not living with the student. The latter is included in the Conventional Nuclear Family if the income of the Conventional Nuclear Family – excluding the parent not living with the student - is less than € 30,000.

#### a. Independent student

If a student declares to be living on his/her own, the Family Unit is composed by the student only, provided that the following three conditions are fulfilled at the same time:

- Family Status is different from the one of the parents;
- actual autonomous primary residence, proved by the Family Status Certificate. The primary residence must not be at any of the parents' or relatives' (up to the fourth degree) properties, which they hold to any title (ownership, lease, loan, use, habitation, possession, etc.) nor at any property where they have their dwelling-house, with effect from 01/09/2018;
- the student has an income of at least € 30,000 for the year 2019.

If even one of the above conditions is not fulfilled, the Conventional Nuclear Family will include the student and all family members belonging to Certificate of Family status of the parents.

b. Married student

The Family Unit is the one indicated by the Family Status Certificate of the student provided that the following two conditions are fulfilled at the same time:

- the student lives with the spouse in an estate neither belonging to the parents or relatives up to the fourth degree of relationship of one of the two spouses, nor having been given to one of the two spouses after 01/09/2018;
- the ISEP calculated on the basis of the Conventional Nuclear Family of a married student (and thus composed by the family of the student) should be more than € 40,000.

If even one of the above conditions is not fulfilled, the Conventional Nuclear Family will include together with the student him/herself all family members belonging to Certificate of Family Status of the parents of the student.

d. Student depending on people other than parents

If the student is included in the Family Status of people other than parents, with whom he lives and on whom he is fiscally dependent, the Conventional Nuclear Family is composed by all the members belonging to the Family Status Certificate of the student. If the student does not meet these requirements, the Conventional Nuclear Family will include the members included in the Family Status Certificate of the students and in the Family Status Certificate of the parents.

#### **4.4 Calculation of ISEP index (Index of Economic and Property Situation)**

**The ISEP index is calculated on the basis of the income of every member of the Family Unit, taking into account both the income produced in Italy and the one produced abroad, as well as any alimony and a percentage of the movable and immovable property held in Italy or abroad. The calculation also recognizes some allowance taking into account particular situations.** The modality of income and property calculation is described below.

If the members of the Family Unit do not have any income, or should it be particularly low, or should the property of the Conventional Nuclear Family be particularly low, the student is required to demonstrate that the Family Unit is able to afford tuition fees.

- **Income**

- To calculate the ISEP index the 2019 taxable income, declared in the Income tax return form submitted to the competent Tax Authority or by certificate issued by withholding agents as well as income from abroad non having been taxed and/or declared, is considered. In the case of income deriving from entrepreneurial, professional and artistic activities, also resulting from holding shares, if the documentation submitted will be considered insufficient, incomplete, incoherent, the University reserves the right to apply other indicators to the economic-patrimonial condition.

The taxable income corresponds to what declared in the Income tax return form for the year 2019 (i.e. for Italian tax payers: Modello Unico 2020, Reddito Imponibile Irpef -line RN4 or Modello 730 2020 – redditi 2019 or in absence of the latters, Certificazione UNICA 2020).

- When calculating the ISEP, also other financial incomes not included in the income tax return form are taken into account. These incomes include for instance: interest rates on bonds, certificates of deposit, postal saving bonds, revenues deriving from investment funds and/or shares and or net dividends of corporations, any other movable property not included in the declaration, gained in 2019. Any false declaration of data and/or omission in addition to the penalties pursuant to the Presidential Decree 445/2000 and subsequent amendments, will result in the insertion in the highest income category.

- **Child support**

- To calculate the ISEP index any child support for the student him/herself or other children of the Family Unit regarding the year 2019 on the basis of a judgment or equivalent procedure according to the legal system of the country of origin are entirely considered for ISEP index calculation, revaluated according to the index of the consumer prices for the families of the workers or employees ISTAT – FOI or equivalent index depending on the country where the judgment has been issued, on 31/12/2019.

- **Immovable Property**

- To calculate the ISEP the buildings and building areas held by members of the Family Unit in the year 2019 being under full ownership, bare ownership, lease, loan, use, habitation, contribute to the extent of 20% (with the exception of the first house and its adjacencies, to which a percentage of 10% is applied) of the values specified below.

- For the properties in Italy, the coefficient is applied to the cadastral value: the latter is equal to the cadastral income revaluated of 5% multiplied by a coefficient that varies depending on the cadastral category of the property: 100 for A, B and C categories, except for A/10 and C/1, 50 for A/10 and D categories, 34 for C/1 and E categories; in case of property not yet included in any cadastral category (because it is a new construction or because it has recently varied in size, quality or nature), the base for the calculation will be a provisional cadastral value calculated by an appointed technician and duly communicated to the *Ufficio tecnico erariale*. The first data to determine the cadastral value of the properties, the cadastral income, can be found in the cadastral documents or in the Modello 730 form under RB or in the Modello UNICO Persone Fisiche form under RB. The second data, the cadastral category can be found in the cadastral documents. For the building lots, the value corresponds to the commercial value on 01/01/2020, in case of difficulties in determining the value it is permitted to consider the IMU value as established by the municipality. **For the properties abroad, the coefficient is applied to the commercial value of the building, value resulting from the contract of sale or from a sworn report by a professional according to the regulations of the place where the property is located, or, should these be missing, multiplying the total square meters by a forfeit value of € 500 per square meter.** If the property is indicated in the income tax return form in the RW, its value will be considered when calculating the IVA FE tax.
  
- **Movable Property**
  - To calculate the ISEP index the 10% of the value of the following data on 31/12/2019 is taken into account:
    - securities deposit account, bonds, certificates of deposit shares and other similar income;
    - Investment funds and units of collective investment and savings;
    - investments in listed corporate enterprises;
    - investments in partnerships, in companies which are not listed, whose value is identified by the share of the net capital represented by the equity participation, resulting from the latest balance sheet approved before the compilation of the self-certification. In case of exemption from the obligation to draw up the balance sheet, the net capital is represented by the amount of the final

- unsold stock and of the total cost of the amortizable goods (net of amortizations), and all other assets (all the value shall be certified);
- endowment policies and pension funds of any kind, whose value is equal to the amounts paid up to 31/12/2019;
- the bank account balance for the amount exceeding € 10,000;
- we specify that every member of the Family Unit must provide written declaration evidence that they do not have any other movable properties in addition to those declared in the documentation handed in to the University.
- **Deductions and benefits**
  - Fiscally dependent members of the family unit: for every member of the Family Unit, from the third member including the enrolled student, a reduction of the 10% of the ISEP is granted;
  - Family Unit with disabled members: for every disabled member of the Family Unit, other than the enrolled student, a reduction of the 10% of the ISEP is granted;
  - Members of the Family Unit who live in rented house with a nominal lease contract or in own home (primary residence) with mortgage, a reduction of the total value of the ISEP equal to the 25% of the mortgage or rent payments for the year 2019 is granted;
  - Members of the Family Unit who own secondary residences with mortgage, a reduction of the total value of the ISEP equal to the 20% of the mortgage payments for the year 2019 is granted;
  - Siblings of students subject to these fee regulations belonging to the same family and enrolled in the course of Medicine and Surgery for the Academic Year 2020-21 will be assigned to the fee category immediately below that of the first sibling, unless the latter is already in the lowest fee category. Fee categories are determined on an annual basis.

#### **4.5 Documents to be handed in**

- The student who claims not to belong to the fourth income category shall upload the above mentioned documentation:
- To determine the Family Unit:
  - for all the students, Family Status Certificate(s) or equivalent documents issued by the country of residence certifying the composition of the family, relevant according to par. 4.3 of these

Regulations (certificate issued by the City / Municipality of residence or, for EU students—including Italian students- self-certification, pursuant to ex art. 46 D.P.R. 445/2000 and later amendments. The signatory is civilly and criminally liable for the content and the truth of the self-declaration);

- for the students with legally separated or divorced parents, exception of the divorce/separation action;
- for the independent or married student, previous Sale deed (buying and selling, donation, etc.) or lease contract of the property where he or she lives with his or her partner and cadastral documents whose date is not earlier than 01/09/2020;
- To determine the income of each member of the Family Unit:
  - copy of the tax return form of every member of the Family Unit (e.g. for Italian taxpayers, Modello UNICO PF form or Modello 730 form) duly completed submitted to the Tax Authorities for the year 2019, with the signature of the declarant in the original, together with receipt of the shipping/deposit to the tax authority;
  - copy of the income tax statement form regarding work and/or pension, issued by withholding agents and duly completed (e.g. for Italian taxpayers Modello CUD form) of every member of the Family Unit regarding the 2019 incomes;
  - copy of the documents proving the non-taxable or exempt incomes of each member of the family unit, including the incomes deriving from work abroad and thus taxed only in the foreign country on the basis of laws against double taxation;
  - ⇨ copy of the declarations of each member of the Family Unit regarding equity ownerships (e.g. for Italian taxpayers Modello UNICO SP form);
  - the above mentioned documents and declaration for not Italian taxpayers shall be accompanied by a legalized translation in Italian;
  - if a member of the family unit is exempt from the submission of Income tax return form, he/she must provide a self-certification describing the exemption reasons and indicating the incomes and the movable and immovable properties relevant to ISEP calculation.
- To determine the immovable property of each member of the Family Unit:
  - cadastral documents, not earlier than 01/01/2020, with reference to each member of the family unit, even in case of properties in bare ownership. In case of properties on an extended loan, right of use, dwelling or in case of properties located abroad, present cadastral documents or

any equivalent document issued or authorized by the competent Authority. The cadastral documents shall not be provided if for the member of the Conventional nuclear family the Modello UNICO PF Persone Fisiche form or Modello 730 form is presented,;

- in case of building lots or properties located abroad, contract of sale with the value of the property, or sworn report certifying the market value (cfr par. 4.4); if the latter is missing, copy of the documents certifying the size of the property;
- to determine the movable property of each member of the Family Unit:
  - copy of the bank statement on 31/12/2019 stating all bank and postal accounts and deposit accounts (the University reserves the right to ask the banking movements of the whole year);
  - copy of the bank statements issued by the banks, mutual funds or Fund advisers with the situation of financial investments on 31/12/2019 and certifying the investment return in 2019 (the University may require the banking movements of the whole year);
  - copy of the annual bank statement regarding endowment policies, capitalizations, pension funds, with the amounts paid up to 31/12/2019 and single-premium insurances;
  - declaration pursuant to D.P.R. 445/2000 and later amendments, with a copy of the identity document of each member of the Conventional nuclear family proving the non-possession of personal property other than those mentioned in documentation delivered to the University;
  - copy of the last complete financial statements (e.g., for an Italian company, including the supplementary data) concerning the share in any corporate enterprise of members of the Conventional nuclear family.
- any other documents of every member of the Family Unit:
  - copy of the excerpt from the judgment of separation or divorce of parents containing the amount of alimony or child support provided (for family status type a.3 as described in par. 4.3);
  - copy of the lease agreement of the primary dwelling with receipt of registration;
  - copy of the statement of the bank stating the amount paid in 2019 for the mortgage on primary residences or other properties;
  - copy of the document issued by the competent Authority attesting the disability of one of the members of the Conventional nuclear family;
  - Any other document pertinent to the determination of the economic situation of the family, as acts or judgments regarding economic data.



All certificates and documents issued by foreign countries must be:

- issued by the Competent Authority to issue in accordance with the laws of the foreign country;
- accompanied by a sworn Italian translation of the original by the Italian consulate in the foreign country, with a warning to the person of the criminal consequences of the production of documents or records that are not true.

Amounts in foreign currencies will be converted into Euro using the average exchange rate of 2019.

The data and information will be collected and processed in compliance with Legislative Decree 196/2003 and subsequent amendments.

#### **4.6 Request for Recalculation**

The student who, having handed in the declaration and the required documents according to the instructions and deadlines, claims to have been assigned to an incorrect income category may request a recalculation of the income category by 31/01/2021. If the outcome of the recalculation is not in favor of the student, the latter will have to pay all the expenses related to the application. The set price is € 200 and will be charged together with the following installment.

The revision applications of those students not having handed in the declaration and the required documents according to the instructions and deadlines will not be considered.

### **5. Graduation Fee**

#### **5.1 Medicine and Surgery Degree Course**

The graduation fee for students enrolled to the Medicine and Surgery Degree Course is € 216,00, to be paid one month before the graduation day.

The amount includes the stamp duty (€ 16,00).

#### **5.2 Nursing and Physiotherapy Degree Courses**

The graduation fee for students enrolled to the Nursing and Physiotherapy Degree Courses is € 366,00, to be paid one month before the graduation day.

The amount includes the stamp duty (€ 16,00) and the qualifying examination fee (€ 250,00).

## 6. Outbound Transfers

The authorization of an Outbound Transfer Request and release of relevant documentation is guaranteed to students under the following conditions:

- If student is enrolled in the 2020/2021 Academic Year – (1) has paid, in full, all tuition fees by the date of submission of the Outbound Transfer Request, and (2) has paid the service fee of 250 €.
- If student is not enrolled in the academic year 2020/2021 – (1) has submitted the Outbound Transfer Request by the deadline of 27/09/2020, and (2) has paid the service fee of 250 €.
- If student is not enrolled in the academic year 2020/2021 – (1) has **not** submitted the Outbound Transfer Request by the deadline of 27/09/2020, and (2) has paid a service fee of 500 €.

Outbound Transfer Requests must be submitted and signed by completing the appropriate form to the Student Office, personally, through a delegated person, or via electronic transmission. The date of delivery of the form or of the electronic transmission constitutes the date of Outbound Transfer Request Submission.