

## **University Fee Regulation**

### **Academic Year 2017-18**

Summary for international students

(Approved by the Board of Directors on 20/06/2017)

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## 1. Foreword

**The official source of the Fee Regulation is “Regolamento tasse e contributi universitari per l’anno accademico 2017-18” in Italian.**

**This document represents a summary of the fee regulation for the academic year 2017-18. This document is provided for the convenience of international students. In the event of disputes the parties should refer only to “Regolamento tasse e contributi universitari per l’anno accademico 2017-18” in Italian**

## 2. Scope

This Regulation applies to all students enrolled in the Academic Year 2017-18.

## 3. Amount of 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 Conventional Family Nuclear (for the definition of Conventional Family Nuclear see par. 4.3).

### Non-EU Students

Students who do not hold an EU citizenship and who do not reside in Italy will be assigned to the fourth income category despite of the final ISEP value.

The amount of the fees includes the enrollment tax (250 €) and does not include food, accommodation and other expenses. The amounts due must be paid in full by the deadlines indicated. Any delayed payment will result in the suspension of all of the student’s educational and administrative activities, including taking examinations. A penalty fine will be levied of € 20 for outstanding amounts under € 1,000, of € 40 for amounts between € 1.000 and € 3.000 and of € 80 for amounts above € 3.000. The suspension will end with the payment of all outstanding amounts.

Payment shall be performed using payment against notice (MAV), bank transfer or credit card.

The amount of tuition fees due in the first enrollment year will not vary significantly - for any given ISEP income category - in the following academic years.

**Paid fees shall in no case be refunded.**

### 3.1 Medicine and Surgery Degree Course – Students enrolled for the first time in the 2017/2018 academic year

The amount of tuition fees for students who enroll for the first time to the Medicine and Surgery Degree Course in the 2017/2018 academic year is listed in the table below:

Medicine and Surgery Degree Course		
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

Tuition fees shall be paid according to amounts and deadlines indicated in the table below (the instalments 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).

Amounts and deadlines reported in the table below refer only to students enrolled for the first time to the degree course in Medicine and Surgery in the academic year 2017-18:

Medicine and Surgery Degree Course (first enrollment academic year 2017-18)					
Instalments	Deadline	Income category			
		First	Second	Third	Fourth
1^ instalment.	When enrolling	4,156	4,156	4,156	4,156
2^ instalment	11-Dic-17	3,000	4,000	5,000	6,000
3^ instalment	28-Feb-18	2,000	3,000	4,500	5,000
4^ instalment	13-Apr-18	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 Medicine and Surgery Degree Course – Students previously enrolled

Amounts and deadlines reported in the table below refer to students enrolled for the first time to the degree course in Medicine and Surgery in the academic years 2014-15, 2015-16, 2016-17:

Medicine and Surgery Degree Course		
Income Category	ISEP Index (in thousands of Euros)	Fees (in Euros)
First	Less than 30	10,156
Second	from 30 to 55	12,156
Third	from 55 to 80	14,156
Fourth	more than 80	16,156

Medicine and Surgery Degree Course (continuing students 2°, 3°, 4° Year)					
Instalments	Deadline	Income category			
		First	Second	Third	Fourth
1^ instalment	29-Sept-17	4,156	4,156	4,156	4,156
2^ instalment	11-Dec-17	3,000	3,000	4,000	5,000
3^ instalment	28-Feb-18	2,000	2,600	3,200	3,800
4^ instalment	13-Apr-18	1,000	2,400	2,800	3,200
	<b>Total</b>	<b>10,156</b>	<b>12,156</b>	<b>14,156</b>	<b>16,156</b>

### 3.3 Nursing Degree Course

The amount of tuition fees for the Degree Course in Nursing is listed in the table below:

Degree Course in Nursing		
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

Tuition fees shall be paid according to amount and deadlines indicated in the table below (the instalments do include the Regional Tax (€ 140) and the stamp duty (€ 16), which will be paid when enrolling).

Degree Course in Nursing					
Instalments	Deadline	Income category			
		First	Second	Third	Fourth
1 <sup>^</sup> instalment, 1 <sup>o</sup> Year	When enrolling	1,156	1,156	1,156	1,156
1 <sup>^</sup> instalment, 2 <sup>o</sup> Year, 3 <sup>o</sup> Year	29-Sept-17	1,156	1,156	1,156	1,156
2 <sup>^</sup> instalment	28-Feb-18	200	1,000	1,400	1,800
3 <sup>^</sup> instalment	13-Apr-18	300	500	600	700
<b>Total</b>		<b>1,656</b>	<b>2,656</b>	<b>3,156</b>	<b>3,656</b>

### 3.4 Physiotherapy Degree Course

The amount of tuition fees for the Degree Course in Physiotherapy is listed in the table below:

Degree Course in Physiotherapy		
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	4,156
Fourth	More than 80	4,656

Tuition fees shall be paid according to amount and deadlines indicated in the table below (the instalments do include the Regional Tax (€ 140) and the stamp duty (€ 16), which will be paid when enrolling).

Degree Course in Physiotherapy					
Instalments	Deadline	Income category			
		First	Second	Third	Fourth
1^ instalment	When enrolling 2° Year – 29-Sept-17	1,156	1,156	1,156	1,156
2^ instalment	28-Feb-18	1,000	1,800	2,000	2,300
3^ instalment	13-Apr-18	500	700	1,000	1,200
<b>Total</b>		<b>2,656</b>	<b>3,656</b>	<b>4,156</b>	<b>4,656</b>

#### 4. Allocation of the income category

##### 4.1 Methodology

The income category is assigned to the student on the basis of the ISEP index, taking into account the economic and property situation of all of the members of the student's original and de facto family.

Students enrolled for the first time to the Medicine and Surgery Degree Course in the 2017-2018 academic year, who do not hold an EU citizenship and who do not reside in Italy, will be assigned to the fourth income category despite of the final ISEP value.

##### 4.2 Procedure for the allocation of income category

Students who wish to apply for the evaluation of the income category must:

- fill in the ISEP module, which can be found online on Humanitas University website;
- schedule an appointment to hand in the required documents according to the instructions described in this Fee Regulation.
- hand in personally or by giving someone a proxy at the administrative office by 17/11/2017:
  - the ISEP module, signed by the student, including the declaration with which the student confirms the veracity and completeness of the provided data and declares to be aware of the criminal penalties in case of false documents and mendacious declarations in accordance with the art. 76 of D.P.R. 445/2000;
  - copy of a valid identity document of the student;
  - the documentation attesting the necessary data to be assigned to a specific income category (for more details see par. 4.5 of this Regulation);

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;
- he/she does not hand in the documents in accordance with the procedures and deadlines;

- he/she does not hand in the additional documentation required by the University in accordance with the terms and conditions that will be specified on the occasion of the request;
- he/she provides false, partial, incomplete information or information not matching with the data obtained by the tax authorities or by other bodies.

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

With the completion and delivery of the ISEP module Humanitas University is authorized to carry out the 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 will be able to exchange information with the tax authorities and other public bodies (regions, municipalities, etc.), also using the opportunity to access the data of the Central Tax Record.

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

- the allocation of the highest income category;
- the interruption for the student of all educational and administrative activities until the student rectifies his/her position by paying the amounts due according to the highest income category;
- the invalidation of administrative regularity of the position of the student and of the acts of the student's career occurred in the meantime;
- when justified, the criminal complaint for false declaration (Article 76 of D.P.R. 445/2000 and subsequent amendments);

The verification and the eventual recovery of pending payments after the detection of false, incorrect, incomplete or partial data may also take place during the year and subsequent years, until the prescription of the related credit rights.

The procedure of assignation of the income category to the student on the basis of the ISEP index is applied both to the students enrolled to the first year and to continuing students.

Should students decide not to be subject to the procedure, they will assigned to the fourth income category.

#### **4.3 Definition of the Conventional Nuclear Family**



The Conventional Nuclear Family should refer to a date not preceding the 01/09/2017 according to the following regulations:

a. Student living with one or both parents

Three cases are outlined:

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

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

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

The Conventional Nuclear Family is composed by all the members belonging to the Certificate of Family Status 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 Conventional Nuclear Family is composed by all the members belonging to the Certificate of Family status 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.

b. Independent student

If a student declares to be living on his/her own, the Conventional Nuclear Family 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 Certificate of Family status. 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 01/09/2015;
- the student has, for the year 2016, an income of at least € 30,000.

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.

c. Married student

The Conventional Nuclear Family is the one indicated by Certificate of Family status 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 01/09/2015;
- 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 Certificate of Family Status of the student. If the student does not meet these requirements, the Conventional Nuclear Family will include the members included in the Certificate of Family Status of the students and in the Certificate of Family Status 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 Conventional Nuclear Family, 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 Conventional Nuclear Family do not have any income, or the latter is particularly low, or the property of the Conventional Nuclear Family is particularly low, the student is required to demonstrate that the Conventional Nuclear Family is able to pay the tuition fee.

- **Income**

- To calculate the ISEP index the 2016 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 2016 (i.e. for Italian tax payers: Modello Unico 2017, Reddito Imponibile Irpef -line RN4 or Modello 730 2017 – redditi 2016 or in absence of the latters, Certificazione UNICA 2017).

- 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 2016. 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.

- **Alimony**

- To calculate the ISEP index any alimony for the student him/herself or other children of the Conventional Nuclear Family regarding the year 2016 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 31/12/2016.

- **Immovable Property**

- To calculate the ISEP the buildings and building areas held by members of the Conventional nuclear Family in the year 2016 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 01/01/2017, 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 IVAFE tax.

- **Movable Property**

- To calculate the ISEP index the 10% of the value of the following data on 31/12/2016 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 31/12/2016;
  - the bank account balance for the amount exceeding € 10,000;
  - we specify that every member of the Conventional Nuclear Family 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 Nuclear family: for every member of the Conventional Nuclear Family, from the third member including the enrolled student, a reduction of the 10% of the ISEP is granted;
- Nuclear Family with disabled members: for every disabled member of the Conventional Nuclear Family, other than the enrolled student, a reduction of the 10% of the ISEP is granted;
- Members of the Conventional Nuclear Family 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 2016 is granted;
- Members of the Conventional Nuclear Family 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 2016 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 2017-18 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 hand in the following documentation duly completed: ISEP module, signed by the student and copy of the Identity document;
- To determine the Conventional Nuclear Family:
  - for all the students, Certificate(s) of family status 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, excerption 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 01/09/2017;
- To determine the income of each member of the Conventional Nuclear Family:
  - copy of the tax return form of every member of the Conventional Nuclear Family (e.g. for Italian taxpayers, Modello UNICO PF form or Modello 730 form) duly completed submitted to the Tax Authorities for the year 2016, 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 Conventional Nuclear Family regarding the 2016 incomes;
  - copy of the documents proving the non-taxable or exempt incomes of each member of the Conventional nuclear family, 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 Conventional Nuclear Family 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 Conventional nuclear family 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 Conventional Nuclear Family:
  - cadastral documents, not earlier than 01/01/2017, with reference to each member of the Conventional nuclear family, 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 Conventional Nuclear Family:
  - copy of the bank statement on 31/12/2016 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 31/12/2016 and certifying the investment return in 2016 (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 31/12/2016 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 Conventional Nuclear Family:
  - 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 2016 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 2016.

PLEASE NOTE: students shall hand in a COPY of the documents not the original. The documents handed in to the University will neither be returned to the students nor can a copy be requested.

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

#### **4.6 Revision applications**

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 can make a written and grounded revision application within 31/01/2018. If the outcome of the revision 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 instalment.

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. Outbound Transfers**

Authorization of outbound transfer and release of relevant documentation will only be granted to students who have paid all fees in full by the date of submission of the application.

Students who submit a request for transfer by 29/09/2017 are not required to enroll in the academic year 2017-2018 and to pay the first installment of all fees due at enrollment.

Those applying for a transfer after 30/09/2017 must pay all fees due at the time of submitting the application.

The completed and signed transfer request form must be submitted by hand or by a person delegated to do so in writing or by email to the Student Secretariat.

The date of delivery of the form to the Student Secretariat or of the date it was sent by email is considered the official date of delivery of the transfer request.