

Fee Notice

Academic Year 2025-2026 Bachelor's and master's degrees

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This notice regulates fees and waivers applied to students enrolled to bachelor's and master's degrees at the University of Trieste during academic year 2025-2026.

Article 1 – Fees and taxes

1. Fees and tax items

For each year of enrolment, students must pay:

- non-refundable stamp duty (EUR 16.00 to be paid in all cases);

- regional tax (from EUR 120.00 to EUR 160.00);

- tuition fees (from EUR 0.00 to EUR 3.105,00)

There may also be additional fees for on-demand services, late payments and/or missed deadlines.

2. Regional tax

a. Students with their permanent address (*residenza*) in Italy must pay a regional tax. The amount of tax payable is calculated according to their equivalent economic situation indicator for universities (ISEE Università):

EUR 120.00 if they obtain an ISEE Università of up to EUR 27,948.60;

EUR 140.00 if they obtain an ISEE Università between EUR 27,948.61 and EUR 55,897.20;

EUR 160.00 if they obtain an ISEE Università exceeding EUR 55,897.20 or if they do not request an ISEE Università;

- b. Students with their permanent address (residenza) abroad pay a regional tax of EUR 160.00;
- c. UniTS students who are <u>simultaneously enrolled</u> at the University of Udine, SISSA or any of the Friuli Venezia Giulia conservatoires only pay regional tax at the institution they enrolled to first;
- d. UniTS students who enrol during academic year 2025-2026 who later withdraw from their studies and re-enrol to another UniTS course do not have to pay the regional tax a second time.

3. Tuition fees for students with their permanent address (*residenza*) in Italy

Students who meet the following requirements must pay a tuition fee set pursuant to Table A:

- a. they have not exceeded the usual duration of their degree course by more than one academic year while being enrolled at UniTS;
- b. after their first year, students must meet a minimum credit requirement:



students enrolled in their second academic year must have earned at least 10 credits (CFU/ECTS) by 10 August of their first year;

students enrolled in subsequent academic years must have earned at least 25 credits (CFU/ECTS) during the 12 months before 10 August of the previous academic year.

Students enrolled to their first academic year only need to meet requirement (a).

Table A:

ISEE Università (in EUR)	Tuition fees (in EUR)	Regional tax (in EUR)	Stamp duty (in EUR)
0.00 - 30,000.00	0.00	Between 120.00 and 140.00	16.00
30,000.01 – 75,000.00	527.00 + 0.051 x (ISEE Università – 30,000.00)	Between 140.00 and 160.00	16,00
over 75,000.00 (or no ISEE)	2,820.00	160.00	16.00

Students who do not meet requirement (a) and/or (b) must pay a tuition fee set pursuant to

Table B:

ISEE Università (in EUR)	Tuition fees (in EUR)	Regional tax (in EUR)	Stamp duty (in EUR)
0.00 - 30,000.00	200.00	Between 120.00 and 140.00	16.00
30,000.01 – 75,000.00	579.75 + 0.0561 x (ISEE Università – 30,000.00)	Between 140.00 and 160.00	16.00
over 75,000.00 (or no ISEE)	3,105.00	160.00	16.00

Tuition fees are rounded up/down to the nearest EUR 5.00.

4. Students with specific learning difficulties and special educational needs (SpLD and SEN)

Even if they do not meet the above-mentioned requirements, SpLD and SEN students are exempt from paying the tuition fees set pursuant to Table B.

In order to benefit from this exemption, SpLD and SEN students must submit a request to the Disability and SLD Services via email (<u>disabili.dsa@units.it</u>) and attach their SpLD and SEN certificate (Italian Law No 170/2010). The request form for fee exemption for SpLD and SEN students can be found on the <u>Disability and SLD Services webpage</u>. Requests must be submitted by 28 May 2026.

5. Tuition fees for students with their permanent address (residenza) abroad

Students with their permanent address (*residenza*) abroad must pay stamp duty, regional tax and a tuition fee of EUR 600.00, which is divided into three instalments.

Tuition fees will be increased by 20% if the student does not meet the following requirements:

- a. they have not exceeded the usual duration of their degree course by more than one academic year while being enrolled at UniTS;
- after their first year, students must meet a minimum credit requirement: students enrolled in their second academic year must have earned at least 10 credits (CFU/ECTS) by 10 August of their first year;

students enrolled in subsequent academic years must have earned at least 25 credits (CFU/ECTS) during the 12 months before 10 August of the previous academic year.

Students enrolled to their first academic year only need to meet requirement (a).



Does the student with their permanent address abroad meet requirements set in Article 1(3a) and (3b)	Tuition fee (in EUR)	Regional tax (in EUR)	Stamp duty (in EUR)
yes	600.00	160.00	16.00
no	720.00	160.00	16.00

Article 2 - ISEE Università for students with their permanent address (residenza) in Italy

1. ISEE Università submission deadlines

Students with their permanent address (*residenza*) in Italy who are entitled to pay a lower rate of regional tax and/or tuition fee must request a specific type of equivalent economic situation indicator (**ISEE Università**) which is applied in order to ensure students' right to university study.

This is the only document that can be used to request a reduction in university fees. UniTS cannot accept: an ISEE Università drawn up for a family member; any generic equivalent economic situation indicators (*ISEE ordinario*) even if it contains the same information as the ISEE Università; any document equivalent to an ISEE or any other declarations / self-certifications.

An ISEE Università can be requested at any tax assistance centre (CAF) or obtained directly through the Italian national social security institute (INPS) website. For students with a residence permit for refugees, subsidiary protection or political asylum in Italy and also for stateless students, the ISEE Università calculation will only take into account any income and assets they may have in Italy.

The ISEE must be issued within the following deadlines:

ENROLMENT DATE FOR ACADEMIC YEAR 2025-2026	ISEE UNIVERSITA ISSUE DATE	
Enrolment by 31 December 2025 (date of enrolment established by date of payment of the first instalment, even if it only consists of stamp duty)	ISEE Università 2025 must be obtained no later than 31 December 2025. WARNING: If you enrol by 31 December 2025, ISEE Università 2026 CANNOT be used to reduce your fees, even if you pay a late fee.	
Enrolment after 1 January 2026 (date of enrolment established by payment of the first instalment, even if it only consists of stamp duty)	ISEE Università 2026 must be requested by 30 May 2026. WARNING If your ISEE Università 2026 is issued after this deadline, it CANNOT be used to reduce your fees, even if you pay a late fee. Under no circumstances can your ISEE Università 2026 be used if you enrol in 2025.	

2. Significant change in your overall income situation – ISEE CORRENTE UNIVERSITA'

If you already submitted an ISEE Università within the correct deadline, you can request a second ISEE Università **by 30 May 2026** which refers to a shorter period of time. This is called 'ISEE Corrente Università'.

You must send your ISEE Corrente Università to <u>tasse.studenti@amm.units.it</u> from your official UniTS email address. For information on the requirements to obtain a ISEE Corrente Università, please contact a tax assistance centre (CAF).

3. Giving consent to UniTS to access and acquire your ISEE from the INPS database.

During their online enrolment, students can give UniTS permission to access the INPS database in order to acquire data on their equivalent economic situation indicator (ISEE) or single substitute statement (DSU). To check or change the permission status, access your reserved area under *Home>Consents request*. After payment of the first instalment, UniTS will search the INPS database directly to access the ISEE Università of students who have given their consent.

4. Exclusion from a reduction in regional tax and tuition fee on the basis of a student's ISEE Università

The following students are excluded from a reduction in regional tax and tuition fee on the basis of their ISEE Università and must therefore pay their fees in full:

a. students with their permanent address (residenza) in Italy who do not submit their ISEE Università within the deadlines;



- b. students who have received disciplinary sanctions including the exclusion from one or more exams and temporary suspension from any university activities during the academic year covered by those fees and taxes;
- c. students enrolled on the basis of specific conventions.

Article 3 – Payment deadlines

1. Instalments and payment deadlines

Instalment No	COURSE ACADEMIC YEAR	AMOUNT	DEADLINE
FIRST INSTAL- MENT	FIRST YEAR bachelor's and integrated master's degrees	EUR 250.00 (EUR 16.00 stamp duty + EUR 120.00 regional tax + € 114.00 tui- tion fee)	6 October 2025 (or as established within the course's call for application)
	FIRST YEAR master's degree courses	EUR 250.00 (EUR 16.00 stamp duty + EUR 120.00 regional tax + € 114.00 tui- tion fee)	 19 December 2025 (or as established within the course's call for applications) for the first round of verification of requirements. 30 March 2026 (or as established within the course's call for applications) for the second round of verification of requirements.
	AFTER FIRST YEAR bachelor's and integrated master's degrees	EUR 16,00 (stamp duty) if during the academic year 2024-2025 a student was awarded an ARDiS scholarship or if they fall under special exemption cases pursuant to Article 4 For students with their permanent ad- dress (<i>residenza</i>) in Italy: from EUR 136.00 to EUR 590.00 (the amount of the first instalment may be less than EUR 590.00 if a valid ISEE Università was acquired for the academic year 2024-2025 which allowed the student to pay fees of less than EUR 590.00 for that academic year).	6 October 2025 30 March 2026 for undergraduates who have withdrawn their degree applica- tions
SECOND IN- STALMENT	bachelor's, master's and integrated master's de- grees	 possible balance settlement of first instalment of the tuition fee possible balance settlement of the regional tax 50% of the tuition fee still to be paid 	30 March 2026 28 May 2026 for students in their final year who have withdrawn their degree application or for students enrolled af- ter 25 March pursuant to their degree course's call for applications
THIRD INSTAL- MENT	bachelor's, master's and integrated master's de- grees	- balance settlement of any fees due and not paid in the first two instal- ments	28 May 2026 15 June 2026 for students in their final year who have withdrawn their degree application or for students enrolled af- ter 25 March pursuant to their degree course's call for applications

The payment of the first instalment (even if it consists solely of stamp duty) is an expression of the wish to enrol for the 2025-2026 academic year.

Students who have applied to graduate during the autumn or extraordinary winter round of academic year 2024-2025 but are unable to graduate can pay the first instalment without any late fees by 30 March 2026 (and in any case within 30 days of the date of their withdrawal from the graduation round), instead of by 6 October 2025. Students who obtain their degree in one of the graduation rounds of academic year 2024-2025 and have incorrectly paid the first instalment of academic year 2025-2026 will be automatically reimbursed.



2. Students who enrol to the first year of a degree course in Medicine and Surgery or Dentistry and Dental Prosthodontics

All of the instructions will be indicated on the relevant call/notice.

3. Causes for reimbursement of the first instalment

Students will be eligible for reimbursement of the first instalment in the following situations:

- 1. If enrolment cannot be completed because the student does not meet the requirements for access to the degree course selected.
- 2. If the student has benefited from a fee waiver or reduction detailed in Article 4 of this Notice and has not renounced their right to this benefit and has been reimbursed. This reimbursement will be automatic for students who have already indicated their bank details and at least their temporary address (*domicilio*) in Italy on their student profile.
- 3. If a student enrolled at the University of Trieste within the deadlines set for the academic year 2025-2026 is subsequently admitted to another university through a national selection. After finalising their enrolment at the new university, they may request reimbursement by writing to the Admissions Office, whose contact details can be found <u>here</u>.

Outside of these cases, the first instalment will not be reimbursed.

Article 4 – Fee waivers

1. Full exemption

Students must still pay the stamp duty for each year of enrolment.

a. Eligible students or holders of scholarships awarded by ARDIS (Regional Agency for the Right to Study) for academic year 2025-2026 are exempt from paying regional tax and the tuition fee. The University will automatically reimburse any amount paid in the first instalment. The regional tax will only be reimbursed after ARDIS has verified that the student has earned the number of credits (CFU/ECTS) necessary for maintaining the scholarship for academic year 2025-2026.

Eligible students or holders of scholarships awarded by ARDiS during academic year 2024-2025 must only pay the stamp duty in their first instalment for academic year 2025-2026.

Should they subsequently not be awarded the scholarship, lose the scholarship or withdraw from it during academic year 2025-2026, students will have to pay the full amount of the first instalment, which will be included in their second instalment.

b. Students who have had an official disability assessment corresponding to 66% to 100% (attested by a committee of the national health service) or with a handicap pursuant to Article 3 of Italian Law No 104 of 5 February 1992 are fully exempt from paying regional tax and the tuition fee.

In order to receive this exemption, students must submit the request form available <u>here</u> by 28 May 2026. Students who were entitled to exemption during academic year 2024-2025 need only reapply if the certification issued by the relevant committee has expired or has not been updated.

c. Pursuant to Article 30 of Italian Law No 118/1971, students with a parent entitled to a disability pension or who has been declared officially unable to work with an assessment of 2/3 or higher; war orphans; people living with blindness caused by circumstances outside of work, the military or service (ciechi civili) and people who have been mutilated at war, at work or while in service as well as their children are also exempt from paying regional tax and the tuition fee. The request must be submitted for each academic year within 30 days of payment of the first instalment. Students should submit their request using the form available on this page under 'Fee waivers' (previously Exemptions and Reductions').

2. Partial exemptions and reductions

Students must still pay the stamp duty and regional tax for each year of enrolment.

a. Foreign students holding an annual scholarship from the Italian Government or from CRUI are fully exempt from paying the tuition fee. Students must pay the first instalment of their fees, which will be automatically reimbursed upon verification of requirements. These students will also be exempt from paying any enrolment fees for individual



courses. The request must be submitted by 30 November 2025 using the form available on this <u>page</u> under 'Fee waivers' (previously Exemptions and Reductions').

- b. Students with an official disability assessment corresponding to 45% to 65% (attested by a committee of the national health service) are exempt from paying 50% of the tuition fee. In order to receive this exemption, students must submit the request form available here by 28 May 2026.
- *c. Students from developing countries* who comply with the requirements set out in Article 1(3), are exempt from paying the tuition fee. The list of eligible countries is updated annually by ministerial decree. If the student does not meet all requirements, they must pay a tuition fee of EUR 200.00. The request must be submitted using the form available on this <u>page</u> under 'Fee waivers' (previously Exemptions and Reductions') by 30 January 2026.
- *d.* Students with children under two years of age at the time of enrolment for academic year 2025-2026 will have a reduction of EUR 300.00 in the tuition fee. If both parents are enrolled at UniTS, only one of them may request the reduction.

The reduction can never exceed the amount of the tuition fee originally due by the student. In the event of non-compliance with the requirements of Article 1(3), the tuition fee cannot be lower than EUR 200.00. The request must be submitted within 30 days of enrolment (payment of first instalment, even if it only consists of stamp duty) using the form available on this <u>page</u> under 'Fee waivers' (previously Exemptions and Reductions').

Requests submitted after the deadline will not be accepted, even with the payment of a late fee.

e. Students enrolled at the same time as other family members, belonging to the same household pursuant to their ISEE Università will have their tuition fees reduced by EUR 100.00. Students and their family member(s) must have been enrolled at the same time for the entire academic year. If they have their permanent address (*residenza*) in Italy, they must have obtained the recalculation of their fees on the basis of their ISEE Università. The reduction can never exceed the amount of the tuition fee originally due by the student. If the students do not comply with the requirements of Article 1(3) the tuition fee cannot be lower than EUR 200.00. The reduction is automatically applied to all eligible students with their permanent address (*residenza*) in Italy.

Students with their permanent address (*residenza*) abroad, on the other hand, must request a recalculation of their fees by using the form available on this <u>page</u> under 'Fee waivers' (previously Exemptions and Reductions'). This request must be submitted within 30 days of enrolment (payment of the first instalment, even if it only consists of stamp duty).

- f. Part time students who are in line with their exam schedule (in corso) or who are repeating an academic year because they did not attend all mandatory courses (ripetenti) are entitled to a reduction in their tuition fee of EUR 120.00 if they opted for a 40-credit part-time enrolment or of EUR 180.00 if they opted for a 30-credit part-time enrolment. Part-time enrolment is subject to the approval of the educational units in charge of the chosen course. The possibility to enrol to a given course as a part-time student must be officially offered. The request form for part-time enrolment is available here and must be submitted via email to the Admissions Office section in charge of the selected course. The reduction for part-time enrolment cannot be cumulated with other fee waivers. Part-time students cannot apply for 175-hour student collaborations.
- g. For students eligible according to the University Regulation on Merit: please see the rules set out in the regulation.
- *h.* Students employed as civil servants at the University of Trieste enrolling for the first time pay a tuition fee of EUR 250.00 irrespective of their ISEE. For subsequent enrolments, the provisions for the University welfare apply.
- *i. International students* who have a residence permit for political asylum and subsidiary protection are exempt from paying the tuition fee. The same exemption is granted to holders of a residence permit for special protection pursuant to Italian Law No 132/2018 and Decree-Law No 130/2020, converted into Law 173/2022, which reformulated Article 19 of the Consolidated Immigration Act (TUI) and subsequent amendments. The request must be submitted using the form available on this page under 'Fee waivers' (previously Exemptions and Reductions').



- *j. Foreign students not yet in possession of an entry visa to Italy* will only pay the stamp duty (EUR 16.00) at the time of enrolment as a temporary pre-exemption. Any additional amount due will be included in their second instalment after confirmation of their enrolment.
- *k.* **Students employed as civil servants** who adhered to the 'PA 110 e lode' protocol in previous academic years will continue to benefit from this status and will pay a tuition fee of EUR 250.00 on the condition that they still meet the requirements of the protocol. Students are well advised to submit their ISEE Università in the case they no longer meet these requirements.
- I. Students who only have to take their final examination. Students are entitled to a 50% reduction in tuition fee owed if they meet the following criteria: they have obtained all credits for their course except the credits awarded for the final exam; they have submitted an application to graduate in the extraordinary exam round for academic year 2024-2025 but did not graduate in this round; they graduate in the summer round of academic year 2026-2026. Students meeting these requirements will still have to pay the regional tax and stamp duty.

Article 5 - Resumption of studies after a hiatus

1. Resumption of studies after a hiatus of 1 academic year

To resume their studies after a hiatus of only one academic year, students must enrol to the missed academic year by paying a late fee and all due fees. Fees can only be reduced according to their ISEE Università if it was obtained within the deadlines set in the Fee Notice of the relevant academic year.

2. Resumption of studies after a hiatus of 2 or more academic years

To resume their studies after a hiatus of at least two consecutive academic years, students must pay a hiatus fee for each academic year missed, all the fees due for the academic year in which they resume their studies and any fees still pending from before their hiatus.

Students cannot take part in any academic activities during their hiatus. If they did undertake any academic activities, they must enrol to the last academic year they missed by paying a late fee and all due fees. Fees can only be reduced according to their ISEE Università if they obtained it within the deadlines set in the Fee Notice of the relevant academic year.

Enrolment application after a hiatus of two or more academic years must be submitted to the Academic Services by 6 October 2025.

3. Resumption of studies after a hiatus due to severe and prolonged illness

If the hiatus is due to severe and prolonged illness, students are exempt from paying regional tax, tuition fee and stamp duty for the entire duration of their hiatus. Students entitled to exemption for severe and prolonged illness cannot take part in any academic activities during their hiatus.

Article 6 – Late fees, additional fees and other fees



Fee for late payments or missed deadlines of up to 30 days	€ 30,00
Fee for late payments or missed deadlines for 31-45 days	€60,00
Fee for late payments or missed deadlines exceeding 45 days	€100,00
Hiatus fee	€200,00
Incoming transfer fee	€100,00
Outgoing leave fee	€100,00
Transfer fee with credit recognition request	€60,00
Transfer fee without credit recognition request (or with recognition pre-set by the relevant education unit)	€30,00
Initial proficiency assessment fee	€ 30,00
Admission exam fee (see call for application to the selected degree course)	da€30,00
Duplicate diploma	€ 30,00

Foreign qualification assessment fee	€ 150,00
Foreign qualification recognition fee	€ 400,00
Individual course allowance per credit (max 36 CFU/ECTS)	
Students enrolled in SISSA and students pre-enrolled to master's degrees are exempted from paying this fee.	€40,00
Transfer fee with credit recognition request from Italian university	€ 150,00
Resumption fee after withdrawal from studies or forfeiture for students enrolled until academic year 2023-2024	€50,00
Resumption fee after withdrawal from studies or forfeiture for students not regularly enrolled	€ 500,00

Article 7 – Verifications and false declarations

1. Verification

The University reserves the right to verify students' declarations and ISEE certificates, including through random checks. To this end, UniTS may make requests to students for any information deemed necessary and may carry out any appropriate verification by contacting competent bodies and administrations.

2. False declarations

If verification should prove that a student provided a false statement, false documents or false data, UniTS shall inform the judicial authority and apply a penalty usually equal to three times the benefit unduly obtained. The penalty cannot in any case be less than EUR 300.00, nor can it exceed the difference between the full fees plus EUR 300.00 and the amount that the student has already paid.

Article 8 – Access to documents, data processing, and staff member in charge of the administrative procedure

1. Provision, purpose and storage of personal data

Pursuant to Article 13 of Regulation (EU) 2016/679, the personal data provided by students will be processed, stored and archived, either physically or digitally, by the University of Trieste for the purposes related to this Notice. The provision of such data is mandatory for the aforementioned purposes.

2. Data controller and recipients of personal data

The data controller is the University of Trieste, with registered office in Trieste, Piazzale Europa 1.

The data processed for the purposes described above will be transmitted or will in any case be accessible to employees and collaborators of UniTS competent offices, who are, for this purpose, adequately instructed by the Data Controller. The University may also communicate the personal data it holds to other public administrations (if they need to process the same data for any procedures falling within their institutional competence) as well as to all public institutions with which the University is required to communicate according to EU provisions, laws or regulations (conditions apply).

The management and storage of personal data collected by the University takes place in paper format and on servers located within the University and/or on external servers belonging to the providers of certain services necessary for technical administrative management. These services may become aware of the personal data of the data subjects solely for the purposes of the service requested and will be duly appointed as Data Processors in accordance with Article 28 of the relevant regulation.



3. Rights of the data subject to processing and access to documents

Students are granted the rights referred to in Articles 15 to 21 of the aforementioned EU Regulation and, in particular, the right to access their personal data, to request their rectification, integration and cancellation, as well as to obtain the limitation on its processing, by sending an email to the Data Controller or Data Protection Officer at <u>ateneo@pec.units.it</u> and <u>dpo@units.it</u>.

Students are guaranteed access to the relevant documents, in accordance with the legislation in force (Italian Law No 241/90 and Presidential Decree No 184/2006).

4. Staff member in charge of this administrative procedure

Pursuant to Italian Law No 241/90, the staff member in charge of this administrative procedure is the Head of the Online Student Services and University Fees Unit of the University of Trieste.

REFERENCE LEGISLATION

- Italian Law No 118 of 30 March 1971 'Conversion into Law of Decree-Law No 5 of 30 January 1971 and new rules in favour of the mutilated and disabled civilians';
- Last sentence of Article 3(19)(b) of Italian Law No 549 of 28 December 1995 (Measures to rationalise public finances) establishes a 'reduction by 10% of the minimum enrolment fee'. Paragraphs 20 to 23 regulate the establishment and allocation of the regional fee for the right to university study;
- Legislative Decree No 68 of 29 March 2012 on the revision of the legislation founding the right to study;
- Prime Ministerial Decree No 159 of 5 December 2013 on the 'Regulation on the revision of the calculation and the scope of application of the equivalent economic situation indicator (ISEE)', and subsequent amendments;
- Italian Law No 232 of 11 December 2016 (Stability Law 2017);
- Article 7(20) of Regional Law No 15/2023;
- Italian Law No 132/2018 and Decree-Law No 130/2020 132/2018, DL 130/2020, converted into Law 173/2022, which reformulated Article 19 of the Consolidated Immigration Act (TUI) and subsequent amendments.
- Regulation on merit for students in bachelor's and master's degrees, approved by Rectoral decree No 152/2025 of 12 February 2025