

## *TAX GUIDE FOR PH.D PROGRAMS*

### *ACADEMIC YEAR 2024/2025*

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

#### Main deadlines

Event	Deadline
<b>Enrollment in the academic year</b>	from July 15th 2024 to September 30th 2024
<b>First installment down payment</b>	<ul style="list-style-type: none"> <li>● to be checked in the admission rankings in the 2024/2025 academic year</li> <li>● by September 30th 2024 for enrollment in second and subsequent years</li> </ul>
<b>ISEE delivery or registration</b>	by November 15th 2024 (read the ISEE guide to learn more)
<b>Online availability of second installment PagoPA</b>	approximately mid-April
<b>Request for payment by installment</b>	by April 29th 2025
<b>Second installment</b>	by May 16th 2025

## TUITION FEES – Ph.D Programs

### 1 - First installment down payment – the same for all Ph.D students

- **Total: €156.00** (stamp duty and regional tax)
- **Deadline: September 30th 2024\***

\*N.B.: Ph.D students admitted to the first year must pay the installment when they enroll (see the deadlines indicated in the admission rankings).

### 2 - Second installment – based on the ISEE

For detailed information on how to apply for your ISEE certificate, please see the “ISEE Guide 2024/2025” published on the University's website at the following link:

<https://www.unimib.it/servizi/segreteria/immatricolazione/tasse>

Please read carefully the point 3 in the Appendix 1 of the ISEE Guide (page 9)

The second installment is to be paid exclusively by Ph.D scholarship holders and it entirely consists of the Unified University Contribution based on the ISEE value for Ph.D programs.

The maximum tuition amount payable is 1.200,00 Euros and it applies to Ph.D students whose ISEE value is higher than 48.200,00 Euros. Ph.D students holding the Doctoral Networks HORIZON-Marie Skłodowska-Curie Actions (MSCA) scholarship are exempt from paying fees and contributions.

The second installment must be calculated as indicated in the following table.

	<b>scholarship holders</b>	<b>no scholarship</b>
<b>ISEE ≤ 27.000,00</b>	0,00	0,00 (no PagoPA available)
<b>27.000,00 &lt; ISEE ≤ 28.000,00</b>	$\left(\frac{ISEE}{1000}\right)^2 * 0,5987 * 0.87 * R$	
<b>28.000,00 &lt; ISEE ≤ 48.200,00</b>	$\left(\frac{ISEE}{1000}\right)^2 * 0,5987 * 0.87$	
<b>ISEE &gt; 48.200,00 no ISEE submitted by the deadline</b>	1.200,00	

$$R = [(ISEE - 27.000) / 1.000]$$

**Deadline:** May 16th 2024

### 3 - Terms of payment

University fees (initial advance payment and second installment) will have to be paid online. The necessary PagoPA payment notices should be printed out or paid directly by the personal webpage of Online Student Registry (Student Services Online) on conclusion of the registration or enrollment renewal procedures.

The registration of payments on the personal webpage takes place automatically within approximately 2 hours after the payment order.

Unless specifically requested, students do not have to deliver the receipts for payment.

Please read the “Guide to payments by PagoPA” on the University website to learn more,;  
<https://www.unimib.it/servizi/segreterie-studenti/immatricolazione/tasse>

There are three ways to **pay using PagoPA**:

1. **Print the payment slip** and pay it to any payment service provider of the PagoPA circuit (banks, tobacconists, etc. ...);
2. **Online payment**: using the appropriate link on the personal webpage of Online Student Registry (Student Services Online) students can access the online payment function. This payment method is possible for maximum amounts of 1500,00 Euros;
3. **Personal home banking** (*recommended method*): using the PagoPA or CBILL functions. For banks using the **CBILL system**, the interbank code or **SIA** code is: **1G192**.

**NB**: payments made using “method 3” with the University Card and exclusively via Scrigno (PopSo internet banking combined with the student’s badge) will be exempt from commission and have very high maximum payment limits.

#### 4 - Delayed payments

*Payment may not be made late for registration on a course with an admission test. If these students do not pay by the deadline, they will lose their right to enrollment.*

Payment made after the deadline entails an increase in the payment required, according to the following sliding scale of percentages, depending on how long previously ago the deadline expired:

- 10% of the amount owed for payments up to 60 days late;
- 15% of the amount owed for payments more than 60 days late.

#### 5 - Contributions for additional services requested

Stamp duty for the issue of an original qualification diploma: 2 official €16.00 stamps	€	32.00
Contribution for requesting the issue of a copy of an original qualification diploma (inclusive of 1 official €16.00 stamp)	€	50.00
Contribution to a request for a copy of a magnetic badge	€	20.00