



Ministero dell'Istruzione dell'Università e della Ricerca
Dir. Gen. per la Prog. il Coord. e il Fin. delle Ist. della Formaz. Sup.
CONSERVATORIO DI MUSICA DI STATO
"ALESSANDRO SCARLATTI" – Palermo già Vincenzo Bellini

STATEMENT OF STUDY ACADEMIC YEAR 2019/2020

First level academic courses (bachelor's degree) and second level (postgraduate courses) academic courses, courses of the 'old system' (old degree courses closed to new candidates), preparatory courses, basic training courses closed to new candidates, qualifying courses, post degree masters

NORMATIVE SOURCES

Having regard to the Conservatory Statement approved by the M.I.U.R. Managerial Decree no. 2192 of the 10/108/2018;

Having regard to the law 11th December 2016 no. 32 (Budget law 2017), art. 1 paragraphs 252-267

Having regard to the Academic Board's minutes no. 29 of the 15/04/2019;

Having regard to the decision of the management board no. of the 17/04/2019;

GENERAL STANDARDS

- This document regulates the formal and administrative fulfillment of the academic first level courses (standard and experimental three-year period) by students, academic second level courses (standard and experimental two-year period), preparatory courses, courses of the previous degree closed to new candidates, basic training courses closed to new candidates, post degree masters and qualifying courses.
- Student title is restricted to students who are in compliance with the enrollment procedures and provided payment of taxes and fees.
- *All-inclusive annual fee* is established in compliance with the regulations set provided by the article 4 of the law no. 390/91, art. 3 of D.P.R. 306/97, art. 5 of D.C.P.M. of the 09/04/2001 and art. 9 of the Legislative Decree of the 29th march 2012 no. 68 and having regard to the provisions 252 – 267 of the Law 232/2016 its amount is annually approved by the board of directors. It may be paid in one-off payment or by two monthly installments (of equal amount), to be paid down within the due dates. In case of all-inclusive annual fee payment by two monthly installments, no other different kind of payment is allowed except from the ones specified. The fee includes insurance costs, issue of certificates, instructional equipment, artistic activities, teaching and study tours, cultural exchanges, participation in national and international exhibitions, educational exhibits and school recitals, illustrative publications and educational establishments.
- Students who get total or partial exemption, must provide the appropriate documentation.

Exemptions may not be added together.

- Students who have not fulfilled the taxes and enrollment fees may not pursue the school career,

may not take exams, may not take the final exam, may not obtain the authorization for transferring to another conservatory, may not obtain the issue of certificates, attestations, may not lodge a request for exemption, may not receive scholarships, and may not benefit from any services. All the exams taken with an irregular administrative status may be canceled by the office.

FIRST LEVEL ACADEMIC COURSES AND SECOND LEVEL ACADEMIC COURSES

1. ADMISSION

ADMISSION REQUIREMENTS

To be admitted to the academic first and second level courses one needs to have the following titles:

- **First level academic courses:** school-leaving certificate (5 year-period or supplementary year) or any other educational qualification obtained abroad and approved as suitable. Students with strong skills and aptitudes, who have not obtained the title yet, may be admitted on the proviso that the access title is issued before the end of the first academic year.
- **Second level academic courses:** (one of the following educational qualifications)
- diploma issued by a Conservatory or I.M.P. belonging to the previous reform, together with a school-leaving certificate (5 year-period or supplementary year);
- Undergraduate degree (3-year period) earned in a conservatory;
- Degree or equivalent certificate.

Foreigner students (EU or EXTRA EU) who want to be admitted to the academic first and second level courses need to have educational and musical certificates to access to Advanced courses. Students who hold a qualification issued abroad are supposed to present the "Validation declaration" issued by the Italian Diplomatic Authority in the country where the title has been achieved.

INCOMPATIBILITY

For students of first and second level courses, under the law in force, simultaneous enrolment is forbidden:

- to different higher learning institutions;
- to different advanced courses belonging to the same Conservatory (two first level courses, or one first level course and a second level or two second level courses);

It is possible to take the admission exam to different first level and second level courses (requirements established are needed) to the same Conservatory simultaneously, according to the procedures below provided. In the event of simultaneous admission to two academic courses (see above), the student will choose which course they are meant to attend when enrolling.

On the other hand, the simultaneous enrolment to an academic Course (academic first level course, academic second level course or an Old System course close to new candidates) and to a preparatory course or a basic training course closed to new candidates is permitted.

SIMULTANEOUS UNIVERSITY ENROLLMENT

The advanced training musical courses enrollment is compatible with the university courses under the law 240/2010 art. 29 «*Modalità organizzative per consentire agli studenti la contemporanea iscrizione a corsi di studi presso le Università e presso gli Istituti Superiori di Studi Musicali e Coreutica*».

When enrolling or registering, students have to specify this simultaneous enrolment and for which institution they are meant to choose the part-time one. The 'right of study' tax (ERSU) of EUR 140,00 must be paid to the University belonging to the territorial scope of 'Regione Siciliana', and its copy must be delivered to the Conservatory's Student Service Office.

PROCEDURES AND TIME LIMITS FOR THE ADMISSION

The deadlines for the submission of the admission applications, unless stated otherwise and/or due to possible derogations provided by the executive director or the Academic Board, are the following:

- **Admission applications**
 - from the 18th of April to the 31st of May 2019;
- **Admission exams (PRACTICE TEST)**
 - from the 8th of July to the 27st of July 2019 according to a timetable which will be subsequently published.
- **Admission exams (TEST VERIFICATION SKILLS)**
 - from the 8th of July to the 27st of July 2019 according to a timetable which will be subsequently published

Access to academic first and second level courses takes place through an *admission test*.

Entrance test programs to get the access to the academic courses are agreed by the teaching structures involved, together with the necessary participation requirements.

Student can take the access test to one or more academic courses subject to the payment for each course of:

- Admission test contribution of EUR 50,00 payable to the postal current account n. 283903 made out to Conservatorio di Musica Alessandro Scarlatti or by bank transfer (same header):

IBAN IT42X076010460000000283903 reason: contributo ammissione Triennio/Biennio

- Admission fee of 6,04 EUR payable to the current account 1016 registered to "Agenzia delle entrate – Centro Operativo di Pescara", reason: "Tassa di ammissione".

In any case the admission test contribution shall not be redeemable. Should the selected study course be abolished, a refund will be issued.

Admission to courses is subject to the fulfillment of the test and to the available places. The list of the admitted candidates among the students who registered, according to the merit ranking and to the available seats, will be subsequently published. Enrollment will not be possible without prior publication of the admitted students list.

Refer to the related notices of admission of the first level (three years period) and second level academic

courses (two years period) for information on the accessing procedures, published on the conservatory's official note board.

THREE-YEARS PERIOD

In order to be admitted to the first level academic courses (three-year period) students must have the basic skills in the following subjects:

- Rhythmic theory and Music perception (for all courses)
- Piano practicing and sight reading/Historic keyboard (for Renaissance and baroque harpsichord courses, Renaissance and baroque singing, Historical clarinet, Composition, Ear trumpet, Natural horn, Choir conduction and Choral composition, Conduction, Baroque bassoon, Recorder, Transverse flute, Lute, Baroque and classic oboe, Instrumentation for wind orchestra, Baroque and renaissance trumpet, Baroque and renaissance trombone, Viola da gamba, Baroque violin, Baroque violincello)
- Theory of harmony and analysis (for Conduction and Instrumentation for wind orchestra courses)

Basic skills' knowledge is verified by the possession of qualifications or even by specific cases, as explained below. Useful documents (copy or self-declaration) must be handed in at the time of the admission exam.

The admission exam to access to the first level courses (three-year period) consists of two tests and one overall and motivational interview:

- 1) **practical test**
- 2) **verification of skills**, made of the following tests:
 - **Theory, rhythm and Musical perception** (for all the courses)
The test is composed by "Sight-singing", "Perception", "Musical theory", "Rhythm reading" modules. For three-year period courses in Electronic Music and Music Didactic the test is composed only of "Sight-singing", "Musical theory", "Rhythm reading" modules.
 - **Piano practicing and sight reading/Historic keyboard** (for Renaissance and baroque harpsichord courses, Renaissance and baroque singing, Historical clarinet, Composition, Ear trumpet, Natural horn, Choir conduction and Choral composition, Conduction, Baroque bassoon, Recorder, Transverse flute, Lute, Baroque and classic oboe, Instrumentation for wind orchestra, Baroque and renaissance trumpet, Baroque and renaissance trombone, Viola da gamba, Baroque violin, Baroque violincello)
 - **Theory of harmony and analysis** (for Conduction and Instrumentation for wind orchestra courses)
- 3) **overall and motivational interview**

To be exempt from the verification of skills students need to possess:

THEORY, RHYTHM AND MUSICAL PERCEPTION

- diploma in *Theory, solfège and melodic dictation* of the 'old system' (closed to new candidates) earned in an Italian music conservatory
- certificate of skills in *Theory, rhythm and musical perception* earned in the music conservatory Alessandro Scarlatti of Palermo **or in schools and institutes affiliated with the Conservatory.**
- documents proving that all the exams related to the educational debits in "Musical theory" "Sight-singing" "Perception and melodic dictation", "Rhythm reading I" and "Rhythm reading II" have been passed, in a course of study of the Educational debit period, that means Three-year educational debit period of the Music Conservatory Alessandro Scarlatti of Palermo. The educational debit exam in "Rhythm reading II" will be compulsory during the session of verification of skills – which will take place in July 2019 - in case the candidate did not take such educational

debit exam yet. Candidates who will pass the verification of skills can enrol to the three-year period, if in a good rank in the admission ranking list.

- high school diploma earned in a musical high school

PIANO PRACTICING AND SIGHT READING/HISTORIC KEYBOARD

- diploma in *Complementary piano (three-year period for instrumentalists; four-year period for singers and percussionists)* of the 'old system' (closed to new candidates) earned in an Italian music conservatory
- certificate of skills in *Complementary piano* earned in the music conservatory Alessandro Scarlatti of Palermo
- documents proving that all the exams related to the educational debits in "Piano practicing and sight reading" or "Historic keyboard", in a course of study of the Educational debit period, that means Three-year educational debit period by the Music Conservatory Alessandro Scarlatti of Palermo
- high school diploma earned in a musical high school, if candidates attended Piano as first or second instrument courses

THEORY OF HARMONY AND ANALYSIS

- diploma in *Complementary harmony (two-year period)* of the previous system (Old System closed to new candidates) earned in an Italian music conservatory
- high school diploma earned in a musical high school

Students other than referred to the abovementioned cases who consider they have an adequate competence for the academic course in the beforementioned subjects, must take the verification of skills test by applying to the proper form.

Only the candidates who will achieve a minimum score equal to 18/30 during the practical test (which will precede the verification of skills) will be eligible to the verification of skills.

Candidates who will pass the verification of skills can enrol to the three-year period, if in a good rank in the admission ranking list.

Ineligible candidates in the practice test and/or in the verification skills can take the admission tests to Preparatory courses (upon request – by filling out Attachment B) that will take place during the same session.

THREE-YEARS PERIOD WITH EDUCATIONAL DEBIT

For the academic year 2019/2020 students can enroll to the "Three-years period with educational debit" only if assigned the educational debit in "Sight-singing" and/or "Perception".

In the event of enrolment to the "**three-years period with educational debit**", the student will be enrolled to the first year of the three-year period and will be able to attend all the subjects but they will not be able to take the exams of such subjects until all the educational debits are passed.

The student, to enroll to the following academic year, will have to achieve – in any case – 10 academic credits (CFU) within the 10th of August for establishing the C.O.A. according to the amounts in the Chart 1 of the Statement of Study academic year 2019/2020. In the event that the student should not achieve the 10 CFU, they need to refer to the amounts in the Chart 3.

STUDENTS FROM MUSICAL HIGH SCHOOLS

Students from musical high schools are granted the recognition of the skills acquired by the subjects “History of music”, “Theory, analysis and composition” and “Musical technologies” and certified by the musical high school. Possible educational debits – according to the courses subject to the admission exam – can be assigned after the enrollment.

Students who passed the first test and accepted according to the merit ranking can enrol to the first year of the three-years period, pursuant to the provisions of the art.6 paragraph 5 Decree M.I.U.R. of the 11/05/2018. Possible educational debits will be verified by proper board, after the enrollment, according to a calendar later communicated.

Student who will be assigned possible educational debits, will be considered as enrolled to the “Three-years period with educational debit”. The student will be enrolled to the first year of the three-years period and will be able to attend all the subjects but he will not be able to take the exams of such subjects until all the educational debits assigned are passed. The student, to enroll to the following academic year of the three-years period, will have achieved – in any case – within the 10th of August no.10 academic credits (CFU) for the purposes of establishing the C.O.A. according to the amounts in the Chart 1 of the Statement of Study academic year 2019/2020. In the event that the student should not achieve the 10 CFU needs to be referred to the amounts in the Chart 3.

Students from musical high schools who will apply for admission to courses where the skills verification of “Piano practicing and sight reading/Historic keyboard” is provided, and are not in possess of the requisites provided in the previous paragraph, they will take the only for this skill verification the skills verification test “Piano practicing and sight reading/Historic keyboard” in the planned exam session in July. Ineligible candidates in the abovementioned test can not enroll to the three-years period and can take the admission tests to Preparatory courses (upon request – by filling out Attachment B) that will take place during the same session.

THREE-YEARS PERIOD WITH EDUCATIONAL DEBIT CLOSED TO NEW CANDIDATES

From the academic year 2019/2020 the Educational debit period is closed to new candidates, that means that enrollment is no longer possible.

Students who are enrolled to the Educational debit period closed to new candidates in the previous years, should refer to the Statement of Study in force at the time of the enrollment.

TWO-YEARS PERIOD WITH EDUCATIONAL DEBIT

Student who has been assigned educational deficits at the time of the admission exam, has the possibility to enroll to the “Educational debit period” (option A) of the second level academic course (up to a maximum period of two years).

Concerning the procedures and enrollment costs please refer to the paragraph “TWO-YEARS PERIOD WITH EDUCATIONAL DEBIT”

By a way of exception, student has also the possibility to enroll to “Two-years period with educational debit” (option B), and has also the possibility to attend his plan of study subjects' lessons, he may not but take exams as long as he does not pass the educational debits. In case of enrollment to the “two-years period with educational deficit” the student will be enrolled to the first year of the two-years period course and will be able to attend all the lessons, he may not but take exams as long as he does not pass the

educational debits. In order to enroll to the following academic year of the two-years period academic course, student must have achieved – within the 10th August – no. 10 ECTs as to determine the C.O.A. according to the amounts in Chart 1 of the Statement of Study 2019/2020. In case the student should not achieve 10 ECTs must refer to the amounts in Chart 3.

For terms and enrollment costs please refer to the paragraph “ENROLLMENT AND REGISTRATION TWO-YEARS COURSE - SUBSEQUENT YEARS”

2. ENROLLMENT

The academic year enrollment happens when paying the Enrollment contribution (or by providing all the documentation needed for the exemptions), state taxes (‘tassa di immatricolazione’ (registration fee), ‘tassa di frequenza’ (attendance fee), ‘tassa regionale di Diritto allo Studio’), **and exclusively when enrolling on-line from the 1st SEPTEMBER to the 30th SEPTEMBER 2019 by registering on the ISIDATA portal (www.isidata.it – Servizi studenti - Conservatori).**

After September 30, 2019, it is no longer possible to enroll, and the students who are not up to date with the payment of the contributions and/or who has not made and completed all the online registration for the enrollment to the academic year 2019/2020 will be compulsory suspended from the educational career and his administrative position is governed according to the paragraph “SUSPENSION AND CAREER REUNIFICATION” of this statement.

ALL-INCLUSIVE ANNUAL FEE

General standards

Provisions 252-267 of the Law 232/2016 provide a redefinition of the enrolment fee management paid by the students enrolled to the bachelor’s degree and postgraduate courses, by establishing an all-inclusive annual fee for all the costs related to didactical, scientific and administrative services and of the so called “no-tax area”.

Students who **jointly fulfill the following requisites** are exempt from the all-inclusive annual fee payments (provision 255):

- a) belonging to a family unit whose equivalent economic status and indicator (ISEEU) is less or equal to 13.000 EUR;
- b) being enrolled to the belonging University for a quantity of academic years which is lower or equal to the normal study course duration, rose by one;
- c) In case of enrollment to the second academic year, having obtained a minimum of 10 ECTs within August the 10th of the first year; in case of enrollment to further academic years, having obtained a minimum of 25 ECTs within the twelve months before August the 10th of the academic year preceding the related enrollment.

In order to benefit of the exemption, **students enrolled to the first academic year shall fulfill only the**

requisite related to the ISEE-U less or equal to 13.000 EUR (provision 256).

Further regulations provide the criteria to the individuation of the maximum amount of the All-inclusive annual fee for certain students' categories, up to an ISEEU of 30.000 EUR. In particular:

- Students belonging to a family unit whose ISEEU is included between 13.001 EUR and 30.000 EUR, and who fulfill the requisites of letters b) and c), the contribution fee cannot exceed the 7% of the exceed ISEE amount of 13.000 EUR;
- Students belonging to a family unit whose ISEEU is less or equal to 13.000 EUR, and who fulfill the requisites of letter c), the contribution fee is 200 EUR;
- Students belonging to a family unit whose ISEEU is included between 13.001 EUR and 30.000 EUR, and who fulfill only the requisites of letter c), the contribution fee cannot exceed the one determined according to the first point, rose by 50%, with a minimum amount of 200 EUR.

Relevant legislation

The ISEE certificate for the right to study shall be governed by the following rules:

- Prime Ministers' decree 5th December 2013 no. 159 "Regolamento concernente la revisione delle modalità di determinazione ed i campi di applicazione dell'Indicatore della situazione economica equivalente (ISEE)"
- Ministry of Labour and Social Policy 7th November 2014 "Approvazione del modello tipo della Dichiarazione Sostitutiva Unica ai fini ISEE, dell'attestazione, nonché delle relative istruzioni per la compilazione"
- Legislative decree no. 68 of the 29th March 2012 art. 9 paragraph 1 "Revisione della normativa di principio in materia di diritto allo studio"

The due all-inclusive annual fee is determined according to the evaluation of the economic situation, considering the income and assets' amount, as well as the scope of the family unit, by using the Equivalent Economic Status Indicator (ISEE).

To benefit of the incentive services for the right to university education and in order to calculate the all-inclusive annual fee, or possible exemption from university taxes and to enroll to the academic year 2019/2020, it is necessary to possess the **ISEE-U**.

Students of the first and second level academic years shall present at the moment of enrolment/registration the valid **ATTESTAZIONE ISEE-U PER PRESTAZIONI PER IL DIRITTO ALLO STUDIO UNIVERSITARIO (ISEE-U certificate for incentive services for the right to university education) requested in year 2019** in original copy, and in order to individuate the belonging income bracket the **INDICATORE DELLA SITUAZIONE ECONOMICA EQUIVALENTE (ISEE-U CHE "SI APPLICA ALLE PRESTAZIONI AGEVOLATE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO "IN FAVORE DELLO STUDENTE ISCRITTO AL CORSO (ISEE-U certificate for incentive services for the right to university education, in favor of student enrolled to the course) – STUDENT'S FISCAL CODE** – shall be taken as reference.

Above-mentioned ISEE-U does not necessarily correspond to the ordinary ISEE.

Submission of ISEE-U documentation is not compulsory, but the missing submission, at the provided deadlines, will involve being classified as belonging to the highest income bracket, according to the other requisites which determine the belonging to the **Charts I-II-III for the first and second level academic courses**.

Students belonging to the last income bracket are exempt from the submission of ISEE-U.

IT IS NOTED THAT IT WILL BE EXCLUSIVELY TAKEN INTO CONSIDERATION THE ISEE-U DOCUMENTATION WHICH DO NOT PRESENT ANY “ANNOTATION” (OMISSION/GAP)

Before proceeding with the enrolment/registration, every student must thus require the ISEEU certificate to a CAF (tax consultancy centers), other authorized offices or to the INPS (directly on the official INPS website through their own citizen PIN), **by filling out and signing the “DSU INTEGRALE” (Dichiarazione Sostitutiva Unica Integrale – Unique Integral Declaration in place) and not Dichiarazione Sostitutiva Unica MINI.**

To benefit of the incentive services for the right to university education, students need to fill out the “DICHIARAZIONE SOSTITUTIVA UNICA INTEGRALE (DSU INTEGRALE)” which provided the compiling of the MB.1 module (regarding nuclear family and house), of the Quadro C of MB.2 module (university services) and eventually Quadro D of MB.2 model must be filled out (existence in the unit family of sons whose parents are not married to each other and with different residence).

The “independent student” benefit has been abolished since year 2015/2016, being already included in the ISEE-U assessment.

NB: At the time of submission DSU contains only self-reported information. Once DSU is submitted, the declarer will get a receipt of services provided from the acquirer office (INPS, Municipality, CAF or service provider) but not the calculated ISEEU. To calculate ISEEU data acquisition of further data from INPS and Agenzia delle entrate is required.

In order to have the necessary time to solve potential issues (e.g. omissions/gaps, wrong data, etc.) it is advisable to aim to the accountable assistance institutions with adequate notice, referring to the on-line enrolment deadlines.

The ‘Dichiarazione Sostitutiva Unica (DSU)’ - if requested within the 31/08/2019 - is valid from the submission moment up to the 31/12/2019. The DSU requested from the 01/01/2019 and already certified with the expiry date 31/08/2019 are considered as valid and with expiry up to 31/12/2019.

The DSU submitted from the 1st September to the 31st December 2019 are valid from the submission moment up to the 31st August 2020.

Therefore, after this deadline, the expired DSU cannot be used for new services, without prejudice to the validity of it for the already required services.

Near-graduate students, as successively provided, can be exonerated from the payment of taxes and All-inclusive annual fee by submitting the so called “domanda studente *laureando*” within October 31 2019 together with the ISEEU certificate since, in case they should not graduate on time, they still can have the right to the reduction of the all-inclusive annual fee.

Foreigner students with citizenship of countries belonging to the European Union, must possess the specific documentation issued by the competent authorities of the Country in which their incomes are generated with a certified translation into the Italian language.

It is recommended to prepare this documentation ahead of time, before arriving in Italy.

All declarations submitted by the student will undertake standard spot checks from the relevant

authorities.

3. FOREIGNER STUDENTS (EU AND NOT EU CITIZENS)

EU foreigner students' economic and assets condition is certified with the specific documentation issued by the competent authorities of the Country where incomes are generated, with a certified translation into the Italian language.

The establishing indicators of the equivalent economic status and the indicators of the equivalent assets status are performed with the same procedures laid down for Italian students.

The parameter used to determine the belonging income bracket is the **Equivalent Economic Status Indicator (ISEEU)**.

For the purpose of calculating the ISEEU, the student should use the provided form for the *dichiarazione dei redditi e patrimoni ai fini ISEEU* (declaration of incomes and assets for ISEE purposes), to be filled out by the diplomatic mission or consular post in Italy (Modulo DS).

Failure to present the certificates concerning the ISEEU implies the inclusion by the office into the highest income bracket. Students belonging to the last income bracket should not provide any income certificates.

The all-inclusive annual fee amount is given into **tables 1-2-3 for first and second level academic courses** and should be determined based on the ISEEU value, calculated by the CAF (Centre for Fiscal Assistance) or another authorized office. To benefit of the total or partial exemptions, all the documentation in support is needed, translated into the Italian language under current legislation.

In case of students with **non-EU countries citizenship and resident abroad**, who cannot be applied the ISEE calculation in accordance with the [Article 8, pr. 5, of the DPCM 159/2013](#), the amount of the all-inclusive annual fee is established as follows:

COURSES	All-inclusive annual fee
THREE-YEAR PERIOD	
First level academic courses	€ 1.000,00
TWO- YEAR PERIOD	
Second level academic courses	€ 1.500,00

Admitted foreigner students shall fill out the enrollment application online within the **September 30 2019** by registering on ISIDATA portal (www.isidata.it – Servizi Studenti – Conservatorio).

On-line enrollment application should be printed and delivered at the 'Segreteria Studenti' with the required attachments, and the following documentation:

- copy of the application for residence permit receipt;
- copy of the passport with the specific entry visa or copy of the valid residence permit;

To access to the first and second level academic courses, foreigner students shall pass an Italian language test proving the Italian language skills of level B1. The test will take place at the Conservatory in Palermo according to times and procedures subsequently communicated. If the student fails the test, he will compulsorily attend an *Italian language course* specifically organized by the Conservatory itself, whose enrollment fees is equal to € 150,00.

The standards required to access the university courses AFAM for foreign students, the calendar for the

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procedures and the registration for the academic year 2019-2020, and related forms can be found by clicking on the following link <http://www.studiare-in-italia.it/studentistranieri> and/or on the Conservatory's website. The admission calendar will be later published on the Conservatory's website.

4. TAXES AND CONTRIBUTIONS

THREE-YEARS AND TWO-YEARS PERIOD

Students of the first level academic courses (three-year period) and second-level academic courses (two-year period) in order to determine the belonging Table (Table 1- Table 2 – Table 3) shall consider three parameters:

- ISEEU
- ECTS
- Enrollment academic years

1) Those who shall refer to Table 1 are:

a) Students who shall matriculate during the year 2019/2020 (enrollment to the first academic year), should consider only the requisite related to the ISEEU.

b) Students who shall enroll to the second, third or outside prescribed time academic years during the year 2019/2020, who possess the following requisites:

- enrollment to the belonging University for a quantity of academic years lower than or equal to the normal study course duration, rose by one;
- In case of enrollment to the second academic year, having obtained a minimum of 10 ECTS within August the 10th of the first year; in case of enrollment to further academic years, having obtained a minimum of 25 ECTS within the twelve months before August the 10th of the academic year preceding the related enrollment.

Students falling under the options a) or b) will pay the **All-inclusive annual fee (C.O.A.)** established according to the criteria written in the following table:

TABLE 1

BRACKET	ISSEU MINIMUM LIMIT	ISSEU MAXIMUM LIMIT	C.O.A.
BRACKET 0	€ 0,00	€ 13.000,00	€ 0,00
BRACKET 1	€ 13.000,01	€ 30.000,00	(own ISEEU - € 13.000,00)*5%
BRACKET 2	€ 30.001,00	€ 40.000,00	€ 950,00
BRACKET 3	€ 40.001,00	€ 50.000,00	€ 1.050,00
BRACKET 4	€ 50.001,00	€ 60.000,00	€ 1.150,00
BRACKET 5	More than € 60.001,00		€ 1.250,00

2) Should refer to Table 2:

Students who shall enroll to the second, third or outside prescribed time academic years during the year 2019/2020, who:

- In case of enrollment to the second academic year, have obtained a minimum of 10 ECTS within August the 10th of the first year; in case of enrollment to further academic years, have obtained a minimum of 25 ECTS within the twelve months before August the 10th of the academic year preceding the related enrollment. Students falling under this option will pay the All-inclusive annual fee (C.O.A.) established according to the criteria written in the following table:

TABLE 2

BRACKET	ISSEU MINIMUM LIMIT	ISSEU MAXIMUM LIMIT	C.O.A.
BRACKET 0	€ 0,00	€ 13.000,00	€ 200,00
BRACKET 1	€ 13.001,00	€ 30.000,00	(Own ISEE - € 13.000,00) * 7,50% (5% + 50%) With a minimum value of € 200,00
BRACKET 2	€ 30.001,00	€ 40.000,00	€ 1.400,00
BRACKET 3	€ 40.001,00	€ 50.000,00	€ 1.550,00
BRACKET 4	€ 50.001,00	€ 60.000,00	€ 1.700,00
BRACKET 5	More than € 60.001,00		€ 1.850,00

3) Should refer to Table 3:

Students, who do not belong to the above-mentioned cases, will pay for the academic year 2019/2020 an **All-inclusive annual fee (C.O.A.)** established according to the criteria written into the following table:

Table 3

BRACKET	ISSEU MINIMUM LIMIT	ISSEU MAXIMUM LIMIT	C.O.A.
BRACKET 0	€ 0,00	€ 13.000,00	€ 500,00
BRACKET 1	€ 13.001,00	€ 21.000,00	€ 1.000,00
BRACKET 2	€ 21.001,00	€ 30.000,00	€ 1.500,00
BRACKET 3	€ 30.001,00	€ 40.000,00	€ 1.750,00,
BRACKET 4	€ 40.001,00	€ 50.000,00	€ 2.000,00
BRACKET 5	€ 50.001,00	€ 60.000,00	€ 2.250,00
BRACKET T 6	More than € 60.001,00		€ 2.500,00

Auditor students are exempt from the All-inclusive annual fee payment.

5. PART-TIME ENROLLMENT

The enrollment to part-time courses for students who are at the same time registered to University or students who are not full-time in studying occupied is available; students may require to obtain an academic degree in a longer period than the lawful term of the course (three-year period up to 6 years and two-year period up to 4 years).

Students shall expressly communicate the simultaneous enrollment at the moment of the application/enrollment.

Students who opt for the part-time course can obtain only 30 ECTs during every academic year. That means that student enrolled to a part-time year in this Conservatory, will acquire the related 60 ECTs in two years' time.

The course's main subject, Prassi esecutiva e repertorio, will be attended during the two years' time for a total number of hours equal to three-quarters of the total hours per year, as provided in the study plan (e.g. in case of a subject of 32 hours, students shall attend 24 hours per part-time year and will take the related exam at the end of the second part-time year).

Option for part-time course can be canceled with effective date from the following academic year. In that case the student will proceed with his academic career, respectively, from the same year of course if he has attended only one year in part-time, from the following year if he has attended two years in part-time.

D.M. 28/09/2011, pursuant to Art. 29, comma 21 of the law n.240/2010, disciplines the contemporary enrollment to academic courses and music Conservatories, State-recognized musical institutes and Dance National Academy.

Students shall expressly communicate the simultaneous enrollment at the moment of the application/enrollment. Taught-learning activities carried out by the students for every academic year in the two Institutes and the acquisition of the related course credits (ECTs) cannot exceed the limit of 90 for every year, except for those acquired for subjects considered by both orders.

Concerning the part-time years' time, the All-inclusive annual fee will be decreased by 50% for every part-time year's-period, as provided by Table 2 for first and second level academic courses, except for the payment of the other taxes due within the time allowed.

In case of simultaneous enrollment to another university course, the 'Tassa Regionale di Diritto allo Studio' (ERSU) shall be paid to the University belonging to the territorial scope of the Regione Siciliana and the copy of the payment receipt shall be delivered to the Segreteria Studenti of the Conservatory together with the enrollment file.

No part-time enrollment is provided when enrolling to an educational deficit period.

No part-time enrollment is provided for the outside prescribed time students.

6. ENROLLMENT AND REGISTRATION TO SUBSEQUENT YEARS - THREE- AND TWO-YEARS PERIOD

Enrollment (for new enrolled students) of admitted students among the eligible ones, and/or the

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registration renewal to further years shall be fulfilled **from the 1st to the 30th of September 2019 exclusively through the registration on the ISIDATA portal (www.isidata.it – Servizi studenti – Conservatorio):**

After October 1st 2019 students cannot enroll, and those who are not up to date with payment of the contributions and/or have not made and completed all the online registration for the enrollment to the academic year 2019/2020 will be compulsory suspended from the educational career and their administrative position is governed according to the paragraph “SUSPENSION AND CAREER REUNIFICATION” of this statement.

The online enrollment application shall be printed and delivered to the Segreteria Studenti with the related documentation attached:

- **ISEE-U certificate with current validity required in year 2019. The certificate must contain the following indication “SI APPLICA ALLE PRESTAZIONI AGEVOLATE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO” in favor of the student enrolled to the course (student’s fiscal code)**
- **Duty stamp** of EUR 16,00 to be paid virtually pursuant to the art.15 D.P.R. 64/1972 on the postal current account n. 235903 headed to Conservatorio di Musica Alessandro Scarlatti or by bank transfer (same header): IT42X0760104600000000283903 reason: ***Imposta di bollo virtuale***;
- **Tassa di frequenza annuale (annual attendance fee):** EUR 21,43 on the postal current account n. 205906 registered to *Agenzia delle entrate - Centro Operativo di Pescara - Tasse scolastiche Sicilia*, reason: ***Tassa di frequenza annuale***;
- **Tassa Regionale di Diritto allo Studio (E.R.S.U.):** EUR 140,00 to be paid on the postal current account n. 283903 or by bank transfer (IBAN: IT42X0760104600000000283903) registered to Conservatorio di Musica Alessandro Scarlatti, reason: ***Tassa Regionale di Diritto allo Studio***. In case simultaneous enrollment to university courses happens, the Tassa Regionale di Diritto allo Studio shall be paid to the University belonging to the territorial scope of the Regione Siciliana and the copy of the payment receipt shall be delivered to the Segreteria Studenti of the Conservatory. **This tax is not due for students enrolled to the educational debit period.**
- **All-inclusive annual fee (C.O.A.):** the amount is calculated following the **Charts 1-2-3 first and second level academic courses**. The amount may be paid on the postal current account n. 283903 or by bank transfer (IBAN IT42X0760104600000000283903) registered to Conservatorio di Musica Alessandro Scarlatti, reason: ***Contributo onnicomprensivo annuale Triennio/Biennio***.

Methods of All-inclusive annual fee payment:

A) **lump-sum payment**: from the 1st to the 30th September 2019;

B) **two equal amounts of installments**:

1st installment: from the 1st to the 30th September 2019 (reason: *Contributo onnicomprensivo annuale - I rata*);

2nd installment: within the 30th November 2019 (reason: *Contributo onnicomprensivo annuale - II rata*);

Further documentation requested for ENROLLED STUDENTS

- **Enrollment tax:** EUR 6,04 on the postal current account n. 205906 registered to *Agenzia delle entrate - Centro Operativo di Pescara - Tasse scolastiche Sicilia*, reason: **Tassa di immatricolazione**;
- no. 2 wallet-size pics, for the student report book;
- identification document with current validity;
- titles necessary for the admission (certified copy of the original one).

7. THREE-YEARS EDUCATIONAL DEBIT PERIOD CLOSED TO NEW CANDIDATES AND TWO-YEARS PERIOD EDUCATIONAL DEFICIT PERIOD

From the academic year 2019/2020 the first level educational debit period courses are closed to new candidates, that means that enrollment is no longer possible.

Students who are enrolled to the first level educational debit period courses closed to new candidates in the previous years, should refer to the Statement of Study in force at the time of the enrollment.

REGISTRATION TO SUBSEQUENT YEARS OF THREE-YEARS EDUCATIONAL DEBIT PERIOD CLOSED TO NEW CANDIDATES

ENROLLMENT AND REGISTRATION TO SUBSEQUENT YEARS OF TWO – YEARS EDUCATIONAL DEBIT PERIOD

Enrollment (exclusively for new enrolled students of second level – two-years period courses) of eligible students, and/or the registration renewal to following years shall be completed **from the 1st to the 30th September 2019 exclusively through registration on the ISIDATA portal (www.isidata.it – Servizi studenti – Conservatorio)**:

After the date of the 30th September 2019 it is not possible to enroll, and the students who are not up to date with the payment of the contributions and/or have not made and completed all the online registration for the enrollment to the academic year 2019/2020 will be compulsory suspended from the educational career and their administrative position is governed according to the paragraph “SUSPENSION AND CAREER REUNIFICATION” of this statement.

The online enrollment application shall be printed and delivered to the Segreteria Studenti with the related documentation attached:

- **Duty stamp** of EUR 16,00 to be paid virtually pursuant to the art.15 D.P.R. 64/1972 on the postal current account n. 235903 headed to Conservatorio di Musica Alessandro Scarlatti or by bank transfer (same header): IT42X0760104600000000283903 reason: **Imposta di bollo virtuale**;

- **Tassa di frequenza annuale (annual attendance fee):** EUR 21,43 on the postal current account n. 205906 registered to *Agenzia delle entrate - Centro Operativo di Pescara - Tasse scolastiche Sicilia*, reason: **Tassa di frequenza annuale**;
- **All-inclusive annual fee (C.O.A.):** the amount is calculated following the **Charts 1-2-3 first and second level academic courses**. The amount may be paid on the postal current account n. 283903 or by bank transfer (IBAN IT42X0760104600000000283903) registered to Conservatorio di Musica Alessandro Scarlatti, reason: **Contributo onnicomprensivo annuale Triennio/Biennio**.

Methods of All-inclusive annual fee payment:

A) lump-sum payment: from the 1st to the 30th September 2019;

B) two equal amounts of installments:

1st installment: from the 1st to the 30th September 2019 (reason: *Contributo onnicomprensivo annuale - I rata*);

2nd installment: within the 30th November 2019 (reason: *Contributo onnicomprensivo annuale - II rata*);

No part-time enrollment is provided for the “Educational debit period”.

It is not possible to ask for the educational career suspension for the “Educational debit Period”.

8. INTEREST ON ARREARS FOR LATE PAYMENTS - 2nd INSTALLMENT ALL-INCLUSIVE ANNUAL FEE

As provided by the article 3 ,ENROLLMENT, “it is not possible to enroll after September 30 2019, and the students who are not up to date with the payment of the contributions and/or have not made and completed all the online registration for the enrollment to the academic year 2019/2020 will be compulsory suspended from the educational career and his administrative position is governed according to the paragraph “SUSPENSION AND CAREER REUNIFICATION” of this statement”.

In case the properly enrolled students who paid the first All-inclusive annual fee installment within the deadline of September 30 2019 should settle the payment of the second installment of the All-inclusive annual fee later than the provided deadline of **November 30 2019**, the installment will be charged arrears which shall be simultaneously paid with the *All-inclusive annual fee*.

Payments shall be made on the postal current account n. 283903 registered to *Conservatorio di Musica Alessandro Scarlatti* or by bank transfer (same registration): IT42X0760104600000000283903 reason: **Contribuzione onnicomprensivo annuale e diritto di mora**.

The amount of the interest on arrears of the 2nd installment is established as follows:

- from the 1 st to the 31 st December 2019	EUR 100,00
- from the 1 st January to the 29 th February 2020	EUR 200,00
- from the 1 st March to the 30 th April 2020	EUR 300,00

Students who are not up-to date with the payments of the previous years, cannot renew the registration to the subsequent academic year if their administrative position is not regularized.

Eligible students who will have not enrolled within September 30th, 2019 are considered as renunciative.

Students who will not have registered within the September 30th, 2019 will be compulsory suspended from the educational career.

9. CONTRIBUTORY IRREGULARITY

In case of contributory irregularity, students cannot:

- obtain the issuing of any certificate;
- obtain the exams record;
- obtain the issuing of the permission certificate for transferring to other Conservatories;
- take exams or perform acts concerning the academic career;
- enroll to the following academic year.

Exams taken in case of irregular administrative status may be canceled.

10. EXEMPTION TYPES

In order to benefit for the exemptions of the All-inclusive annual fee and/or revenue taxes (tassa di immatricolazione - enrollment fee, tassa di frequenza - attendance fee), students shall fill out the specific exemption form (available on the Conservatory's website and at the Segreteria studenti), attach suitable documentation and deliver it together with the entry application. Exemption requests lacking of the specified attachments, late submitted or lacking of the filled out exemption form, will be not approved.

Exemptions are not combined.

In order to benefit for the exemptions, related properly documented requests shall be delivered within this academic year (2019/2020). Exemption requests relating to previous academic years are not approved. Exemption of interest on arrears due to late payment of the All-inclusive annual fee regulated by this Statement of Study is not admitted.

Total exemptions

The following are totally exempted from payment of the *All-inclusive annual fee (C.O.A.)*, revenue taxes (tassa di immatricolazione - registration fee, tassa di frequenza - attendance fee, and 'Tassa

di Diritto allo Studio') in accordance with the Comma 1 and 2 of the Art.8 of the D.C.P.M. of the 9th April 2001:

1. recipient students of E.R.S.U. scholarship;
2. adequate students who could not benefit of the E.R.S.U. scholarship because of insufficient resources;
3. recipient students of student loans;
4. students with recognized disabilities at or more than 66%;
5. foreigner students, recipients of the Italian Government's scholarship within the framework of development cooperation programs and cultural and scientific intergovernmental agreements and related periodic international executive programs;

Recipient students of exemptions of points 1 and 2, in any case at the moment of the enrollment, shall pay the first installment provided for the All-inclusive annual fee and the *Tassa Regionale Diritto allo Studio*. The refund for students enrolled to the first year, is subject to the ECTS achievement provided by the E.R.S.U. announcement, and when lacking the requirements provided by the E.R.S.U. announcement they cannot benefit from the refund. The Conservatory will provide for the All-inclusive annual fee (C.O.A.) refund and the refund of the amount related to the *Tassa Regionale Diritto allo Studio* of €140,00 after E.R.S.U. verification and communication of the provided merit requirements, required for the benefits' confirmation.

The annual *tassa di frequenza* (attendance fee) and the enrollment fee, if wrongly paid, are not refundable.

Students who are not adequate or winner of E.R.S.U. scholarship shall regulate the enrollment by paying the second installment of the All-inclusive annual fee (C.O.A.), within December 31 2019. After this deadline, interest on arrears of EUR 100,00 will have to be paid - together with the payment of due fees/contribution - as stated above.

For recipient students of exemptions in point 5, in the academic years after the first one, the exemption is contingent to the scholarship renewal.

The following are furthermore totally exempted - upon production of the related supporting documentation - from the payment of the All-inclusive annual fee and taxes (*pursuant to the art. 30 of the law 118/1971*):

1. students who are orphans of the war, legally blind, war wounded or war-, job- or service-disabled people;
2. students who are sons of orphans of the war, legally blind, disabled people or war-, job- or service- disabled people;
3. students whose parents died in the Italian Civil War, are declared missing soldiers, or are involved in humanitarian peacekeeping missions;
4. students who orphans of victims of the Mafia (so declared in accordance with the law);

5. civil wounded and disabled people belonging to straitened economic condition families and subjected to a reduction higher than two thirds of the capacity to work, and to sons of disability pension beneficiaries.

Partial exemptions for multiple enrollments

In case of students belonging to the same nuclear family enrolled to the first level academic courses, second level academic courses, Preparatory Courses, old system courses closed to new candidates and basic training courses closed to new candidates, the all-inclusive annual fee (C.O.A.) due provided according to **Charts 1-2-3 for first and second level academic courses** will be reduced according to the following percentages:

- FIRST ENROLLED MEMBER, pays the full due all-inclusive annual fee;
- SECOND ENROLLED MEMBER, 25% reduction of the due all-inclusive annual fee;
- THIRD ENROLLED MEMBER AND MORE THAN THE THIRD MEMBERS, 50% reduction of the due all-inclusive annual fee.

For the identification of the recipients, the first member shall fully pay at the Conservatory. The following members shall pay by following the reductions specified above.

Recipient students of these exemptions shall in any case pay the revenue taxes (*Tassa di immatricolazione* - enrollment fee, *Tassa di frequenza* - attendance fee, and the *Tassa Regionale di Diritto allo Studio*).

The payment of the all-inclusive annual fee (C.O.A.) and of the revenue and regional taxes shall be made by following the procedures and the deadlines provided above.

Partial exemptions for enrollments to two or more courses

According to the provided incompatibilities, in case of students enrolled in two schools/courses (first or second level academic year course, and a course of the old system closed to new candidates or a basic training course) the first or second level academic year course will be the one considered as first course.

The *all-inclusive annual fee* (C.O.A.) due for the first course will be fully paid, while the *Enrollment fee* of the second course or possible further courses will be paid with a reduction equal to the 50% of the due amount:

- 1) In case of simultaneous enrollment to first/second level academic courses and a course of the previous degree closed to new candidates, the first/second level academic courses will be considered as first course;
- 2) In case of simultaneous enrollment to a first/second level academic courses and a Preparatory course, the first/second level academic courses will be considered as first course;
- 3) In case of simultaneous enrollment to first/second level academic courses and basic training course closed to new candidates, the first/second level academic course will be considered as first course;

- 4) In case of simultaneous enrollment to a course of the previous degree closed to new candidates and a basic training course closed to new candidates, the course of the previous degree closed to new candidates will be considered as first course and its contribution shall be fully paid.

Students who receive these exemptions shall pay in any case the revenue taxes (*tassa di immatricolazione* - registration fee, *tassa di frequenza* - attendance fee and the *Tassa Regionale*, if due) and the stamp duty of EUR 16,00 for every course they are enrolled to.

The payment of the all-inclusive annual fee, revenue and regional taxes shall be made in accordance with the procedures and deadlines specified above.

Other exemptions

The following are partially exempted from the all-inclusive annual fee payment:

- Students who are sons of disabled people, with a disability of 100% for reasons not connected to allowed exemptions under the art. 30 of the Law 118/1971. Students requiring for benefits and the related parent with a disability of 100% shall be in the same nuclear family.

The amount for the all-inclusive annual fee's partial exemption is established with a reduction of 50% of the determined fee, according to **Charts 1-2-3 of the first and second level academic courses.**

Students who access to these exemptions shall pay in any case the revenue taxes (*tassa di immatricolazione* - registration fee, *tassa di frequenza* - attendance fee) and the *Tassa Regionale di Diritto allo Studio*.

The payment of the all-inclusive annual fee, revenue and regional taxes shall be made in sum-lump, in accordance with the procedures and deadlines specified above.

Exemption limits

Exemptions may not be combined. In case of students attending more schools/courses and belonging to the same nuclear family, students may require for the All-inclusive annual fee partial exemption which is more convenient.

The following are excluded from exemptions:

- Students who have been liable to disciplinary sanctions, for the very academic year in which the sanction was provided;
- Students who do not provide self-certification or supporting documents for the purpose of the benefit.

11. NEAR-GRADUATE STUDENTS

In order to be considered near-graduate students, first and second level academic courses' students need to meet one of the following requirements:

- having completed all courses attendance within October 31st, 2019;
- completing all the exams provided by the study plan within the extraordinary session of 2020.

Near-graduate students shall take the final exam not later than the extraordinary session 2020, the last

suitable session for the previous academic year, it is therefore not needed to renew the enrollment.

Student shall deliver the specific form “Iscrizione studente laureando” at the Segreteria within October 31st, 2019 together with the ISEE-U certificate.

Students who will not take all the academic year exams and/or final exam within the extraordinary session 2020, shall proceed to an additional enrollment for the academic year 2019/2020, by paying the due *all-inclusive annual fee (C.O.A.)*, the *tassa di frequenza annuale (annual attendance fee)* and the *Tassa Regionale di Diritto allo Studio* according to **Charts 1-2-3 for first and second level academic courses**, in sum-lump and not later than **April 30th, 2020** without interest on arrears.

Payments made later than the provided deadline of **April 30th, 2020** will be charged an administrative sanction equal to EUR 100,00 which shall be simultaneously paid with the *all-inclusive annual fee* within *September 30, 2020* on the postal current account n. 283903 registered to *Conservatorio di Musica Alessandro Scarlatti* or by bank transfer (same registration): IT42X0760104600000000283903 reason: **Contribuzione onnicomprensivo annuale e sanzione amministrativa.**

Near-graduates shall necessarily renew the enrollment to the academic year 2019/2020. In case the students attend an international mobility program during the current academic year, they will not be charged interest on arrears.

The final exam request shall be submitted using the provided form available on the Conservatory's website and at the Segreteria studenti, together with a stamp duty of EUR 16,00 and the receipt of the payment of EUR 30,00 to the postal current account n. 283903 made out to Conservatorio di Musica Alessandro Scarlatti, or by bank transfer (same registration): IBAN IT42X0760104600000000283903 reason: **Contributo domanda di Laurea.**

The Academic Board determines graduation sessions. Requests for the final exam shall be submitted within 45 days of the beginning of every session.

Degree thesis shall be consigned to the Segreteria Studenti within 20 days of the final exam's date. In case of theoretical exams, degree thesis shall be made up of 2 bound copies and 7 CD copies.

FINAL EXAM EXTENSION

Near-graduate students, after submitting a specific application to the Academic Board, may obtain an extension of the final exam until the summer session 2020, given that the student has taken and passed all the exams of the academic course within the summer session 2020. In this case near-graduate student shall submit the specific module “Istanza proroga prova finale” at the Segreteria within the deadline of **April 30th 2020**, together with the payment with reason “**Contributo di proroga Prova finale**” of:

- EUR 100,00 for first level academic courses
- EUR 150,00 for second level academic courses

Students who will not take the final exam within the summer session 2020, shall proceed to an additional enrollment for the academic year 2019/2020, by paying the due all-inclusive annual fee (C.O.A.), the *tassa di frequenza annuale (annual attendance fee)* and the *Tassa Regionale di Diritto allo Studio* according to **Charts 1-2-3 for first and second level academic courses**, in sum-lump not later than the **September 30th 2020** without interest on arrears.

Payments made later than the provided deadline of **September 30th 2020** will receive an administrative

sanction equal to 100,00 EUR to be paid together with the All-inclusive annual fee on the postal current account n. 283903 registered to *Conservatorio di Musica Alessandro Scarlatti* or by bank transfer (same registration): IT42X076010460000000283903 reason: **contribuzione onnicomprensivo annuale e sanzione amministrativa.**

Students who are not up to date with the payments of the previous years, cannot renew the enrollment to the subsequent academic year if they are not up to date with their administrative position.

12. UNDER CONDITION-ENROLLMENT

Students who are meant to achieve the final diploma of a course of study within the subsequent extraordinary session 2020, can enrol under condition - at the same time –to another course of study, too, as long as they possess all the other requisites provided by the learning regulations; that means being in the status of “near-graduate student”. The application for admission must be submitted within the provided deadlines, by paying the related amounts. If admitted, students will pay for the enrolment to the new course of study:

- payment of *Tassa di immatricolazione*;
 - payment of *Tassa di frequenza*;
 - payment of *Tassa Regionale del Diritto agli Studi*;
 - payment of *All-Inclusive annual fee* reduced by the 30% of the total amount provided, as first instalment;
- Within the **April 30th 2020**, as soon as the final diploma is achieved, students will have to finalize the enrolment for the academic year 2019/2020 by paying the difference of amount of the *All-Inclusive annual fee (C.O.A.)*.

(Example: due C.O.A. equal to EUR 1000.00, the 70% of the amount will be due – equal to EUR 700,00 – within the enrolment deadline of September 30th 2019 and the 30% of the amount – equal to EUR 300 – within April 30th 2020.)

In case the final diploma should not be achieved, students forfeit entitlement to the enrollment *under condition*, included the right to attendance, without refund of the amounts paid.

Students enrolled under condition cannot request the further final diploma extension during the summer session, as provided for the *near-graduate* students by the Statement of Study.

Students enrolled at the same time during the academic year 2017/2018 to a first level academic year (three-years period) or second level (two-years period) and to the 24 CFU training course, if **enrolled under condition** to another first level or second level academic year, cannot benefit from the extension of the duration of the course of study provided for the attendance to the 24 CFU training course.

13. TERM EXTENSION FOR STUDENTS WHO ATTENDED THE 24 CFU COURSE DURING THE ACADEMIC YEAR 2017/2018

Pursuant art. 4 of D.M. 626 of the 10/08/2017, the access to the training courses implicates the extension of the duration of studies attended by the students equal to a term. Such extension of the duration of the course of study may happen only once during the student’s career. If a student does not complete the course to the achievement of the 24 CFA during the provided time frames and requires a new enrolment to such course, they will not benefit of any extension of duration of their own course of study.

That means that students enrolled at the same time to the academic year 2017/2018 to a first level academic year (three-years period) or second level (two-years period) and to the 24 CFU training course are entitled – upon request – to the course of study extension, from October 31st 2019 to February 28th 2020.

Terms related to Exams/Final exams and possible enrolments for near-graduate students will be reformulated with the subsequent academic calendar.

Near-graduate students will have to take the final exam at the latest summer session, as last useful session for the previous academic year, therefore, the enrolment renewal is not due.

Students who will not take all the academic course's exams and/or the final exam within the summer session, must enrol to the subsequent academic year.

Near-graduate students who will not take the final exam during the summer session, can obtain an extension of the final exam to the latest autumn session, provided that they have taken and passed all the academic courses' exams within the summer session and by paying the "Contributo di proroga finale" (Final exam extension contribution) equal to € 100,00 for three-years period courses and of € 150,00 for two-years period courses.

Students who will not take all the academic course's exams and/or the final exam within the autumn session, must enrol to the subsequent academic year according to terms and procedures provided with the Statement of Study 2019/2020.

NOT NEAR-GRADUATE STATUS' STUDENTS DURING THE A.Y. 2018/2019

Must regularly enrol within September 30th, 2019 according to terms and procedures provided with the Statement of Study 2018/2019. In order to determine the All-inclusive Annual Fee (C.O.A.), the ECTS (CFU) achieved within August 10th, 2019 will be considered, compared to the previous year, by excluding the credits related to the Training course for the achievement of the 24 ECTS.

Upon request, students can benefit of a one term extension with duration of the course of study until the achievement of the "near-graduate student" status, according to the terms that will be annually communicated by the Administrative Board.

14. TRANSFERS

Transfers to other Conservatories

Students may require the transfer to another Conservatory with a request submitted to the Director within **July 31st 2019** (the form is available on the Conservatory's website and at the Segreteria studenti), together with the payment of EUR 50,00 as *Contributo nulla osta trasferimento verso altri conservatori* on the postal account n. 289303. This fee shall be paid exclusively after obtaining the authorization of the Director.

In order to obtain the permission, students shall have fulfilled the All-inclusive annual fee and revenue taxes (tassa di immatricolazione - registration fee, tassa di frequenza - attendance fee) and the Tassa Regionale di Diritto allo Studio relating to the current year and shall have completed all the enrollment procedures relating to their previous years.

Transfers from other Conservatories

Starting from the academic year 2019/2020 it is no longer possible to obtain the transfer to this Conservatory.

Therefore, students can access to the first and second level academic courses by following the procedures provided by the related Notice of Admission.

Students in an eligible position in the admission ranking, as soon as the enrollment is completed, can request the subject validation in order to obtain the acknowledgement of the career.

The didactical structure responsible of the academic course to which the student is meant to transfer, approves the acknowledgement of the achieved credits, valid for the new curriculum.

15. CAREER SUSPENSION AND REUNIFICATION

Students who do not renew the enrollment to the academic year 2019/2020 have the chance of accessing again to the same study course, for the year that follows the last one they attended, within three following academic years (in case of first level academic course) or two following academic years (in case of second level academic course).

The module related to the suspension request must be submitted to the Segreteria Studenti just once even if it is meant to suspend more than one academic year. Therefore, the students should submit a request of career reunification starting from the academic year they mean to go back to his career.

For that purpose, students shall submit a specific application available on the Conservatory's website during the suspended academic year, within **September 30th, 2019** and their administrative position shall be fulfilled. It is not possible to require the suspension later than the provided date.

In this case, students who suspended are totally exempted from the All-inclusive annual fee and from the other taxes for the periods of time in which they were not registered; this provision is also valid for male students for their community service year-time and for female students for the first year of each son. Recipient students cannot do any career act during the academic interruption of studies. The benefit request is not revocable during the academic year.

Within the deadlines provided by the Statement, as soon as students get back to their academic career, they should pay in addition to the provided taxes for the current year, a fixed fee of EUR 200,00 for every suspended year, to be paid on the postal account n. 283903 made out to Conservatorio di Musica Alessandro Scarlatti reason: ***Ricongiungimento carriera***.

Students who have not submitted the specific suspension application within the provided deadline and are later meant to reunify their career, should pay the All-inclusive annual fee, the tassa di immatricolazione (registration fee), the tassa di frequenza (attendance fee) and the *Tassa Regionale di Diritto allo Studio* for every single academic year in which the students are not registered, by following the provided criteria.

Students forced to interrupt their studies because of serious and prolonged infirmity certified by a public structure, are totally exempted from the payment of taxes and fees during that period. Students who benefit of this provision cannot do any career act during the academic interruption of studies, and they are not subject to the payment of any academic career reunification fee. The benefit request is not revocable during the academic year, and the interruption period of time is not considered for the purpose of the merit appraisal.

Studies suspension is allowed starting from the second year of their attendance.

It is not possible to ask for a career suspension for the educational deficit period.

16. ABANDONEMENT OF STUDIES

Students who intend to abandon the studies permanently, may submit the abandonment application by written proof, with a tax stamp of EUR 16,00 and paying the taxes and fees relating to the previous registration years of the abandonment year. Abandonment is permanent. In case of abandonment, taxes

and fees already paid will not be refunded. Consequently to the abandonment by the student, the Conservatory will release the certification concerning the career spent and the ECTs obtained up to that moment; in case of new registration the already taken exams will be considered valid for the purpose of the continuation of the academic career, after the recognition by the specific board.

17. ATTENDANCE AND OUT-OF-COURSE STUDENTS

Students are considered as out of course after their third attendance year for the three-year period courses. Students are considered as out of course after their second attendance year for the two-year period courses. Out-of-course students have the right to attend the subjects of their plan of study from the first to the third year for the three-year period courses, from the first to the second year for the two-year period courses.

Students are considered as auditors from the forth out-of-course year for the three-year period courses. Students are considered as auditors from the third out-of-course year for the two-year period courses.

Auditor students can take exams to complete their study cycle, but have no right to the attendance of the subjects.

The year of attendance will be established according to the enrolment year for the already inner students.

In case of part-time students, inner students requiring to cancel the part-time option with effective date from the following academic year, will proceed their educational career, respectively, from the same year of course if they have attended only one year in part-time, from the following year if they have attended two years in part-time.

During out-of-course period, enrollment to part-time is not allowed.

18. ADDITIONAL EDUCATIONAL ACTIVITIES

The students (enrolled at the three-year period or two-year period) who wish to expand their *curriculum studiorum* may request to attend additional educational activities relative to the selected plan of study, given that this does not constitute a cost burden for the Conservatory. The passing of these subjects by exam or test gives the chance to obtain ECTs in any case not exceeding the 30% of those provided by the course in which the students are enrolled.

For individual lessons, the Conservatory checks the availability and the potential fees to be paid by the student.

The specific application must be submitted within October 31st 2019.

Students' requests can be accepted only if they fit in the total course hour plan of the teachers of the additional subject.

OLD SYSTEM COURSES (CLOSED TO NEW CANDIDATES)

SUBMISSION TERMS FOR ADMISSION APPLICATIONS/EXAMS

Unless otherwise ministerial regulations and/or any exceptions as a result of action of the Director or the Academic Board, the deadlines for submitting admission admission/exams, are as follows:

Terms for submitting applications for the exams:

Main and complementary subjects, summer and autumn session

- From the 1st to the 30th of April.

Main and complementary subjects, extraordinary session:

- From the 1st to the 30th of December.

Simultaneous enrollment and attendance of advanced courses of the old system with first and second level academic courses are allowed.

19. ENROLLMENT

The enrollment to the academic year is completed by paying the *Contributo di Iscrizione* (Enrollment contribution) or by submission of adequate documentation in order to get the exemption benefit, and the Revenue taxes.

The Enrollment contribution fee is of EUR 800,00 per year to be paid in addition to the revenue taxes. This contribution aims to insurance costs, issuing certificates, teaching equipment, typography, artistic activities, teaching and study travels, cultural exchanges, participation to national and international events, teaching exercises and school of Conducting, educational exhibits and school recitals, illustrative publications and educational manifests, purchase of instruments.

Students who have applied for admission to the first or second level Academic Diploma Courses, shall only make the payment of the first installment for the old system course closed to new candidates; the balance should be paid in case of non-admission to the first or second level Academic Diploma Courses.

In case of enrollment to the three-years and two-years courses, the first installment paid for the old system course closed to new candidates will be considered as a down payment for enrollment to the advanced courses, except for the payment of other taxes.

Enrollment deadlines – lump-sum:

- **Duty stamp** of EUR 16,00 to be paid virtual pursuant to the art.15 D.P.R. 64/1972 on the postal current account n. 235903 registered to Conservatorio di Musica Alessandro Scarlatti or by bank transfer (same registration): IT42X076010460000000283903 reason: ***Imposta di bollo virtuale***
- **Enrollment contribution - EUR 800,00** to be paid by postal bulletin on the postal current account n. 283903 registered to Conservatorio di Musica Alessandro Scarlatti, or by bank transfer
IBAN IT42X076010460000000283903 (same registration), reason: **Contributo di iscrizione V.O.**, from the 1st to the 31st of July of every year

- **Tassa di frequenza annuale (annual attendance fee) - EUR 21,43** payable by postal bulletin on the postal current account n. 205906 made out to Agenzia delle Entrate - *Centro Operativo di Pescara - Tasse scolastiche Regione Sicilia*, from the 1st to the 31st of July of every year.
- **Tax stamp of EUR 16,00** to be applied on the enrollment form

Enrollment deadlines - payment in two installments:

- **Duty stamp** of EUR 16,00 to be paid virtually pursuant to the art.15 D.P.R. 64/1972 on the postal current account n. 235903 registered to Conservatorio di Musica Alessandro Scarlatti or by bank transfer (same registration): IT42X0760104600000000283903 reason: ***Imposta di bollo virtuale***
- **First installment of Enrollment contribution - EUR 400,00** to be paid by postal bulletin on the postal current account n. 283903 made out to *Conservatorio di Musica Alessandro Scarlatti* or by bank transfer: IBAN IT42X0760104600000000283903 from the 1st to the 31st of July of every year.
- **Tassa di frequenza annuale (annual attendance fee) – EUR 21,43** payable by postal bulletin on the postal current account n. 205,906 made out to Agenzia delle Entrate - *Centro Operativo di Pescara - Tasse scolastiche Regione Sicilia*, from the 1st to the 31st of July of every year.
- **Tax stamp of EUR 16,00** to be applied on the enrollment form.
- **Second installment of Enrollment contribution - EUR 400,00** to be paid by postal bulletin on the postal current account n. 283903 made out to Conservatorio di Musica Alessandro Scarlatti, or by bank transfer: IBAN IT42X0760104600000000283903 from the 1st to the 30th of September of every year.

The payments made over the deadline of the second installment, will attract an interest to arrears of EUR 50,00 to be paid not later than December 31st, current year.

Students who must take instrument exams in the fall session shall make the payment of the Enrollment fee and of the ‘tassa di frequenza annuale’ (annual attendance fee) within 5 days of the publication of the exam session results at the Institute’s notice board. The payments made after this date will attract an interest to arrears of EUR 50,00 to be paid no later than December 31st, current year.

Students who have not taken the diploma exams and/or *compimento inferiore e medio* in the summer and/or fall session, may provisionally enroll to the extraordinary session of the following year, by paying the Enrollment fee and tassa di frequenza annuale (annual attendance fee) within 5 days of the publication of the exam session results at the Institute’s notice board. Payments made after this date, will attract an interest to arrears of EUR 50,00 to be paid no later than December 31st, current year.

In case of enrollment to two or more schools/courses, the Enrollment fee is determined at EUR 1350,00 (EUR 800,00 for first course attendance and EUR 550,00 for second course attendance) to be paid according to the criteria and deadlines specified above (lump-sum, two installments).

20. ADMINISTRATIVE IRREGULARITY

In case of late payment beyond the December 31st, 2019 there is an administrative penalty of EUR 150,00 together with the interest on arrears of EUR 50,00 to be paid on the bank current account n. 283903 made out to *Conservatorio di Musica Alessandro Scarlatti*.

In case of contributory irregularity, students cannot:

- obtain the issuing of any certificate;
- obtain the exams record;
- obtain the issuing of the permission certificate for transfer to other Conservatories;
- take exams or perform acts concerning the academic career.

21. EXEMPTIONS

PARTIAL EXEMPTIONS FOR INCOME

In order to benefit of the partial exemption for income reasons students must produce the original **ISEE certificate required in the year 2019, valid and in original copy**, demonstrating the income of the student's family in the year preceding the year of enrollment. The reference value to be considered is the **Equivalent Economic Status Indicator**. Income limits to get the exemption benefit of the scholar taxes are therefore annually reconsidered according to the inflation rate as indicated in the following:

Household composed by the following number of persons	Income maximum limit
1	Up to € 5.384,00
2	Up to € 8.928,00
3	Up to € 11.474,00
4	Up to € 13.703,00
5	Up to € 15.931,00
6	Up to € 18.056,00
7 and beyond	Up to € 20.176,00

Recipient students of the above-mentioned partial exemption shall pay the Enrollment contribution of EUR 500,00 in addition to the revenue taxes (tassa di immatricolazione - registration fee, tassa di frequenza - attendance fee), according to the deadlines specified above.

TOTAL EXEMPTIONS

Those who may benefit of the 100% exemption from the enrollment contribution, *tassa di immatricolazione* (registration fee), *tassa di frequenza* (annual attendance fee) are:

- students with recognized disabilities at or more than 66%;
- foreigner students, recipients of the Italian Government's scholarship within the framework of development cooperation programs and cultural and scientific intergovernmental agreements and related periodic international executive programs;

(Art. 30 of the Law 118/1971)

- students who are sons of victims of the Mafia (so declared in accordance with the law);
- students who are orphans of war or whose parents died in the Italian Civil War, on the job, in service, in humanitarian peacekeeping missions;
- students who are sons of war or of Italian Civil War wounded or disabled people or whose parents are declared missing soldiers, war wounded or disabled people, job- or service-invalid people;
- legally blind students.

The following are partially exempted from the payment of the Enrollment contribution:

- Students who are sons of disabled people, with a disability of 100% for reasons not connected to allowed exemptions under the *art. 30 of the Law 118/1971*. Students requiring for benefits and the related parent with a disability of 100% shall be in the same nuclear family.

The amount for the All-inclusive annual fee's partial exemption is established with a reduction of 50% of the determined Enrollment fee.

Recipient students of these exemptions shall pay in any case the revenue taxes (*tassa di immatricolazione - registration fee, tassa di frequenza - attendance fee*) in sum-lump, in accordance with the procedures and deadlines specified above.

EXEMPTIONS FOR MULTIPLE ENROLLMENTS

In case of **students belonging to the same household** enrolled to the first level academic courses, second level academic courses, old system courses closed to new candidates and basic training courses closed to new candidates, preparatory courses, the due Enrollment contribution of EUR 800,00 will be reduced according to the following percentages:

- FIRST ENROLLED MEMBER, full Enrollment contribution;
- SECOND ENROLLED MEMBER, 25% reduction of the Enrollment contribution due;
- THIRD ENROLLED MEMBER AND MEMBERS MORE THAN THE THIRD, 50% reduction of the Enrollment contribution due.

For identification of the recipients, the first member shall fully pay at the Conservatory. The

following members shall pay by following the reductions specified above.

Recipient students of these exemptions shall in any case pay the revenue taxes (tassa di immatricolazione -registration fee), tassa di frequenza - attendance fee) and the Tassa Regionale di Diritto allo Studio. The payment of the All-inclusive annual fee and of the revenue and regional taxes shall be made by following the procedures and the deadlines provided above.

EXEMPTIONS FOR ENROLLMENTS TO TWO OR MORE SCHOOLS/COURSES

According to the provided incompatibilities, students enrolled to two or more schools/courses (first level academic courses, second level academic courses, old system courses closed to new candidates and basic training courses) shall pay the full due Enrollment contribution for the first course, in addition to the second course All-inclusive annual fee determined in EUR 550,00 if the student attends as second course one of the old degree courses closed to new candidates with a reduction of 50% of the due amount if the student attends a basic training course closed to new candidates.

It is intended that in case of simultaneous enrollment to a first or second level academic year course, and a course of the old system closed to new candidates or a basic training course, the first or second level academic course will be considered as first course. Recipient students of these exemptions shall pay in any case the revenue taxes (tassa di immatricolazione - registration fee, tassa di frequenza - attendance fee) and the Tassa Regionale di Diritto allo Studio.

The payment of the Enrollment contribution and of the revenue taxes shall be made in accordance with the procedures and deadlines specified above.

EXEMPTION LIMITS

Exemptions may not be combined. In case of students attending more schools/courses and belonging to the same nuclear family, students may require the All-inclusive annual fee partial exemption which is more convenient. The following are excluded from exemptions:

- Students who have been liable to disciplinary sanctions, for the very academic year in which the sanction was provided;
- Students who do not provide self-certification or supporting documents for the purpose of the benefit.

Exemption from interest on arrears and the penalty of administrative sanction for late payment of the All-inclusive annual fee specified in this Statement of Study are not allowed.

22. STUDENTS OF CURRENT YEAR'S RETIREMENT - ORDINARY COURSE

Students who intend to retreat for the current year shall submit the request to the Segreteria Studenti from the 1st to the 15th of March of every year.

In accordance with the provisions of Article 122 of the L.D. Lgt. of the 5th May 1918 n. 1852, students who are absent from lessons without lawful justification for a total of fifteen days during

the first school year, shall be removed from the enrollment records. There will be no refund of paid taxes and contributions.

23. PASSAGES FROM THE OLD SYSTEM CLOSED TO NEW CANDIDATES TO THE FIRST LEVEL ACADEMIC COURSE

Students enrolled to the Old system closed to new candidates may opt, by request, for a passage to the first level academic courses, as regulated by the Art. 43 and 44 of the Learning regulation provided that the following conditions exist:

1. 10-years courses: move up to the 8th year;
2. 9-years courses: move up to the 7th year;
3. 8-years courses: move up to the 6th year;
4. 7-years courses: move up to the 5th year;
5. 6-years courses: move up to the 4th year;
6. 5-years courses: compimento inferiore;
7. Composition, choral music, conducting courses: composition compimento inferiore.

In order to achieve the passage to the first level without any test or exam, students in any case shall have obtained certificates of theory and solfeggio and complementary piano. Students who do not have the above-mentioned qualifications may opt upon request for the passage to the first year of the first level by taking the following passage exams, if they obtain a grade equal to or higher than 8/10:

1. 10-years courses: move up from the 6th to 7th year;
2. 9-years courses: move up from the 5th to the 6th year;
3. 8-years courses: move up from the 4th to the 5th year;
4. 7-years courses: move up from the 3rd to the 4th year;
5. 6-years courses: move up from the 2nd to the 3rd year;
6. 5-years courses: compimento inferiore;

Students who intend to opt for the new system courses, before they take the related passage exam, shall complete the specified request and have fulfilled the payments of the All-inclusive annual fee and revenue taxes of the current academic year and of the previous ones.

Successfully passing the passage exam to the new system course, students shall improve their position by enrolling to the first level academic course, paying the All-inclusive annual fee determined in accordance with **Tables 1-2-3 for first and second level academic courses**, and completing the amount already paid as All-inclusive annual fee for the Old system Course closed to new candidates (or by submitting proper documentation to benefit for the exemption), the revenue taxes (tassa di immatricolazione - registration fee, tassa di frequenza - attendance fee) and Tassa Regionale di Diritto allo Studio according to the procedures specified above.

Students who have not taken the diploma exams and/or compimento inferiore and medio in the summer and/or fall session, may provisionally enroll to the extraordinary session of the following year, by paying the enrollment and Tassa di frequenza annuale (annual attendance fee) within 5 days of the publication of the exams session results at the Institute's notice board. Payments made after this date, will be charged an interest to arrears of **EUR 50,00** to be paid no later than December 31st of the current year.

24. TRANSFERS FROM OR TO OTHER CONSERVATORIES

Students may obtain the transfer to this Conservatory with a request submitted to the Director within July 31st (form available on the Conservatory's website and at the Segreteria studenti), together with the payment of EUR 50,00 as *Contributo nulla osta trasferimento da altri conservatori* on the postal account n. 289303 made out to *Conservatorio di Musica Vincenzo Bellini*.

Students coming from other branches are subject to taxes and contributions system provided for students of this Conservatory, independently from potential fees and taxes amounts already paid to the Conservatory of origin.

For this reason, students shall have fulfilled the administrative position by paying the All-inclusive annual fee in sum-lump, following the Director's authorization.

Transfer applications of students who shall only take the final exam to obtain the academic title, or who have passed only the admission test, are not accepted.

If the students should require the transfer from another Conservatory after the academic year had started, the potential transfer acceptance will be subject to availability of positions and Director's authorization.

Students who intend to transfer to another Conservatory shall have fully paid the All-inclusive annual fee.

25. EXTERNAL CANDIDATE STUDENTS

External candidate students who at the time of entry into force of the new didactical systems have already taken at least one exam of the previously in force system can conclude their study course under the same conditions of the other inner students of the Old Degree course. They can file a request for the achievement of the intermediate and final titles, subject to the payment of the following amounts:

Tassa di immatricolazione (enrollment fee): EUR 6,04 on the postal current account no. 205906 made out to Agenzia delle Entrate – Centro Operativo di Pescara – Tasse di immatricolazione

Contribution of enrollment:

- Licenza (diploma): EUR 1.000,00
- Compimenti (degree): EUR 1.500,00
- Diploma (graduate): EUR 2.500,00

on the postal current account no. 283903 made out to Conservatorio di Musica Alessandro Scarlatti or by bank transfer (same header): IT42X0760104600000000283903 from the 1st to the 30th of September of every year (reason: *Contributo di iscrizione Candidato Privatista*).

Upon the students' request, payment in instalments can be allowed, provided that the payment will be made before the achievement of the title.

PREPARATORY COURSES

ADMISSION TERMS AND PROCEDURES

Unless otherwise ministerial regulations and/or any exceptions as a result of action of the Director or the Academic Board, the deadlines for submitting admission applications, are as follows:

Submission term of applications:

Admission applications:

- From the 1st to the 30th of April.

Admission exams:

- From the 8th to the 27th of July according to a calendar subsequently published

Students can be admitted to the Preparatory courses by passing the admission test.

Admission test programs for the admission to the Academic courses are established by the teaching facilities involved, together with the requirements requested for the attendance.

Students can take the admission exam to one or more Academic courses upon payment for each course of:

- Admission exam of € 25,00 to be paid on the postal account no. 283903 registered to Conservatorio di Musica Alessandro Scarlatti or by bank transfer: IBAN IT42X0760104600000000283903 (reason: contributo esame di ammissione – Corso Propedeutico),
- Admission tax of € 6,04 to be paid on the current account 1016 registered to: “Agenzia delle entrate – Centro Operativo di Pescara, reason: “Tasse scolastiche”.

The amount of the admission exam contribution is not refundable in any case, with the exception for the missing activation of the chosen course of study.

Admission to the courses is subject to the passing of the admission exam with “eligible” note and

subject to the number of places available. Possible eligibility does not guarantee the right to the enrollment. With subsequent provision will be published the list of the admitted students, among the ones resulted as eligible, according to the merit ranking list and the available places. It is not possible to proceed with the enrollment without the prior publishing of the admitted students list.

The courses are regulated by the D. M. 382 of the 11/05/2018 and by the Statement of Preparatory Courses Table A which forms an integral part of the didactical plan.

26. REGISTRATION/ENROLLMENT – PREPARATORY COURSES

Enrollment (for newly enrolled) of new students admitted among the ones resulted as eligible and/or the renewal of the enrollment to subsequent years, shall be made **from the 1st to the 30th of September** 2019 at the Segreteria Studenti by submitting the proper enrollment form with the related documentation:

- **Duty stamp** of EUR 16,00 to be paid virtually pursuant to the art.15 D.P.R. 64/1972 on the postal current account n. 235903 registered to Conservatorio di Musica Alessandro Scarlatti or by bank transfer (same registration): IT42X076010460000000283903 reason: **Imposta di bollo virtuale**
- **Tassa di frequenza annuale (annual attendance fee) – EUR 21,43** payable by postal bulletin on the postal current account n. 205,906 made out to Agenzia delle Entrate - *Centro Operativo di Pescara - Tasse scolastiche Regione Sicilia*, reason: **Tassa di frequenza annuale**
- **Enrollment contribution - EUR 600,00** to be paid by postal bulletin on the postal current account n. 283903 made out to Conservatorio di Musica Alessandro Scarlatti, or by bank transfer: IBAN IT42X076010460000000283903 reason: **Contributo di iscrizione – corso Propedeutico**

Methods of Enrollment contribution payment:

A) lump-sum payment: from the 1st to the 30th of September 2019;

B) two equal amounts of installments:

1st installment: from the 1st to the 30th of September 2019 (reason: *Contributo di iscrizione - I rata*);

2nd installment: within the 30th of November 2019 (reason: *Contributo di iscrizione - II rata*);

Further documentation requested for ENROLLED STUDENTS

- **Enrollment tax:** EUR 6,04 on the postal current account n. 205906 registered to *Agenzia delle entrate - Centro Operativo di Pescara - Tasse scolastiche Sicilia*, reason: **Tassa di immatricolazione**;
- 1 wallet-size picture;
- identification document with current validity;

Eligible students who will not have enrolled within September 30th 2019 are considered as renunciative.

RIGHT OF INTEREST ON ARREARS

The payments made over the deadline of the second installment, will be charged an interest to arrears of EUR 100,00 to be paid no later than December 31st of the current year.

PASSAGE TO THE EDUCATIONAL DEFICIT PERIOD (THREE-YEARS PERIOD)

Students enrolled respectively to the second level for courses lasting 9 or 10 years (e.g. harp, piano, etc.) or to the first level for courses of different lasting (flute, singing, etc.) may submit the passage request to the educational deficit period within the extraordinary session 2017.

LATE ENROLLMENT ADMINISTRATIVE SANCTION

In case of late payment after December 31st 2019, it is provided an administrative sanction of EUR 100,00 together with an interest on arrears of EUR 100,00 to be paid on the current account n. 283903 made out to *Conservatorio di Musica Alessandro Scarlatti*.

In case of contributory irregularity, students cannot:

- 5 obtain the issuing of any certificate;
- 6 obtain the exams record;
- 7 obtain the issuing of the permission certificate for transfer to other Conservatories;
- 8 take exams or perform acts concerning the academic career;

27. EXEMPTIONS

TOTAL EXEMPTIONS:

The following may benefit of the 100% exemption from the Enrollment contribution due, *tassa di immatricolazione* (registration fee), *tassa di frequenza annuale* (annual attendance fee):

- students with recognized disabilities at or more than 66%;
- foreigner students, recipients of the Italian Government's scholarship within the framework of development cooperation programs and cultural and scientific intergovernmental agreements and related periodic international executive programs. Students who are not recipients of the above-mentioned benefits, will benefit of the total exemption from the All-inclusive annual fee;
- students who are sons of victims of the Mafia, so declared in accordance with the law;

- students who are orphans of war or Italian Civil War, or whose parents died on the job, in service, in humanitarian peacekeeping missions;
- students who are sons of war or of Italian Civil War wounded or invalid people, of declared missing soldiers, or war-, job- or service-invalid people;
- legally blind students.

PARTIAL EXEMPTIONS DUE TO INCOME

In order to benefit of the partial exemption for income reasons students must produce original documentation **ISEE certificate required in year 2019 current valid and in original copy** adequate of demonstrating the income of student's family in the year preceding the year of enrollment. The reference value to be considered is the **Equivalent Economic Status Indicator**. Income limits to get the exemption benefit of the scholar taxes are therefore annually reconsidered according to the inflation rate as indicated in the following chart:

Household composed by the following number of persons	Income maximum limit
1	Up to € 5.384,00
2	Up to € 8.928,00
3	Up to € 11.474,00
4	Up to € 13.703,00
5	Up to € 15.931,00
6	Up to € 18.056,00
7 and beyond	Up to € 20.176,00

EXEMPTIONS FOR MULTIPLE ENROLLMENTS

In case of students belonging to the same nuclear family enrolled to the first level academic courses, second level academic courses, old system courses closed to new candidates and basic training courses, the All-inclusive annual fee due of EUR 600,00 will be reduced according to the following percentages:

- FIRST ENROLLED MEMBER, full due enrollment contribution;
- SECOND ENROLLED MEMBER, 25% reduction of the enrollment contribution due;
- THIRD ENROLLED MEMBER AND MEMBERS MORE THAN THE THIRD, 50% reduction of the enrollment contribution due.

For identification of the recipients, the first member shall pay in full at the Conservatory. The following members shall pay by following the reductions specified above.

Recipient students of these exemptions shall in any case pay the revenue taxes (tassa di immatricolazione - registration fee, tassa di frequenza - attendance fee) and the Tassa Regionale di

Diritto allo Studio.

The payment of the Enrollment fee and of the revenue and regional taxes shall be made by following the procedures and the deadlines provided above.

EXEMPTIONS FOR ENROLLMENTS TO TWO OR MORE SCHOOLS/COURSES

According to the provided incompatibilities, in case of enrollment to two or more schools/courses students shall pay the full due Enrollment contribution provided for the first course, in addition to the second course Enrollment contribution with a reduction of 50% of the due amount.

It is intended that in case of simultaneous enrollment to a first or second level academic year course, and a course of the old system closed to new candidates or a basic training course, the first or second level academic year course will be considered as first course.

Recipient students of these exemptions shall pay in any case the revenue taxes (*tassa di immatricolazione - registration fee, tassa di frequenza - attendance fee*) if due.

The payment of the All-inclusive annual fee, revenue and regional taxes shall be made in accordance with the procedures and deadlines specified above.

Recipient students of abovementioned exemptions shall submit together with the application form, the specific exemption form complete with the related attachments.

EXEMPTIONS FOR OTHER REASONS:

The following are partially exempted from payment of the Enrollment contribution:

Students who are sons of disabled people, with a disability of 100% for reasons not connected to allowed exemptions under the *art. 30 of the Law 118/1971*. Students requiring the benefits and the related parent with a disability of 100% shall be in the same nuclear family.

The amount for the Enrollment contribution partial exemption is established with a reduction of 50% of the determined Enrollment contribution.

Students who have these exemptions shall pay in any case the revenue taxes (*tassa di immatricolazione - registration fee, tassa di frequenza - attendance fee*) in sum-lump, in accordance with the procedures and deadlines specified above.

EXEMPTION LIMITS

Exemptions may not be combined. In case of students attending more schools/courses and belonging to the same nuclear family, students may require for the All-inclusive annual fee partial exemption which is more convenient.

The following are excluded from exemptions:

- Students who have been liable to disciplinary sanctions, for the very academic year in which the sanction was provided;
- Students who do not provide self-certification or supporting documents for the purpose of the benefit.

BASIC TRAINING COURSES CLOSED TO NEW CANDIDATES

Starting from the academic year 2019/2020 the first level educational debit period courses are closed to new candidates, that means that enrollment is no longer possible.

Students who are enrolled to the first level educational debit period courses closed to new candidates in the previous years, should refer to the Statement of Study in force at the time of the enrollment.

ENROLLMENT

Enrollment renewal to subsequent years shall be done **from the 1st to the 31st of July 2019**. The online enrollment application shall be printed and delivered to the Segreteria Studenti with the related documentation attached:

- **Duty stamp** of EUR 16,00 to be paid virtual pursuant to the art.15 D.P.R. 64/1972 on the postal current account n. 235903 registered to Conservatorio di Musica Alessandro Scarlatti or by bank transfer (same registration): IT42X076010460000000283903 reason: **Imposta di bollo virtuale**;
- **Tassa di frequenza annuale (annual attendance fee)**: EUR 21,43 on the postal current account n. 205906 registered to Agenzia delle entrate - Centro Operativo di Pescara - Tasse scolastiche Sicilia, reason: **Tassa di frequenza annuale**;
- **Enrollment contribution** – annual amount of EUR 600,00 to be paid on the postal current account n. 283903 registered to Conservatorio di Musica Alessandro Scarlatti, or by bank transfer (same registration): IT42X076010460000000283903 reason: **Contributo di iscrizione – corsi di formazione di base**

Methods of Enrollment fee payment:

A) lump-sum payment: from the 1st to the 31st July 2019;

B) two equal amounts of installments:

1st installment: from the 1st to the 31st of July 2019 (reason: *Contributo di iscrizione - I rata*);

2nd installment: within the 30th of September 2019 (reason: *Contributo di iscrizione - II rata*);

Income limits to get the exemption benefit of the scholar taxes are therefore annually reconsidered according to the inflation rate as indicated in the following chart:

Household composed by the following number of persons	Income maximum limit
1	Up to € 5.384,00
2	Up to € 8.928,00
3	Up to € 11.474,00
4	Up to € 13.703,00
5	Up to € 15.931,00

6	Up to € 18.056,00
7 and beyond	Up to € 20.176,00

28. RIGHT OF INTEREST ON ARREARS

The payments made after this date will be charged an interest to arrears of **EUR 50,00** to be paid no later than the 31st December 2019.

29. LATE ENROLLMENT ADMINISTRATIVE SANCTION

In case of late payment after December 31st 2019, an administrative sanction of EUR 150,00 is charged together with an interest on arrears of EUR 50,00, to be paid on the current account n. 283903 made out to *Conservatorio di Musica Alessandro Scarlatti*.

24 ECTS COURSES

Enrollment rules and procedures will be regulated by the Academic Board and the Board of Directors pursuant to the measures provided by the Minister for Schools, University, and Research.

SECOND LEVEL ANNUAL MASTER

Norms and enrollment criteria for the academic year 2019/2020 will be disciplined with the following public measure.

30. COMMON NORMS

CONTRIBUTIONS AND TAXES SUMMARY

Taxes:

- *Tassa esame di ammissione* (first and second level academic courses, old system courses closed to new candidates and preparatory courses): EUR 6,04
- *Tassa di immatricolazione* (first and second level academic courses, old system courses closed to new candidates and preparatory courses): EUR 6,04
- *Tassa di frequenza annuale* (first and second level academic courses, old system courses closed to new candidates and basic training courses closed to new candidates, preparatory courses): EUR 21,43

- *Tassa rilascio Licenza di Teoria e Solfeggio* (old system courses closed to new candidates): EUR 15,13
- *Tassa rilascio Diploma* (old system courses closed to new candidates): EUR 15,13

Contributions:

- *Contributo esame di ammissione:*
 - first and second level academic courses: EUR 50,00
 - preparatory courses: EUR 25,00
 - *Contributo iscrizione tirocinio* (old system courses closed to new candidates): EUR 75,00
 - *Contributo rilascio duplicato libretto* (first and second level academic courses): EUR 15,00
 - *Contributo rilascio nulla osta trasferimento* (old system courses closed to new candidates): EUR 50,00

This contribution shall be paid exclusively after the communication of the Segreteria Studenti, as subject to the Director's favorable opinion.
- *Contributo nulla osta trasferimento da/verso altri conservatori* (first and second level academic courses): EUR 50,00
- *Contributo domanda di Laurea.* EUR 30,00
- "*Contributo di proroga Prova finale*": EUR 100,00 three-years courses
- "*Contributo di proroga Prova finale*": EUR 150,00 two-years courses
- *Contributo riconoscimento titolo straniero:* EUR 100,00
- *Contributo cambio docente* (first and second level academic courses, old system courses closed to new candidates and basic training courses): EUR 20,00

These amounts shall be paid by postal bulletin on the postal current account n. 283903 registered to "*Conservatorio di Musica Alessandro Scarlatti*", specifying the reason.

New enrolled students may submit the request for changing teacher within 15 days from the beginning of the lessons, without paying any fee.

TAX STAMP

Tax stamp of **EUR 16,00** is due (Law Decree 43/2013) for applications and documents, under the provisions laid down in the Circular n.29 of the 01/06/2005 by Agenzia dell'Entrate.

REFUNDS

Refunds are allowed in the following cases:

- winner/adequate students of the ERSU scholarship, upon verification of the ECTS obtained in accordance with the ERSU announcement in force;
- students who have made excess payments compared to projections of the Statement of study, valid exclusively for the current academic year;
- students who have wrongly made the payments of the revenue and regional taxes on the Conservatory's current account.

Refund for regional taxes (tassa regionale di Diritto allo Studio, tassa di frequenza - attendance fee) and contribute to admission exams (with exception of non-activation of a course by the Conservatory) are excluded.

COMPENSATIONS

Compensations between the amounts of the due All-inclusive annual fee and the amounts possibly due by the Administration may be refunded (e.g. for ERSU's scholarships or Conservatory's scholarships). Compensations between amounts of the All-inclusive annual fee and the ones yet to be paid (e.g. course passages, enrollment to two-year teacher's training) may be provided, exclusively between fees belonging to the same current year.

For this purpose, students shall submit specific documented request in plain paper.

Revenue taxes and Tassa di Diritto allo Studio are excluded from compensation.

TAX ASSESSMENTS AND SANCTIONS

The Conservatory will proceed to control the accuracy of the declarations and will use by any and all available means all the surveys that that it deems to be necessary, also making use of the tax register, requesting information to the Government financial management and to the Guardia di Finanza. Should the misleading data concerning findings specified on the tax records be communicated, or after the necessary controls carried out by the Financial Bureau and by the Guardia di Finanza, students will be obliged to pay the due amounts together with the payment of a penalty equal to the amount of the All-inclusive annual fee, increased by EUR 500,00. False declarations will be reported to the competent judicial authority.

With a following regulation, the criteria of the random checks about the students' self-declared veracity of data will be specified, in accordance with the provisions of the DPR 445/2000.

DATA PROCESSING (Legislative Decree 30/06/2003 n. 196)

Any processing of data is carried out in compliance with the existing rules in the field of protection of personal data and in particular of the provisions provided for in Legislative Decree 196/03 and its subsequent amendments.

All required data are intended for all the operations usually carried out with electronic and automated means. Data may be communicated to the competent administrations for the controls provided. Data controller is the Conservatory of Palermo.

IRPEF DEDUCTIBILITY

Costs incurred in attendance of the study courses at the Conservatory should be IRPEF deductibles (quadro E12 - Education expenditure of the form 730/2012), according to the circular of the Agenzia delle Entrate n.20/E of the 13th May 2011, where it is stated:

- the costs paid for the enrollment to new courses set up in accordance to the D.P.R n. 212/2005 at the Music conservatories and State-recognized musical institutes deem deductible equal to the costs paid for the enrollment to university courses;

- costs paid for the enrollment to the training courses relating to the previous system, on the other hand, may be considered equitable with costs paid for high school education. Indeed, Government pointed out that Conservatories are obliged by law to guarantee to all the basic training in musical field, waiting for the reform of the secondary school, which plans the establishment of the musical high school to be implemented.

In case of refund of the All-inclusive annual fee (total or partial), the amount for which one is requiring the refund should not be included into the IRPEF deductibility and concerning this amount should not be required or allowed any refunds, contributes or benefits from other Administrations, public or private authorities neither to the student nor to his relatives or cohabitants, including the non-related ones.

FINAL AND REFERENCE NORMS

For all those issues not covered by this statement please refer to the Conservatory's Regolamento Didattico.

For everything that is not covered by the previous provisos, please refer to the provisions in force in this area.

THE ADVISORS

THE PRESIDENT

Prof. Gandolfo Librizzi

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