

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

THE CHAIRMAN

Given Law no. 508 of 21 December 1999 reforming the Academies of Fine Arts, the National Academy of Dance, the National Academy of Dramatic Art, the Higher Institutes for Artistic Industries, the Music Conservatories, and the State recognised Music Schools,

Given Presidential Decree no. 132 of 28 February 2003 concerning the Regulations on criteria for the statutory, regulatory, and organizational autonomy of Artistic and Musical Institutions, pursuant to Law. no. 508/1999,

Given the Bylaws of the Conservatory approved by the Ministry of Education, University and Research, Executive Decree no. 2192 of 10/08/2018,

Considering Law no. 232 of 11 December 2016 (The 2017 Budget Law) and, in particular, Article 1, paragraphs 252-267,

Considering Ministerial Decree no. 1014 of 03/08/2021

Considering Board Resolution no. _____ of _____

ORDERS

the adoption of the Regulations for Determining Tuition Fees commencing from the academic year 2022/2023, attached below.

This decree has been published on the website of the Conservatory.

Palermo, _____

The Chairman
Prof. Mario BARBAGALLO

REGULATIONS FOR TUITION FEES – ACADEMIC YEAR 2022/2023

Drafted pursuant to Art. I, paragraphs 252 to 267 of Law no. 232 dated 11 December 2016
and subsequent integrations and amendments

(Approved at the meeting of the Board of Directors no. _____ of _____)

THE BOARD OF DIRECTORS ADOPTS

these Regulations regarding tuition fees for the study courses of the Alessandro Scarlatti Conservatory of Music effective as of the next academic year 2022/2023 and valid until new provisions or determinations on the matter are adopted by the Institute's Board of Directors.

Art. 1

SCOPE OF APPLICATION

- These Regulations apply to all students enrolled at the State Conservatory of Music, Alessandro Scarlatti formerly V. Bellini of Palermo as well as to all those who take exams as private students.
- These Regulations apply to the fees due by students enrolled in the study courses at the State Conservatory of Music, Alessandro Scarlatti formerly V. Bellini of Palermo to cover teaching and administrative costs for the use of the services provided by the Conservatory.
- The Board of Directors determines the fees due by students on an annual basis according to the principles of fairness, moderation, and progressiveness.
- The ISTAT adjustment will be applied on the all-inclusive fees due based on the relative Ministerial Decrees while the *Regional tax for the right to study* will be adjusted according to regional provisions.
- To use the services provided by the Conservatory, it is necessary to be in good standing with the payment of all the years' enrolment fees and taxes.
- Fees and taxes are subject to total or partial exemptions which are applied based on the economic conditions and/or the merit, or for specific categories of beneficiaries, indicated in the regulations in force.
- Exemptions cannot be combined; in the case of multiple exemptions, the most cost-effective exemption for the student will apply.
- The enrolment fees can be paid as a lump sum at the time of enrolment or divided into two instalments. No other type of payment plan is available.
- The only payment system accepted is the PagoPa circuit.

Art. 2

COMPOSITION OF THE TUITION FEES

The tuition fees are made up as follows:

- **Revenue Stamp**

The stamp duty due under Presidential Decree no. 642 of 26 October 1972 is paid virtually pursuant to Article 15 of said Presidential Decree no. 642/1972, in the cases provided for by current legislation.

- ***Regional tax for the right to study***

The *Regional tax for the right to study*, established by paragraph 20 of Article 3, Law no. 549 of 28 December 1995, is paid in the amount determined by the Region of Sicily, pursuant to Regional Law no. 20 of 25 November 2002.

- ***Exam admission fee - Registration tax - Annual attendance tax***

The *Exam admission fee, Registration tax and Annual attendance tax* are determined pursuant to and in accordance with Art. 7, paragraph 1 of Law Decree no. 90 of 27 April 1990, converted with amendments into

Law no. 165 of 26 June 1990, based on the amounts indicated in Table E, attached to Law no. 41 of 28 February 1986 (Budget Law 1086).

▪ **Enrolment Fee**

The amount of the *Enrolment Fee* is a fixed amount determined as follows:

COURSES	ENROLMENT FEE
Pre-academic courses (being phased out)	€ 600.00
Preparatory courses	€ 600.00
Initial Training Courses (established in the academic year 2021/2022)	€ 850.00
Debt period (three-year / two-year) Option A	€ 400.00/ € 500.00

▪ **Annual all-inclusive fee**

The amount of the *Annual all-inclusive fee* is provided for the academic courses of:

- Level I (Three-year course)
- Level II (Two-year course)

To determine the amount of the *Annual all-inclusive fee* due according to the regulations in force, students of Level I (Three-year) and Level II (Two-year) academic courses must identify the Table to which they belong (Table 1 - Table 2 - Table 3, shown below) considering three parameters:

- The Equivalent Economic Situation Indicator (ISEE-U) certification
- Academic credits achieved from 11/08/2021 to 10/08/2022
- Academic years of enrolment.

To identify the contribution bracket to which the student belongs, it is necessary to take into consideration the parameter of the **EQUIVALENT ECONOMIC SITUATION INDICATOR (ISEE-U) "APPLIED TO TAX-FREE BENEFITS FOR THE RIGHT TO UNIVERSITY STUDY ACTIVITIES"** IN FAVOUR OF THE STUDENT ENROLLED IN THE COURSE (STUDENT TAX NUMBER) indicated in the ISEE-U CERTIFICATION valid for the current calendar year 2022.

1) The following students should refer to Table 1:

(a) **Students enrolling for the first time (enrolment in the 1st academic year), in which case only the ISEEU value requirement shall be considered.**

(b) **Students who must enrol in the 2nd, 3rd year or those that are "fuori corso" (students who are taking longer to graduate than expected), as well as those who possess the following requirements:**

- They have been enrolled at the Conservatory for a few academic years less than or equal to the normal duration of the course of study, increased by one (three years +1 in the case of the Three-year course, two years +1 in the case of the Two-year course)
- In case of enrolment in the second academic year, they have obtained at least 10 academic credits (CFA) by 10 August of the first year; in case of enrolment in subsequent years, they have obtained at least 25 CFAs in the twelve months prior to 10 August of the academic year preceding the relative enrolment. Students falling under options a) or b) shall pay an **Annual all-inclusive fee (C.O.A.)** determined according to the values and methods shown in the Table below:

TABLE 1

INCOME BRACKET	ISSE-U MINIMUM LIMIT from	ISSE-U MAXIMUM LIMIT to	ANNUAL ALL-INCLUSIVE FEE (C.O.A.)
GROUP 0	€ 0.00	€ 22,000.00	€ 0.00
GROUP 1	€ 22,000.01	€ 24,000.00	(Student's ISEEU - € 22,000.00) X 1.4%
GROUP 2	€ 24,000.01	€ 26,000.00	(Student's ISEEU - € 22,000.00) X 3.5%
GROUP 3	€ 26,000.01	€ 28,000.00	(Student's ISEEU - € 22,000.00) X 5.25%
GROUP 4	€ 28,000.01	€ 30,000.00	(Student's ISEEU - € 22,000.00) X 6.3%
GROUP 5	€ 30,000.01	€ 40,000.00	€ 850.00
GROUP 6	€ 40,000.01	€ 50,000.00	€ 950.00
GROUP 7	€ 50,000.01	€ 60,000.00	€ 1,050.00
GROUP 8	over € 60,000.01		€ 1,200.00

2) The following students should refer to Table 2:

Students enrolling in the II year "fuori corso" (students who are taking longer to graduate than expected) and subsequent years, and who possess the following requirement:

- At least 25 academic credits (CFA) in the twelve months prior to 10 August of the academic year preceding their enrolment.

Students who fall within this option will pay an **Annual all-inclusive fee (C.O.A.)** calculated according to the methods indicated in the Table below:

TABLE 2

INCOME BRACKET	ISSEU MINIMUM LIMIT from	ISSEU MAXIMUM LIMIT to	ANNUAL ALL-INCLUSIVE FEE (C.O.A.)
GROUP 0	€ 0.00	€ 22,000.00	€ 200.00
GROUP 1	€ 22,000.01	€ 30,000.00	(Student's ISEEU - € 22,000.00) X 7.50%* with a minimum value of € 200,00
GROUP 2	€ 30,000.01	€ 40,000.00	€ 900.00
GROUP 3	€ 40,000.01	€ 50,000.00	€ 1,000.00
GROUP 4	€ 50,000.01	€ 60,000.00	€ 1,100.00
GROUP 5	over € 60,000.01		€ 1,250.00

3) The following students should refer to Table 3:

Students who are not part of the abovementioned cases (students who do not submit an ISEEU certificate or who submit a certificate that is not valid for the right to study, students who do not achieve the prescribed number of credits by 10 August, etc.), will pay an Annual all-inclusive fee (C.O.A.) for the academic year 2022/2023 which will be determined according to the methods shown in the Table below:

TABLE 3

INCOME BRACKET	ISSEU MINIMUM LIMIT from	ISSEU MAXIMUM LIMIT to	ANNUAL ALL-INCLUSIVE FEE (C.O.A.)
GROUP 0	€ 0.00	€ 22,000.00	€ 500.00
GROUP 1	€ 22,000.01	€ 30,000.00	€ 1,200.00
GROUP 2	€ 30,000.01	€ 40,000.00	€ 1,500.00
GROUP 3	€ 40,000.01	€ 50,000.00	€ 1,800.00
GROUP 4	€ 50,000.01	€ 60,000.00	€ 2,125.00
GROUP 5	over € 60,000.01		€ 2,500.00

4) The following students should refer to Table 4:

Students who intend enrolling for the academic year 2022/2023 on a **part-time** basis in Level I (Three-year) and Level II (Two-year) academic courses, respecting the income bracket determined by the household's ISEEU parameter.

TABLE 4 – PART TIME

INCOME BRACKET	ISSEU MINIMUM LIMIT from	ISSEU MAXIMUM LIMIT to	ANNUAL ALL-INCLUSIVE FEE (C.O.A.)
GROUP 0	€ 0.00	€ 22,000.00	€ 100.00
GROUP 1	€ 22,000.01	€ 30,000.00	(Student's ISEE-U - €22,000.00) X 7.5% TO BE DIVIDED BY TWO (With a minimum value of €100)
GROUP 2	€ 30,000.01	€ 40,000.00	€ 450.00
GROUP 3	€ 40,000.01	€ 50,000.00	€ 550.00
GROUP 4	€ 50,000.01	€ 60,000.00	€ 650.00
GROUP 5	over € 60,000.01		€ 850.00

1) **The following students should refer to the table below:**

Non-EU FOREIGN Students belonging to Non-EU States and who reside abroad, for whom it will be impossible to apply the ISEE-U calculation pursuant to Art 8, paragraph 5 of Presidential Decree 159/2013, will pay an **Annual all-inclusive fee (C.O.A)** calculated according to the table below:

TABLE 5 – NON-EU FOREIGN STUDENTS

COURSES	ANNUAL ALL-INCLUSIVE FEE (C.O.A.)
Level I academic courses – THREE YEAR COURSE	€ 750.00
Level II academic courses – TWO YEAR COURSE	€ 1,250.00

Art. 3

**PAYMENT METHOD FOR TAXES AND FEES USING
THE PagoPA CIRCUIT**

The A. Scarlatti Conservatory uses the national payment system called PagoPA, a system that allows citizens to make payments to the public administration in a simple, secure, and transparent way.

PagoPA is a system to make payments to public administrations simpler, safer, and more transparent. PagoPA has been adopted in a mandatory way by all public administrations. PagoPA is not a payment site, but a standard payment system adopted by banks and other payment institutions. The following payments can be made:

- at any branch of your bank
- using your home banking (where you will find the CBILL or PagoPA logos)
- at your bank's cash machines (if enabled)
- at SISAL, Lottomatica and ITB stores.

You can download the MAV/IUV in .pdf directly from your personal ISIDATA profile and make the payment at the authorised offices using the payment methods available.

It is advisable to keep the pdf version of the PAYMENT NOTICE, which may also be requested by the Education Secretariat later, in the event of non-collection of the sums paid via the PagoPA circuit.

All enrolment fees and Annual all-inclusive fees (C.O.A.) are payable in 2 instalments only.

Below are the different types of fees and taxes that can be paid using the PagoPA circuit

TYPE OF TAXES/FEES	AMOUNT	COURSES
Annual all-inclusive fee (C.O.A.)	The amount is calculated based on the ISEE-U certification submitted, attendance and academic credits (CFAs) achieved	Three and Two-year courses
Enrolment fee for the three-year course for non-EU foreign students	€ 500.00	Three-year course – non-EU foreign students
Enrolment fee for the two-year course for non-EU foreign students	€ 1000.00	Two-year course – non-EU foreign students

Enrolment fee for Preparatory courses	€ 600.00	Preparatory courses
Enrolment fee for pre-academic courses (being phased out)	€ 600.00	Pre-academic courses
Enrolment fee for Initial training courses	€ 850.00	Initial training courses
Virtual revenue stamp	€ 16.00	<ul style="list-style-type: none"> - Application for enrolment in the first year - Application for enrolment in the years following the first year - Final examination request - Application for suspension of studies - Application for re-enrolment - Application for career recognition - Request to withdraw from studies - Request for transfer to another institution - Certificate of enrolment and attendance - Academic career certificate - Certificate in lieu of diploma - Theory and solfège certificate - Original diploma
Regional tax for the right to study (ERSU)	€ 140.00	Three and Two-year courses
Annual attendance tax	€ 21.43	All courses
Registration tax	€ 6.04	All courses (only the first year)
Admissions fee	€ 6.04	All courses
Admissions fee Three-year/Two-year course	€ 50.00	Three and Two-year courses
Admissions fee Initial training courses and Preparatory courses	€ 25.00	Initial training courses and preparatory courses
Admissions fee for final exam	€ 30.00	Three and Two-year courses
Fee for clearance for transfer to other conservatories	€ 50.00	Three and Two-year courses
Fee to request a change of teacher	€ 20.00	All courses
Late payment fee	€ 50.00	All courses
Administrative fine	€ 100.00	All courses
Individual course	Varies according to the number of hours to be attended	Three and Two-year courses

Art. 4 ISEE-U CERTIFICATION

The ISEE-U (Equivalent Economic Situation Indicator) certification is used to assess the economic situation of persons applying for subsidised social benefits and to obtain a reduction in the second instalment compared to the maximum amount due, and to apply for the other benefits provided by the Right to University Studies, such as study grants, fee waivers and student collaborations.

Italian and foreign EU students are required to submit the ISSE-U Certification when applying for:

- registration
- enrolment (subsequent years)
- enrolment as PART-TIME student (see Academic year 2022/2023 Study Manifest)
- enrolment as a graduating student (see Study Manifest 2022/2023)

The ISEE-U certification must contain the following information:

- 1) Tax code of the student applying for enrolment/registration
- 2) The indication **“APPLIES TO TAX-FREE BENEFITS FOR THE RIGHT TO UNIVERSITY STUDIES”** in relation to the student’s tax code.
- 3) Underage students enrolled in Level I and Level II academic courses for which it is not possible to calculate the ISEE-U must take the parameter of the EQUIVALENT ECONOMIC SITUATION INDICATOR THAT “APPLIES TO THE AMOUNT OF TAX-FREE BENEFITS FOR UNDERAGE STUDENTS” as reference FOR THE STUDENT ENROLLED IN THE COURSE (STUDENT’S TAX CODE)
- 4) **Validity until 31 December 2022**
- 5) They do NOT show **(omissions/discrepancies)** in the **“notes.”**

Failure to submit the ISEE-U certification by the deadline for registration/enrolment will have the following consequences:

- The C.O.A. amount of the 5th bracket of the relative Table (1-2-3) will be applied according to the additional requirements provided for the calculation. This ISEE-U does not necessarily coincide with the ordinary ISEE. If the ordinary ISEE does not apply to the abovementioned benefit category, it will be necessary to consult the corresponding table, in the following pages of the certificate, in which the requested benefit falls to know the ISEE-U to be applied to the individual beneficiary.

Where to request the ISSE-U certification?	At the tax consultancy centres (CAF), other authorised bodies or at the National Social Insurance Institute (INPS) (directly on the official website using your PIN), <u>by completing and signing the DSU INTEGRALE (Dichiarazione Sostitutiva Unica Integrale), (the form used to request the ISEE certification) and not the Dichiarazione Sostitutiva Unica MINI</u>
When to submit your request?	At enrolment or registration
Why?	To calculate the Annual all-inclusive fee (C.O.A.)
What happens in case of omitted submittance?	Payment of the amount (Bracket 5) is expected according to the reference table of the Course
Who must submit the ISEE-U certification?	Italian and EU foreign students when applying for: - registration - enrolment (subsequent years) - enrolment as a part-time student - graduating student
<u>Foreign students</u>	a) <u>EU students</u> are treated in the same way as Italian students. They will complete the application form by self-certifying their income and assets data relating to the previous tax year by contacting the CAF with their tax code and the necessary

	<p>documentation, in the same way as that established for Italian students.</p> <p>b) Non-EU students with non-EU citizenship and who do not reside in Italy, for whom the calculation of the ISEE-U does not apply for services related to the right to university study, the fixed amounts established in the table shall be applied.</p>
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Art. 5 PART-TIME REGISTRATION

Part-time enrolment provides for attendance at Level I and Level II academic courses over a greater number of years than provided for, but not exceeding the normal duration of the chosen course. The duration of an academic year is 2 years.

At the time of registration/enrolment renewal, the student may opt for part-time attendance.

For PART-TIME enrolment it is necessary to present the following documents by the registration/renewal deadlines:

- *Part-Time Enrolment Request* (available for download from the website of the Palermo Conservatory in the Students' Office 'Forms' section)
- ISEE-U 2022 certification to calculate the Annual all-inclusive fee (C.O.A.) according to the values in Table 4 (Art.2 of these Regulations)

In addition, the following fees and taxes will be due:

- Annual all-inclusive fee (C.O.A.) - Table 4 (Art. 2 of these Regulations)
- Annual attendance fee
- Virtual stamp duty
- Regional tax for the right to study

In the case of simultaneous enrolment in another university course, the Regional tax for the right to study (ERSU) must be paid at the university that is part of the Region of Sicily and a copy of the payment receipt must be delivered to the Conservatory's Students' Office together with the enrolment file.

- Registration fee (for enrolment ONLY).

In case of a part-time withdrawal, the only parameter of reference to determine the Annual all-inclusive fee (C.O.A.) to be used at the time of re-enrolment is the ISEE-U income with values belonging to Table 1.

Art. 6 ENROLMENT OF A GRADUATING STUDENT

The graduating student is the student who intends completing the Level I Diploma (Three-year course) and/or Level II Diploma (Two-year course) *by the extraordinary session of March 2023*. The student will have completed attendance of all the disciplines envisaged in his/her study plan **by 31 October 2022**, although he/she may do the examinations of the disciplines envisaged in his/her study plan **by the extraordinary session of March 2023**.

The graduating student is not required to renew his/her enrolment for the academic year 2022-2023 but **MUST** submit the following **by 31 October 2022**:

- Request to enrol as a graduating student (available for download from the Conservatory's website – Students' Office 'Forms' section) exclusively through the personal profile on the ISIDATA platform

- The ISEE-U 2022 certification (please refer to Article 4 of these Regulations).

Please note that:

- If the student does not complete the subjects envisaged in his/her study plan **by 31 October 2022**, he/she must renew his/her enrolment for the 2022/2023 academic year in accordance with the procedures set out.
(See Table A - Subsequent years' enrolment)
- If the student does not do the examinations and the Final Examination by the extraordinary session of March 2023, he/she must renew his/her enrolment for the academic year 2022/2023 **by 30 April 2023**, in accordance with the procedures set out (See Table A - enrolment for subsequent years), without paying any late fees. After this deadline, enrolment will be possible until **31 May 2023**, subject to an administrative fine of € 100.00.

Art. 7

CONDITIONAL ENROLMENT

Conditional enrolment is reserved for students:

- Enrolled as a graduating student, i.e., the student who intends graduating by the extraordinary session of March 2023
- Admitted to a new course at the Conservatory of Palermo.

The student must enrol by the deadlines envisaged for registration at the Conservatory of Palermo through the ISIDATA platform.

The student **MUST** submit:

- The Enrolment request (available for download from the Conservatory's website from the Students' Office 'Forms' section) and upload it in his/her personal profile through the ISIDATA platform.
- The ISEE-U certification (please refer to Art. 4 of these Regulations).

In addition, the following fees and taxes are due.

- *Annual all-inclusive fee* (C.O.A.), the amount of which is calculated according to the ISEE-2022 certification submitted (Table 1 Art.2 of these Regulations). The first instalment **MUST** be paid **by the enrolment deadlines**, while the second instalment must be paid by **30 April 2023**.
- *Annual Attendance tax* (with PagoPA)
- *Virtual stamp duty* (with PagoPA)
- *Regional tax for the right to study* (with PagoPA)
- *Registration tax* (with PagoPA)

Please note that students with *conditional enrolment* who do not pass the Final Examination *by the extraordinary session of March 2023* shall forfeit their conditional enrolment. In this case, the fees and taxes paid for conditional enrolment will be offset for enrolment in the course attended previously.

Art. 8

RE-ENROLMENT AND CAREER RECOGNITION

Students wishing to renew their enrolment after a period of interruption or suspension of studies must submit a request for re-enrolment according to the following procedures:

- The Request for re-enrolment available for download from the Conservatory's website in the Students' Office 'Forms' section)
- *Virtual stamp duty* of € 16.00 (with PagoPA)
- *Re-enrolment fee* of € 200.00 (with PagoPA) for each suspended academic year.

Please note that students who have not applied for suspension of studies for the academic years they did not attend MUST submit:

- The Request for Recognition of Studies (available on download from the Conservatory's website - Forms from the Students Office)
- *Virtual stamp duty* of € 16,00 (with PagoPA)
- *Re-enrolment fee* of € 300.00 (with PagoPA) for each academic year not attended.

After the re-enrolment/recognition of the career, the student may proceed with renewal of enrolment following the procedures set out, without prejudice to the provisions of the Study Manifest in terms of "Forfeiture" from the study course.

An undergraduate student who is forced to suspend studies for documented reasons of necessity may complete his/her study course by the first useful degree session, without having to proceed with further enrolment. In this case, the amount of €150.00 will be due as a fee to the Final examination for recognition of studies (*Contributo ricongiunzione prova finale*).

In case of suspension/recognition of studies, the only parameter of reference to determine the Annual all-inclusive fee (C.O.A.) to be used at the time of re-enrolment is the ISEE-U income with values calculated according to Table 1.

Art. 9

AUTOMATIC SUSPENSION

Students who do not renew their enrolment by the deadline shall automatically be suspended and their administrative position shall be regulated according to the provisions of the articles entitled "CONTRIBUTION IRREGULARITY" and "SUSPENSION AND RENEWAL OF STUDIES."

Art. 10

LATE PAYMENT FEES AND ADMINISTRATIVE FINES

A late payment fee is due for:

- Payment of the second instalment of the *Enrolment fee* and the *Annual all-inclusive fee* (C.O.A.), after the deadlines provided (see Tables A-B-C-D-E)
- Failure to complete conditional enrolment.

An administrative fine is due for:

- Late payment of the 2nd instalment and/or of the Late payment fee after the deadlines provided
- Failure to communicate an exclusion of the study grant.
- Late payment of conditional enrolment after 30 April 2023.

Art. 11

OUTSTANDING PAYMENTS

In case of irregularities in the payment position, students will be unable to:

- Enrol for the following year of the course
- Obtain any type of certification
- Register for exams
- Obtain the necessary clearance certificate to transfer to other Conservatories
- Take proficiency exams or go ahead with any part of his/her school career.

Exams taken during irregular payment positions may be automatically cancelled by the Conservatory.

Art. 12

EXEMPTIONS

A) TOTAL EXEMPTION

- **In compliance with Art. 1, paragraphs 255 and 256 of Law no. 232/2016, as amended by Ministerial Decree 1016 of 04/08/2021:** students enrolled in Level I (Three-year) and Level II (Two-year) academic

courses who meet all the following requirements are exempted from paying the *Annual all-inclusive fee (C.O.A.)*, while remaining bound to pay the virtual stamp duty, the *Regional tax for the right to study*, the *Registration tax* and the *Annual attendance tax*:

- a) they belong to a family unit whose Equivalent Economic Situation Indicator (ISEEU for benefits related to the right to university study) is less than or equal to 22,000 Euros.
- b) they have been enrolled in the relative Conservatory for several academic years less than or equal to the normal duration of the study course, increased by one.
- c) in case of enrolment in the second academic year, they have obtained at least 10 academic credits (CFA) by 10 August of the first year; in case of enrolment in subsequent years, they have obtained at least 25 academic credits (CFA) in the twelve months prior to 10 August of the academic year preceding the relative enrolment.

For the purposes of exemption, students enrolled in the first academic year must only meet the requirement relating to an ISEE-U which is less than or equal to € 22,000.00.

- Pursuant to Art. 9 of Legislative Decree no. 68/2012, students enrolled in Level I (Three-Year) and Level II (Two-Year) academic courses that fall within the categories listed below, regardless of the economic situation of the family unit, are totally exempted from paying the *Annual all-inclusive fee (C.O.A.)* and the taxes (*Registration tax* and *Annual attendance tax*), although they are still required to pay the virtual stamp duty, the *Regional tax for the right to study*:

- a) **Students who are eligible for scholarships and easy terms loans (*prestito d'onore*) provided by the ERSU as well as those who are eligible for scholarships provided by the ERSU but who, due to a lack of economic resources, did not receive the scholarship:** at enrolment, students will have to complete the form "REQUEST FOR E.R.S.U. TOTAL EXEMPTION" indicating the protocol number of the scholarship application. **In any event, the *Regional tax for the right to study* and the virtual stamp duty, will need to be paid.** Should students pay the *Annual attendance tax* and the *Registration tax* in error, the Conservatory will not refund them. **The right to total exemption is subject to confirmation by the ERSU, through publication of the final ranking of winners and eligible non-winners of the scholarships,** the granting of the scholarship or the status of eligible non-beneficiary student. Therefore, the right to exemption is subject to the achievement of the number of academic credits (CFA) required by the E.R.S.U. and, in the absence of the requirements provided for by the aforementioned call for applications, students will not be eligible for a refund. The Conservatory will refund the *Annual all-inclusive fee (C.O.A.)* following verification and communication by E.R.S.U. of the confirmation of the merit requirements for the benefits. The *Regional tax for the right to study* of € 140.00 will be refunded to the beneficiary student by the E.R.S.U. A student who is not eligible or does not win the E.R.S.U. scholarship will have to complete enrolment by paying the subsequent instalments of the *Annual all-inclusive fee (C.O.A.)* according to the deadlines provided. After this deadline, the *Penalty for late payments* shall be due, together with the *Annual all-inclusive fee*.

Students who have applied for a study grant at ERSU are **REQUIRED TO INFORM THE EDUCATIONAL SECRETARIAT OF THE CONSERVATORY of the outcome** and, in the event of exclusion or ineligibility, to complete their enrolment by paying the *Annual all-inclusive fee (C.O.A.)* by 31 December 2022. After this deadline, a Late Payment Fee shall be due at the same time as the payment of the *Annual all-inclusive fee*.

The *Regional tax for the right to study* of €140.00 will be reimbursed to the beneficiary student by ERSU.

- b) **Foreign students who receive annual grants from the Italian Government within the framework of development cooperation programmes and intergovernmental cultural and scientific agreements** are exempted from paying the *Annual all-inclusive fee (C.O.A.)* and the taxes (the *Registration tax* and the *Annual attendance tax*), subject to transmission of the required documentation, certifying the benefit awarded by the Ministry of Foreign Affairs, for all the years of enjoyment of the Ministry of Foreign Affairs grant, while remaining obliged to pay the virtual stamp duty and the *Regional tax for the right to study*, according to the deadlines established for the payment of the first instalment.

In the academic years following the first one, total exemption of taxes and the *Annual all-inclusive fee* depends on the renewal of the scholarship by the Ministry of Foreign Affairs, as well as compliance with the merit requirements set forth in Art. 8, paragraph 2, previously communicated by the Institute to the Ministry of Foreign Affairs. The student may provide spontaneous self-declaration and the Conservatory will conduct the necessary checks with the Ministry of Foreign Affairs.

- c) **Students with an acknowledged disability equal to or greater than 66%:** in this case, students are required to provide a certificate issued by the competent ASL (local healthcare clinic) certifying the percentage of disability to the request for exemption.
 - d) **Students with an acknowledged disability pursuant to art. 3, paragraph 1 of Law no. 104/1992:** in this case students are required to provide a certificate issued by the competent healthcare clinic (ASL) certifying the disability to the request for exemption.
- **Pursuant to Art. 30 of Law no. 118/1971** the exemptions on school and university taxes as well as any other taxes apply to students who fall within the categories listed below:
 - a) **Students who are children of beneficiaries of incapacity benefits:** in this case, students whose parents receive incapacity benefits are required to provide a copy of the report issued by the local healthcare clinic (ASL) showing the type and degree of disability of the parent and the certification issued by the national pension institution, certifying that said person is incapacitated. The exemption can only be granted if the parent is totally disabled with a permanent 100% incapacity for work and receives the relevant pension. In any case, students with expired or outdated documentation are always required to produce updated documentation in a timely manner, under penalty of forfeiture of the benefit. The student requesting the benefit and the permanently disabled parent must belong to the same family unit.
 - b) **Civilian students who have been mutilated and disabled due to war, who belong to families with poor economic conditions and who have suffered a decrease of more than two thirds of their working capacity.**
 - c) **Students who have been orphaned due to war.**
 - d) **Students who have been mutilated or disabled due to war or freedom fighting, or who have been mutilated or disabled for serving their country or for work.**
 - e) **Student, son of mutilated person, etc.**
 - f) **Blind civilian students.**
 - g) **Students who are orphans of mafia victims, declared as such by the law.**

B) PARTIAL EXEMPTIONS

The following partial exemptions are available for students enrolled in Level I (Three-year) and Level II (Two-year) academic courses, Three-Year Debt Period courses, Two-Year Debt Period courses, Preparatory courses, Basic Training courses, being phased out:

- **PARTIAL EXEMPTION FOR REGISTRATION IN TWO OR MORE SCHOOLS/COURSES**

Without prejudice to the incompatibilities envisaged for **students enrolled in two or more schools/courses**, the I/II Level academic course will be considered as the first course.

The *Annual all-inclusive fee (C.O.A.)* due for the first course will be paid in full, while a reduction will be applied to the *Enrolment fee* due for the second or any other courses, specifically:

- a) In case of simultaneous enrolment in Level I or Level II academic courses and in an Old System course (being phased out), the I/II level academic course will be considered as the first course. The amount of the *Enrolment fee* to attend the second Old System course (being phased out) is € 550.00
- b) In case of simultaneous enrolment in Level I or II academic courses and in a Preparatory Course and/or a course of the Debt Period (being phased out), and/or a Basic training course (being phased out), the Level I/ Level II academic course will be considered as the first course.

The amount of the *Enrolment fee* to attend the second course will be 50% of the amount due.

- c) In case of simultaneous enrolment in an Old System course (being phased out) and in a Preparatory course and/or Debt Period course (being phased out), and/or in a Basic training course (being phased out), the Old System course (being phased out) will be considered as the first course and the relative fee will have to be paid in full. The amount of the *Enrolment fee* to attend the second course will be 50% of the amount due.

Students who benefit from the abovementioned partial exemptions will still have to pay the taxes (*Registration tax, Annual attendance tax*), the *Regional tax for the right to study*, if due, and the virtual stamp duty for each course in which they are enrolled according to the methods and deadlines indicated.

▪ **PARTIAL EXEMPTION FOR MULTIPLE ENROLMENTS**

For **students belonging to the same family unit** who are enrolled in Level I and II academic courses, Old System courses (being phased out), Preparatory courses, Basic training courses (being phased out) and Debit Period courses (being phased out), the *Annual all-inclusive fee (C.O.A.)* and/or the *Enrolment fee* due will be reduced according to the percentages indicated below:

- FIRST MEMBER ENROLLED, pays the full amount of the *Annual all-inclusive fee (C.O.A.)* or the *Enrolment fee* due.
- SECOND MEMBER ENROLLED, 25% reduction on the *Annual all-inclusive fee (C.O.A.)* or the *Enrolment fee* due.
- THIRD MEMBER ENROLLED AND MEMBERS AFTER THE THIRD, 50% reduction of the *Annual all-inclusive fee (C.O.A.)* or the *Enrolment fee* due.

To identify the beneficiaries, it will be necessary to pay the full amount for the first member enrolled at the Conservatory. The others will pay according to the abovementioned reductions.

Students who benefit from the abovementioned exemptions will be obliged to pay the taxes (*Registration tax, Annual attendance tax*) as well as the *Regional tax for the right to study* where applicable according to the modalities and deadlines indicated.

<p>LIMITS ON EXEMPTIONS</p> <p>Should the student be entitled to more than one exemption, the most economically advantageous exemption will be applied.</p>	Students with disciplinary sanctions, for the academic year in which the sanction was applied
	Students who fail to submit self-certification or supporting documents for the purpose of claiming the benefit
	Exemption from the <i>Late Payment Fee</i> and <i>Administrative Fine</i> for late payment of the Annual all-inclusive fee will not be granted

**Art. 13
REFUNDS**

Refunds of the **Enrolment fee** or the **Annual all-inclusive fee (C.O.A.)** are authorised in the following cases:

- Students who are winners and/or eligible for ERSU scholarships, after verifying the academic credits achieved according to the ERSU notice in force.
- Students who have paid more than required by these Regulations, only for the current academic year.
- Students who have erroneously paid the taxes due to the Conservatory's current account.
- Students who have renewed their enrolment for the new academic year and have **not** attended **any** classes
- Students who submit applications for which they are not eligible, or which have been refused (e.g., change of teacher)
- Students enrolled in the 1st year conditionally transferring from other Conservatoires, who are unable to decide according to the terms laid down, are only entitled to a **refund of 50%** of the C.O.A. paid.

The following will not be refunded:

- the admission to examination tax and fee (except in the event of a course not being activated by the Conservatory)
- State fees (Annual Attendance Fee and Registration Fee)
- Regional tax for the right to study
- Stamp duty.

The refund form is available on the Conservatory's website and/or from the Students' Office.

Art. 14 OFFSETTING

It may be possible to offset amounts of the *Annual all-inclusive fee* and/or the *Enrolment fee* due by the student and any amounts due by the administration for refunds (e.g., for *ERSU* scholarships or Conservatory study grants).

It may also be possible to offset amounts of the *Annual all-inclusive fee/Final exam admission fee* and/or *Enrolment fee* already paid with those still due (e.g., course transfers, enrolment in the two-year teacher training course), **only between fees for the same year in course.**

For this purpose, students must submit a specific application form with supporting documentation on plain paper.

Taxes cannot be offset.

Art. 15 TAX ASSESSMENTS

In agreement with the Inland Revenue Office, the Conservatory may verify the correctness of the declarations provided in the ISEE Certification. The declared data relating to ISEE may also be subject to automatic verification at the INPS database. Should the declarations produced prove to be wholly or partly untrue, the facts may be reported to the competent authorities for assessment of any civil and criminal liability.

Art. 16 STAMP DUTY

With reference to Circular Letter no. 29 of 01/06/2005 of the Inland Revenue and subsequent Ministerial Note no. 4134 of 22/06/2005, the applications and documents listed below are subject to the payment of stamp duty, to the extent in force:

- Application for registration for students enrolled in the first academic year
- Application for enrolment in the years following the first year
- Final exam request
- Request for the suspension of studies
- Re-enrolment
- Career recognition request
- Request to drop out
- Request to transfer to another institution
- Request for a duplicate of the student's booklet
- Certificate of enrolment and attendance
- Academic career certificate
- Certificate in lieu of the diploma
- Theory and solfège certificate
- Original Diploma

The application form to participate in the admission tests to access study courses is not subject to stamp duty as these are compulsory tests for which there is no automatic enrolment. Therefore, the application form is

not to obtain an administrative measure or certificate or copy (Art. 3, Rates of Presidential Decree no. 642 of 26 October 1972).

Partial or total reproduction of documents, records, and registers with a declaration of conformity to the original is subject to stamp duty. However, it is not required for copies on plain paper.

Please note that, as of 1 January 2012, public offices may not issue certificates containing facts, status, and personal qualities to private individuals to be exhibited to other PAs or to private public utility managers as such certificates must be used only in relations between private individuals. Therefore, the Conservatory does not issue certificates and declarations for public use, but only for private use, in stamped form and upon request. The request form must also be submitted in stamped form, with the sentence indicated in Art. 15 of Law 183/2011: "*this certificate may not be produced to Public Administration bodies or to private public utility managers*" under penalty of nullity.

Art. 17

DATA PROCESSING

The processing of data is conducted in compliance with current regulations on the protection of personal data and, particularly, with the provisions of the "New European Regulation" no. 2016/679 EU.

All the data requested is intended for operations normally conducted by electronic and automated means. The data may be communicated to the competent Administrations for the checks required under the law. The Data Controller is the *Conservatorio di Musica A. Scarlatti già V. Bellini* in Palermo.

Art. 18

MISCELLANEOUS

- Starting from academic year 2021/2022, the ISEE amount limits are updated every three years by decree of the Ministry of Education, University and Research, following the monitoring of the implementation and effectiveness of the provisions of paragraphs 252 to 267 of the aforementioned Law no. 232/2016, as amended by Ministerial Decree no. 1016 of 04/08/2021.
- Deductibility of expenses: it is confirmed that the qualifications issued by the Conservatory are equivalent to those issued by Universities and, therefore, the expenses for enrolment are deductible pursuant to Art. 15, paragraph 1, letter E) of the Budget Law (TUIR) as amended and integrated (in relation to the refund of the *Annual all-inclusive fee*, totally or partly, the sum for which the refund is requested must not have been included in the IRPEF deduction and, for this sum no other refund, contribution or benefit must be requested or granted for any reason by other Administrations, public or private bodies, either to the student or to his/her family members or cohabitants, even if not related).
- Fees paid directly into the Conservatory's bank account will be subject to a mandatory annual communication in accordance with the relevant Inland Revenue Office provisions (Communication to the Tax Registry of data relating to university expense refunds pursuant to Art. 1 of the Decree of the Ministry of Economy and Finance of 1 December 2016 - published on 27/01/2017).

Art. 19

REGISTRATION FOR INDIVIDUAL COURSES

Courses are intended for students over 13 years of age for the attendance of curricular subjects for which the student wishes to obtain the relevant credits. They may be single or group lessons with hourly packages of a minimum of 5 and a maximum of 30 hours. If piano accompaniment is required, the costs will be higher. The following table shows the costs per single hour on a case-by-case base:

HOURLY COST FOR AN INDIVIDUAL LESSON	HOURLY COST FOR AN INDIVIDUAL LESSON WITH PIANO ACCOMPANIMENT	HOURLY COST FOR AN INDIVIDUAL LESSON WITH AN ORCHESTRA
€ 70.00	€ 100.00	€ 90.00

HOURLY COST FOR A GROUP LESSON (subject activated with a minimum of 4 students)	HOURLY COST FOR A GROUP LESSON WITH PIANO ACCOMPANIMENT (subject activated with a minimum of 4 students)	HOURLY COST FOR A GROUP LESSON WITH AN ORCHESTRA (subject activated with a minimum of 4 students)
€ 50.00	€ 80.00	€ 70.00

Art. 20

ENROLMENT IN EXTRA LESSONS

Courses are intended for learners over the age of 13. They can be individual or group lessons with hourly packages of a minimum of 5 and a maximum of 30 hours. If piano accompaniment is required, costs will be higher to take this into account.

The following table shows the costs per single hour on a case-by-case base:

HOURLY COST FOR AN INDIVIDUAL LESSON COSTO	HOURLY COST FOR AN INDIVIDUAL LESSON WITH PIANO ACCOMPANIMENT	HOURLY COST FOR AN INDIVIDUAL LESSON WITH AN ORCHESTRA
€ 80.00	€ 110.00	€ 100.00

HOURLY COST FOR A GROUP LESSON (subject activated with a minimum of 4 students)	HOURLY COST FOR A GROUP LESSON WITH PIANO ACCOMPANIMENT (subject activated with a minimum of 4 students)	HOURLY COST FOR A GROUP LESSON WITH AN ORCHESTRA (subject activated with a minimum of 4 students)
€ 70.00	€ 90.00	€ 80.00

Art.21

ESTABLISHMENT OF SCHOLARSHIPS FOR STUDENTS FROM UKRAINE

In view of the sad and well-known international events arising from the Russian-Ukraine conflict, the Conservatory plans to establish special scholarships to enable Ukrainian students to enrol free of charge at the Conservatory in Palermo. The Council agrees with the initiative and asks the Director to prepare the necessary didactic aspects to welcome the students, also envisaging the possible establishment of a cultural mediation service to facilitate their integration and to prepare, if possible, the necessary forms in the Ukrainian language.

Art. 22

FINAL AND DEFERRAL PROVISIONS

After the approval of the Board of Directors, the Chairman will issue these Regulations by Decree and they will be in force for the academic year 2022/2023.

For all matters not covered in these Regulations, the provisions in force on the matter shall apply directly and immediately.

THE CHAIRMAN

Prof. Mario BARBAGALLO

Summary Tables:

TABLE A/REGISTRATION/ENROLMENT FOR SUBSEQUENT YEARS/GRADUATING STUDENTS LEVEL I ACADEMIC COURSES (THREE-YEAR) LEVEL II ACADEMIC COURSES (TWO-YEAR)	
ADMISSIONS	
Request for admission	From 2 May to 15 June 2022
Entrance exams	Two-year course From 4 to 11 July 2022 according to the calendar published in the online Register of the Conservatory. Three-year course From 11 to 20 July 2022
Verification of competences	11 July 2022
Application procedure	Apply ONLY ON LINE Registration and submission via the ISIDATA platform (www.isidata.net) Check the admissions announcement
Payments <u>payable by MAV /IUV form that can be generated from the 'Fees/Taxes' section of your ISIDATA profile</u>	1) Entrance examination tax of € 6,04 (with PagoPA) 2) Entrance examination fee of € 50,00 (with PagoPA)
Documentation to attach to the application form for foreign students	<ul style="list-style-type: none"> • Photocopy of passport or electronic identity card (CIE) for EU students • Photocopy of a valid residence permit or copy of the documentation attesting to the application submitted to the Police Commissioner • Diploma supplement, where required • Translation into Italian of the attached documents (conducted by the Embassy or Consulate) with a declaration of the value of the qualifications declared • Italian language proficiency certification for B1 level. Candidates who do not have the Italian language proficiency certification for B1 will have to take an Italian language test. If the candidate does not pass the test, he/she will be obliged to attend an Italian language course specifically organised by the Conservatory. The enrolment fee is € 150.00.

REGISTRATION (NEW STUDENTS)

Request for admission	<p>From 1 August to 9 September 2022.</p> <p>Within 15 days from publication of the ranking list of those admitted, should the deadline be extended.</p>
Application procedure	<p>Apply ONLY ON LINE</p> <p>Transmission via the ISIDATA platform (www.isidata.net)</p>
ISEE-U certification for economic benefits	<p>The ISEE-U certification valid until 31/12/2022 must be uploaded in .pdf as an attachment to the ISEE-U 2022 declaration in the "FILE" section of the student's ISIDATA profile (using the "browse" command, enter the document to be attached, indicating "ISEE-U 2022 Certification" in the object of the document and save).</p> <p>Enter the numeric value of the certification in the PERSONAL INFORMATION (ANAGRAFICA) section when completing the procedure on ISIDATA</p>
Exemption Requests	<p>To request the exemptions described in Art. 12:</p> <p>The forms are available on the website of the Conservatory of Palermo in the Secretariat ("Segreteria") section. The form must be completed, signed, scanned, and uploaded in .pdf in the "FILE" section of the student's ISIDATA profile.</p>
Payments payable by MAV /IUV form that can be generated from the 'Fees/Taxes' section of your ISIDATA profile	<ol style="list-style-type: none"> 1) Registration tax of € 6.04 (with PagoPA) 2) Virtual stamp duty of € 16.00 (with PagoPA) 3) Annual attendance tax of € 21.43 (with PagoPA) 4) Regional tax for the right to study - E.R.S.U. of € 140.00 (with PagoPA) 5) Annual all-inclusive fee (C.O.A.) <p>The C.O.A. amount must be determined based on the ISSE-U 2022 certification submitted according to the references in table 1 of the 2022/2023 Student Fees Regulations</p> <ul style="list-style-type: none"> - 1st instalment by 9 September 2022 - 2nd instalment by 30 November 2022 <p>Or as a lump sum by 9 September 2022</p> <p>Please remember, when entering the fee, to change the value of the c.o.a. ("Payment amount" field) according to the applicable table and bracket.</p>
CONDITIONAL ENROLMENT Application to be uploaded on the ISIDATA platform in the Student File	<p>The forms are available on the website of the Conservatory of Palermo in the Secretariat ("Segreteria") section.</p> <ul style="list-style-type: none"> - 1st C.O.A. instalment by 9 September 2022 <p>50% of the bracket of Table 1 of Level I and Level II Academic Courses</p> <ul style="list-style-type: none"> - 2nd instalment C.O.A. by 30 April 2023 <p>the balance of 50% due of the bracket belonging to Table 1 of Level I and II Academic Courses.</p> <p>If the qualification of the previous course has not been obtained, students forfeit their enrolment for all purposes, including the right to attendance (see par. 5.2 of the Study Manifest and Art. 13 of these Regulations)</p>

RENEWAL ENROLMENT subsequent years

Request for admission	From 1 August to 9 September 2022
ISEE-U certification	<p>ISEE-U certification valid until 31/12/2022</p> <ul style="list-style-type: none"> - Upload the digital ISEE-U 2022 certification in the "FILE" of the student's ISIDATA profile. - Enter the numeric value of the certification in the PERSONAL INFORMATION (ANAGRAFICA) section when completing the procedure on ISIDATA
Exemptions	<p>To request the exemptions described in Art. 12:</p> <p>The forms are available on the website of the Conservatory of Palermo in the Secretariat ("Segreteria") section. The form must be completed, signed, scanned, and uploaded in .pdf in the "FILE" section of the student's ISIDATA profile.</p>
Payments <u>payable by MAV /IUV form that can be generated from the 'Fees/Taxes' section of the student's ISIDATA profile</u>	<p>1) Virtual stamp duty of € 16.00 (with PagoPA) 3) Annual attendance tax of € 21.43 (with PagoPA) 4) Regional right to study tax - E.R.S.U. of € 140.00 (with PagoPA) 5) Annual all-inclusive fee (C.O.A.)</p> <p>The C.O.A. amount must be determined based on the ISSE-U 2022 certification submitted according to the references in table 1 of the 2022/2023 Student Fees Regulations</p> <ul style="list-style-type: none"> - 1st instalment by 9 September 2022 - 2nd instalment by 30 November 2022 <p>Or as a lump sum by 31 July 2022</p>
Late payment fees and administrative fine (also valid for registration)	<p>Payment of the II instalment after the deadline is subject to:</p> <ul style="list-style-type: none"> - Late payment fee of € 50 to be paid no later than 31 December 2022. <p>Failure to pay the II instalment and the late payment fee within the specified terms is subject to:</p> <ul style="list-style-type: none"> - Administrative fine of € 100 to be paid no later than 31 March 2023. <p>The same is due in the case of non-payment of the C.O.A. by 30/04/2023 – in the case of conditional registration.</p>

OTHER FEES AND TAXES

Part Time Enrolment	<p>Application on the appropriate form available on the website of the Conservatory, uploaded to the student file by the enrolment deadline.</p> <p>The amount of the C.O.A. is calculated based on the ISSE-U 2022 Certification according to the amounts in TABLE 4</p>
Transfer to other Conservatories	<p>The transfer request must be submitted by 31 July 2023 (available on the website of the Conservatory of Palermo in the Student Office Forms) by sending it to the Protocol Office by email (protocollo@conservatoriopalermit.it). In addition, the following fees and taxes are due:</p> <ul style="list-style-type: none"> - Fee for clearance of the transfer to other conservatories of € 50.00 (with PagoPA) - Virtual stamp duty of € 16.00 (with PagoPA)
Suspension of studies	<p>The application available on the website of the Conservatory to be submitted by 30 September 2022 with payment of:</p> <ul style="list-style-type: none"> - Virtual stamp duty of € 16.00 (with PagoPA)
Re-enrolment/Recognition of Studies The request and relative documentation to be uploaded on the ISIDATA platform in the Student File	<ul style="list-style-type: none"> - The request for Re-enrolment/Recognition of Studies must be submitted by the deadline for the renewal of enrolment (form available on the website of the Conservatory of Palermo in the Student Office Forms) by sending the required form to the Protocol Office by e-mail (protocollo@conservatoriopalermit.it). In addition, the following fees and taxes are due: - Virtual stamp application (with PagoPA)
Withdrawal from Studies	<ul style="list-style-type: none"> - The request to withdraw from studies must be submitted by the deadline for renewal of enrolment (form available on the website of the Conservatory of Palermo in the Students' Office 'Forms' section) by sending the form to the Protocol Office by email (protocollo@conservatoriopalermit.it). In addition, the following fees and taxes are due: - Virtual stamp application (with PagoPA)
Other Taxes and Fees <u>payable by MAV /IUV form that can be generated from the 'Fees/Taxes' section of the student's ISIDATA profile</u>	<p>Application on the appropriate form available on the website of the Conservatory and/or from the student office.</p> <ol style="list-style-type: none"> 1) Fee for the issue of the Diploma of € 15.13 2) Fee for the issue of the Duplicate booklet of € 15.00 3) Fee for change of teacher of € 20.00 4) Italian language course registration fee of € 150.00 (for foreign students) <p>Newly enrolled students may apply to change teachers within 15 days from the start of lessons without paying any fees.</p>
Individual Courses	<p>Individual lessons:</p> <ul style="list-style-type: none"> • € 70.00 • € 100.00, with piano accompaniment • € 90.00, with the Orchestra <p>Group lessons (with a minimum of n. 4 students):</p> <ul style="list-style-type: none"> • € 50.00 • € 80.00, with piano accompaniment • € 70.00, with the Orchestra

**Enrolling as GRADUATING STUDENTS
Level I and II academic courses**

Request for admission	By 31 October 2022
<p>Documentation Application to be uploaded to the ISIDATA platform in the <u>Student File</u> section</p>	<p>Application on the appropriate forms available on the Conservatory's website (Students' Office 'Forms' section) <u>A valid ISEE-University Certification is required for the year 2022 expiring on 31/12/2022.</u> The Certification must include the following wording "<u>APPLIES TO TAX-FREE BENEFITS FOR THE RIGHT TO UNIVERSITY STUDY</u>" in favour of the student enrolled in the course (student's tax code)</p>

TABLE B
THREE-YEAR COURSE WITH DEBT (being phased out)
TWO-YEAR COURSE WITH DEBT (option A)
TWO-YEAR COURSE WITH DEBT (option B)

THREE-YEAR COURSE WITH DEBT	Commencing from the academic year 2019/2020, the study courses of the Level I Debt Period (Three-year Course) have been phased out. It is therefore no longer possible to enrol. Enrolment renewal is ONLY possible for those students who are already registered.
DEBT PERIOD TWO-YEAR COURSE (Option A)	A student who is carrying subjects from the previous exam session may enrol in the Debt Period – option A of the Level II academic course (for a maximum period of two years)
TWO-YEAR WITH DEBT (Option B)	With regards to the procedures and costs for registration/enrolment in the “Two-year course with debt” - option B, please refer to Table A - Level II academic courses (Two-year course)
Enrolment renewal for subsequent years	From 1 August to 09 September 2022
Application procedure	Apply ONLY ON LINE Upload the application to the ISIDATA platform www.isidata.net
Payments <u>Payable by MAV /IUUV form that can be generated from the ‘Fees/Taxes’ section of the student’s ISIDATA profile</u>	Virtual stamp duty of € 16.00 (with PagoPA) Annual attendance tax of € 21.43 (with PagoPA) Annual all-inclusive fee (C.O.A.) with PagoPA of <ul style="list-style-type: none"> ➢ € 400.00 Three-year courses ➢ € 500.00 Two-year courses – Option A Both sets of fees are divided into two instalments: <ul style="list-style-type: none"> ➢ 1st instalment by 9 September 2022 ➢ 2nd instalment by 30 November 2022 Or as a lump sum by 9 September 2022
REGISTRATION TWO-YEAR COURSE WITH DEBT (option A) <u>Payable by MAV /IUUV form that can be generated from the ‘Fees/Taxes’ section of the student’s ISIDATA profile</u>	Virtual stamp duty of € 16.00 (with PagoPA) Annual attendance tax of € 21.43 (with PagoPA) Annual all-inclusive fee (C.O.A.) of € 500.00 with PagoPA in two instalments: <ul style="list-style-type: none"> - 1st instalment by 9 September 2022 - 2nd instalment by 30 November 2022 Registration tax of € 6.04 with PagoPA
Documentation Upload all the other documentation that is required into the <u>Student File</u>	<ul style="list-style-type: none"> - No. 1 passport-size photo to be uploaded on the Isidata profile – in the personal information section - Valid identity document - Successful candidates who do not complete their registration by 9 September 2022 shall be considered as having dropped out.

COMMON RULES FOR THE ACADEMIC COURSES

<p>Late Payment Fee <u>Payable by MAV /IUV form that can be generated from the 'Fees/Taxes' section of the student's ISIDATA profile</u></p>	<p>Payment of the second instalment after the deadline is subject to: - Late payment fee of € 50.00 to be paid by 31 December 2022</p>
<p>Administrative Fine <u>Payable by MAV /IUV form that can be generated from the 'Fees/Taxes' section of the student's ISIDATA profile</u></p>	<p>Failure to pay the second instalment and the late payment by the prescribed deadline is subject to: - An administrative fine of € 100 (with PagoPA)</p>
<p>Exemptions <u>Upload the Exemption request and relative documentation to the ISIDATA platform in the Student File</u></p>	<p>The student may benefit from total and partial exemptions. See article PARTIAL EXEMPTIONS (Art. 12 of the Student Fees Regulations – academic year 2022/2023)</p>
<p>Withdrawal from Studies</p>	<p>- Revenue Stamp</p>
<p>Other Fees and Taxes</p>	<p>Application on the appropriate form available on the Conservatory's website and/or from the student office.</p> <ul style="list-style-type: none"> ● Teacher change application fee of € 20.00

**TABLE C REGISTRATION/RE-ENROLMENT
INITIAL TRAINING COURSES**

ADMISSIONS

Request for admission	From 1 April to 30 April 2022
Admission Exam	From 20 to 24 June 2022
Application Procedure	Apply only ONLINE on the ISIDATA portal
Payments to be attached to the application	<ul style="list-style-type: none"> - Admission Fee of € 6.04 - Exam Admission Fee of € 25.00

REGISTRATIONS (NEW ADMISSIONS)

Registration (new ADMISSIONS)	Submit registration application (at the same time as payment of the first fee instalment) FROM 1 AUGUST TO 9 SEPTEMBER 2022
Application procedure	Apply ONLY ONLINE using the ISIDATA platform www.isidata.it (Consult the Enrolment Guide for the Course of the Old System and Preparatory Courses)
Payments Payable by MAV/IUV form that can be generated from the 'Fees/Taxes' section of the student's ISIDATA profile	<ol style="list-style-type: none"> 1) Enrolment Fee of € 850.00 (PagoPA) in two instalments: <ul style="list-style-type: none"> - 1st instalment of € 425 by 09 September 2022 - 2nd instalment of € 425 by 30 November 2022 <p align="center">Or payable in a lump sum by 09 September 2022</p> 2) Annual attendance tax of € 21.43 (PagoPA) 3) Virtual Revenue Stamp of € 16.00 (PagoPA)

RE-ENROLMENT (Renewal of enrolment for subsequent years)

Renewal of enrolment for subsequent years	From 1 to 31 JULY 2022
Payments Payable by MAV /IUV form that can be generated from the 'Fees/Taxes' section of the student's ISIDATA profile	<ol style="list-style-type: none"> 1) Enrolment Fee of € 850.00 (PagoPA) in two instalments: <ul style="list-style-type: none"> - 1st instalment of € 425 by 31 JULY 2022 - 2nd instalment of € 425 by 30 September 2022 <p align="center">Or payable in a lump sum by 31 July 2022</p> 2) Annual attendance tax of € 21.43 (PagoPA) 3) Virtual Revenue Stamp of € 16.00 (PagoPA)

**TABLE D ADMISSIONS/RE-ENROLMENT
PREPARATORY COURSES**

ADMISSIONS

Submission Dates	From 1 April to 30 April 2022
Admission Exams	From 22 to 27 JULY 2022
Application procedure	Apply only ONLINE on the ISIDATA portal
Payments To be attached to the Admission Request	<ul style="list-style-type: none"> - Exam Admission Tax of € 6.04 - Exam Admission Fee of € 25.00
TOTAL Exemptions	<p>The student may benefit from statutory total exemptions See paragraph TOTAL EXEMPTIONS</p> <ul style="list-style-type: none"> - Forms available on the Conservatory's website and/or from the Students' Office

REGISTRATION (NEW ADMISSIONS)

Registration (new admissions)	FROM 1 AUGUST TO 9 SEPTEMBER 2022
Application procedure	Apply ONLY ONLINE using the ISIDATA platform www.isidata.it Consult the Enrolment Guide for the Course of the Old System and Preparatory Courses
Payments Payable by MAV/IUV form that can be generated from the 'Fees/Taxes' section of the student's ISIDATA profile	<ul style="list-style-type: none"> - Enrolment Fee of € 600.00 (PagoPA) in two instalments: - 1st instalment of € 300 by 09 SEPTEMBER 2022 - 2nd instalment of € 300 by 30 NOVEMBER 2022 <p style="text-align: center;">Or payable in a lump sum by 09 September 2022</p> <p>Annual attendance tax of € 21.43 (PagoPA) Virtual Revenue Stamp of € 16.00 (PagoPA)</p> <p style="text-align: center;">Registration Tax of € 6.04 (only for new registrations)</p>
Late Payment Fee	<p>Non-payment of Enrolment Fee of II instalment by 30 November 2022: Payments of the II instalment made after the due date will be charged a Late Payment Fee to be paid no later than 31 December 2022.</p> <p>Late payment fee of € 50 (with PagoPA)</p>
Cancelation	In the event of cancellation of enrolment in the course, it is possible to obtain a refund of the fee/tax paid (except for tuition fees) before the start of classes.
TOTAL Exemptions	<p>The student may benefit from statutory total exemptions See paragraph TOTAL EXEMPTIONS</p> <p>Forms available on the Conservatory's website and/or from the Students' Office</p>
PARTIAL Exemptions	<p>The student may benefit from partial exemptions for:</p> <ul style="list-style-type: none"> - MULTIPLE ENROLMENTS - ENROLMENTS FOR TWO OR MORE COURSES <p>See paragraph PARTIAL EXEMPTIONS</p> <p>Forms available on the Conservatory's website and/or from the Students' Office.</p>

PRIVATE (EXTERNAL) STUDENTS	<p>It is possible to apply for private certifications of the following skills:</p> <ul style="list-style-type: none"> - <i>Rhythmic theory and musical perception</i> - <i>Piano practice</i> - <i>Reading the score</i> <p>Forms available on the Conservatory's website and/or from the Students' Office.</p>
<u>Payments and documentation to be attached to the application</u>	<ul style="list-style-type: none"> - <u>Preparatory skills certification fee of € 300.00</u> (per certification) with PagoPa (generated with credentials provided by the Students' Office)
Other Fees and Taxes	<p>Application on the appropriate form available on the Conservatory's website and/or from the Students' Office.</p> <ul style="list-style-type: none"> - Teacher change application fee of € 20.00 (with PagoPA) <p>New students may apply to change teachers within 15 days from the beginning of lessons without paying any fees.</p>
RE-ENROLMENT (Renewal of enrolment for subsequent years)	
Renewal of enrolment for subsequent years	From 1 to 31 July 2022
Payments Payable by MAV/IUV form that can be generated from the 'Fees/Taxes' section of the student's ISIDATA profile	<p>Enrolment Fee of € 600.00 (PagoPA) in two instalments:</p> <ul style="list-style-type: none"> - 1st instalment of € 300 by 31 JULY 2022 - 2nd instalment of € 300 by 30 SEPTEMBER 2022 <p>Or payable in a lump sum by 31 July 2022</p> <p>Annual attendance tax of € 21.43 (PagoPA) Virtual Revenue Stamp of € 16.00 (PagoPA)</p>
Late Payment Fee	<p>Non-payment of Enrolment Fee of II instalment by 30 November 2022: Payments of the II instalment made after the due date will be charged a Late Payment Fee to be paid no later than 31 December 2022. Late payment fee of € 50 (with PagoPA)</p>

TABLE E
PRE-ACADEMIC COURSES or BASIC TRAINING (BEING PHASED OUT)

Starting from the academic year 2019/2020 the Basic Training Courses are being phased out; therefore, it will no longer be possible to enrol for these courses.

Renewal of enrolment for subsequent years	From 1 to 31 July 2021
Application procedure	Applications only ONLINE
Payments	1) Virtual stamp duty of € 16.00 (with PagoPA) 2) Annual attendance fee of € 21.43 (with PagoPA) 3) Enrolment fee of € 600.00 (with PagoPA) in two instalments: - 1 st instalment by 31 July 2022 - 2 nd instalment by 30 September 2022 Or in a lump sum by 31 July 2022
Late Payment Fee	Non-payment of Enrolment Fee of II instalment by 30 November 2022: Payments of the II instalment made after the due date will be charged a Late Payment Fee to be paid no later than 31 December 2022. Late payment fee of € 50 (with PagoPA)
TOTAL Exemptions	The student may benefit from statutory total exemptions See paragraph TOTAL EXEMPTIONS Forms available on the Conservatory's website and/or from the Students' Office

**TABLE F
INDIVIDUAL/EXTRA LESSONS**

Starting from the academic year 2022/2023	
Enrolment	From 1 to 30 September 2022
Application procedure	Application is only ONLINE
Payments	Enrolment fee payable with PAGO-PA Varies according to the table, number of hours to be attended, subject type
Individual courses	<p>Individual lessons:</p> <ul style="list-style-type: none"> • € 70.00 • € 100.00, with piano accompaniment • € 90.00, with the orchestra <p>Group lessons (with a minimum of no. 4 students):</p> <ul style="list-style-type: none"> • € 50.00 • € 80.00, with piano accompaniment • € 70.00, with the orchestra
Extra Lessons	<p>Individual lessons:</p> <ul style="list-style-type: none"> • € 80.00 • € 110.00, with piano accompaniment • € 100.00, with the orchestra • <p>Group lessons (with a minimum of no. 4 students):</p> <ul style="list-style-type: none"> • € 70.00 • € 90.00, with piano accompaniment • € 80.00, with the orchestra