



University of Gastronomic Sciences

Università degli Studi
di Scienze Gastronomiche

**UNIVERSITY FEE PAYMENT REGULATIONS
THREE-YEAR UNDERGRADUATE DEGREE PROGRAM
2024/2025 Academic Year**

REFERENCE REGULATIONS

Excerpted from the University of Gastronomic Sciences Student and Program Enrollment Regulations

6.1 – Each year, prior to the start of the academic year, the Executive Committee determines, upon Faculty Council approval, the amount for the university fees for enrollment to the programs. The detailed regulations governing the payment procedures are defined in the Payment Regulations in effect for the corresponding academic year, published on the University’s website.

6.2 – Students are only considered regularly enrolled following the payment of the total amount corresponding to the university fees owed.

(Omissis)

6.5 Students not up-to-date with the payment of university fees, and therefore not regularly enrolled, cannot carry out any career activities (sit exams, participate in study trips and in any other academic activities worth university credit), nor may they transfer to other structures or obtain certifications beyond those relative to the academic years in which students were up-to-date with payments.

UNIVERSITY FEE PAYMENT REGULATIONS
FOR ENROLLMENT IN THE THREE-YEAR UNDERGRADUATE DEGREE PROGRAM
2024/2025 Academic Year

STUDENTS ENROLLED IN THE FIRST YEAR IN THE 2024/2025 ACADEMIC YEAR (ADMITTED IN THE FIRST AND SECOND ADMISSION SESSION PRIOR TO THE SEPTEMBER ADMISSION EXAM):

AMOUNT

- **€15,500** per year, for each of the three years of the Undergraduate Degree program.

PAYMENT

➤ **Deposit: €2,000**

Admitted students following the publication of results for each of the admission session, as indicated in the Admission Process Instructions, must pay a deposit of **€2,000** within one week of the admissions results being published, so as to confirm their enrollment.

- a) If the deposit is not paid by the stated deadline, the candidate will be taken off the list of admitted candidates and will have to repeat the entire admissions process.
- b) Candidates who after having paid the deposit decide not to enroll are entitled to a refund of €1,000 only if they submit a written notification of their decision not to enroll to the Student Registrar Office by August 31, 2024. This communication must contain the student's bank details (IBAN) for payment of the refund.
Written notification of the decision not to enroll received later than the date indicated above does not entitle the candidate to receive any refund of the deposit.
- c) If a candidate pays the deposit but fails to graduate from secondary/high school, one of the requisites for admission to the first year of the Three-Year Undergraduate Degree program, the candidate is entitled to a full refund of the deposit.
- d) Candidates who submit an application for a complete exemption from university fees and are not awarded an exemption despite meeting all the requirements, and who subsequently do not enroll in the undergraduate program, are entitled to a full refund of the €2,000 deposit.
- e) Candidates who submit an application for a partial exemption from university fees and are not awarded an exemption despite meeting all the requirements, and who subsequently do not enroll in the undergraduate program, are entitled to a refund of €1,500, i.e. 75% of the deposit.

➤ **First installment: €7,000 by September 13, 2024**

➤ **Second installment: €6,500 by February 28, 2025**

For recipients of a **partial university fee exemption of € 10,000**, payment installment must be made as follows:

➤ **One-time installment: €3,500 by September 13, 2024**

For recipients of a **partial university fee exemption of € 5,000**, payment installments must be made as follows:

➤ **First installment: €5,000 by September 13, 2024**

➤ **Second installment: €3,500 by February 28, 2025**

**UNIVERSITY FEE PAYMENT REGULATIONS
FOR ENROLLMENT IN THE THREE-YEAR UNDERGRADUATE DEGREE PROGRAM
2024/2025 Academic Year**

Recipients of a **fee reduction of €500**, reserved for students who attended UNISG Summer Schools, must make the following fee installment payments, in addition to the deposit:

- **First installment: €7,000** by **September 13, 2024**
- **Second installment: €4,500** by **February 28, 2025**

Recipients of the **complete university fee exemption of €15,500** do not need to pay any fees. The deposit of €2,000 will be refunded following the publication of the university fee exemption recipient rankings, following written communication of the student's bank details (IBAN) to amministrazione@unisg.it.

STUDENTS ENROLLED IN THE FIRST YEAR IN THE 2024/2025 ACADEMIC YEAR (ADMITTED FOLLOWING THE SEPTEMBER ADMISSION EXAM):

AMOUNT

- **€15,500** per year, for each of the three years of the Undergraduate Degree program.

PAYMENT

- **First installment: €9,000** by **September 13, 2024**
- **Second installment: €6,500** by **February 28, 2025**

For recipients of a **partial university fee exemption of € 10,000**:

- **One-time installment: €5,500** by **September 13, 2024**

For recipients of a **partial university fee exemption of € 5,000**:

- **First installment: €7,000** by **September 13, 2024**
- **Second installment: €3,500** by **February 28, 2025**

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FOR ENROLLMENT IN THE THREE-YEAR UNDERGRADUATE DEGREE PROGRAM
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Recipients of a **fee reduction of €500**, reserved for students who attended UNISG Summer Schools, must make the following fee installment payments, in addition to the deposit:

- **First installment:** €7,000 by **September 13, 2024**
- **Second installment:** €4,500 by **February 28, 2025**

STUDENTS ENROLLED IN THE SECOND YEAR IN THE 2024/2025 ACADEMIC YEAR:

AMOUNT

- **€15,500** per year

PAYMENT

- **First installment:** €9,000 by **September 13, 2024**
- **Second installment:** €6,500 by **February 28, 2025**

For recipients of a **partial university fee exemption of € 10,000**, payment installment must be made as follows:

- **One-time installment:** €3,500 by **September 13, 2024**

For recipients of a **partial university fee exemption of € 5,000**, payment installments must be made as follows:

- **First installment:** €5,000 by **September 13, 2024**
- **Second installment:** €3,500 by **February 28, 2025**

Recipients of the **complete university fee exemption of €15,500** do not need to pay any fees.

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STUDENTS ENROLLED IN THE THIRD YEAR IN THE 2024/2025 ACADEMIC YEAR:

AMOUNT

- **€15,100** per year

PAYMENT

- **First installment: €9,000** by September 13, 2024
- **Second installment: €6,100** by February 28, 2025

For recipients of a **partial university fee exemption of € 7,500**, payment installments must be made as follows:

- **First installment: €4,000** by September 13, 2024
- **Second installment: €3,600** by February 28, 2025

Recipients of the **complete university fee exemption of €15,100** do not need to pay any fees.

If a student who has completed the enrollment for the first year of the Undergraduate Degree program or confirmed their enrollment for the second or third year of the program decides, for any reason, to withdraw their enrollment, they have the right to a partial refund of the fees already paid, as long as they provide at least 30- or 90-days' notice after the start of the academic year, as per the percentages in the following table:

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Days of notice of withdrawal given by the student after start of academic year	% refund of the first installment of fees	% refund of the second installment of fees, <u>if already paid</u>
30 days	30%	100%
90 days	0%	80%

STUDENTS GRADUATING AFTER THE END OF YEAR III

Students who have not earned their degree by the special graduation session at the end of Year III of their studies, who intend to take exams or graduate at a later date, are required to pay €2,000 for each academic year in which they remain actively enrolled.

PAYMENT EXTENSIONS

Requests for extensions for the payment of the deposit will not be accepted.

Excerpted from Student and Program Enrollment Regulations, Article 6.7: Any exceptions to the due dates set for the payment of the University fee installments must be requested in writing to the Administrative Director, using the form available on the University portal, no later than the due date of the fee installment; in any case, extension requests are allowed for a maximum term of 90 days from the expiry date of the fee and in any case no later than the start date for enrollment in the first exam session. The extension requests presented according to the above procedures will be evaluated by the Administrative Director with his/her irrevocable decision.

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PAYMENT METHOD

PAGO PA

To utilize the PagoPA service, students must access their personal portal online, selecting the "University Fee Payment Schedule" page under the "Registrar" section from the Menu. Commissions may be applied to the amounts due, depending on the payment method selected.

BANK TRANSFER

Payments must be made by bank transfer to the account of UNIVERSITÀ DEGLI STUDI DI SCIENZE GASTRONOMICHE.

The following reference should be used to identify the payment: "Undergraduate Degree – 2024/2025 – **Student's first and last name**".

The bank details are as follows:

UNICREDIT BANCA	BANCA INTESA SANPAOLO - FIL. MILANO
C/C 000041352940	C/C 100000101172
IBAN IT 48 V 02008 46041 000041352940	IBAN IT 05 K 03069 09606 100000101172
ACCOUNT NO. 000041352940	ACCOUNT NO. 100000101172
BIC/SWIFT UNCRITM1R34	BIC/SWIFT BCITITMM