



ANGELICVM
ROMA
PONTIFICIA UNIVERSITÀ S. TOMMASO D'AQUINO

I cannot continue my studies, what procedure should I follow before interrupting?

Before interrupting your studies, you should contact your Faculty, and fill out the appropriate Interruption of Studies form.

I have fiscal residence in Italy, can I deduct the cost of the academic fees I paid from my taxes?

Yes, the electronic payments sent by bank transfer, credit/debit card (no cash) can be deducted in the tax declaration of the year in which they were made. Every year the university sends the Agenzia delle Entrate the payment data of students who have declared their tax residence in Italy. For these students, university expenses will be present in the pre-compiled income declaration. If you do not have Italian citizenship but work and pay the taxes in Italy, remember to inform the Credit Office (ufficiocrediti@pust.it) so that the data relating to the payment of your academic fees will be sent by the university to the Agenzia delle Entrate.

My taxes are paid by one of my parents, who I am dependent on. Can my parents deduct the cost of the academic fees that has been paid for me?

Yes, it is only necessary that your payment has been made in a traceable manner and that the copy of the Fiscal Code of the person who has paid has been communicated to the university Credit Office (ufficiocrediti@pust.it).

I do not want the expenses for my academic fees to be included in the pre-compiled tax declaration. How can I do this?

Students can decide not to declare university expenses incurred to the Agenzia delle Entrate and also to not have them included in their pre-compiled declaration (and/or in that of his/her family member's name if he/she is a dependent.)

Consequently, if the student is fiscally dependent on a family member, the latter will not see the information on the university expenses for which the objection has been exercised.

The objection of the declaration of university expenses can be exercised by 28 February of the year following the fiscal year in which the expense was incurred. This can be done by communicating the information with the appropriate "objection request form" available on the Revenue Agency website and following the instructions indicated there.

F.A.Q.

Which are the opening days and times of the Administration Office?

The Administration office is open from Monday to Friday from 09.00 to 13.00.

Which are the opening days and times of the Secretary General Office?

The Secretary General's office is open Monday, Wednesday, Friday: 09:00-12:30 and Tuesday, Thursday: 09:00-12:30, 14:30-16:00

How can I pay the academic fees?

You can pay at the Administration Office in cash, by credit card, debit card, check, or by bank transfers. Bank transfers should be made payable to:

Beneficiario / for the benefit of:

PONT. UNIV. DEGLI STUDI S. TOMMASO D'AQUINO

Largo Angelicum 1 – 00184 ROMA RM – Italia

Banca: **Banco BPM**

IBAN: IT52F050340321000000009966 BIC/SWIFT: BAPPIT21106

What are the deadlines for the payment of the 2024/2025 academic fees?

20/09/2024 for the first semester;

24/01/2025 for the second semester

Can I pay for the whole year by 20/09/2024?

Yes, you can pay the fees for the entire academic year all at once by the first semester deadline. You may also pay for each semester separately by the due date indicated above.

What happens if I don't pay the fees by the deadline?

If you do not meet the payment deadlines you will have to pay a late penalty fee. It is calculated as follows:

from 1 to 15 days late € 50,00

from 16 to 30 days late € 100,00

from 31 to 45 days late € 150,00

over 45 days late € 200,00

N.B. failure to pay any fees (including late fees) puts a hold on your account.

My College pays the fees for me and for other students of the same college.**What should I do to regularize my administrative position and prevent a hold on my account?**

After you complete the registration process, you should inform the Credit Office (ufficiocrediti@pust.it) about the name of the College / Institute / Entity that will take care of the payment of your academic fees.

The Credit Office staff will contact the organization you indicated to request the payment for you and for the other students who belong to the same College. Students for whom a College pays the fees, do not have to pay the registration fee of €250,00 (unless they apply for a scholarship).

Who pays only the registration fee of € 250,00?

Only students who apply for a scholarship or academic fee deferral. All the other students will have to pay at least the current semester fee (Baccalaureate, Licence, Guest students, Auditing students or Fuori corso) or the biannual/ annual fee (in the case of a doctorate).

Is the registration fee of € 250,00 included in the annual fee or is it a separate fee?

The 250 Euro registration fee is included in the annual fee. The balance should be paid by the established deadline.

I would like to apply for a scholarship, who can I contact?

You can write to the Scholarship Office (scholarship@pust.it).

What is the deadline for the 2024-2025 scholarship application?

For continuing students, the deadline for the 2024-2025 scholarship application was April 30. For newly enrolled students the deadline for the 2024-2025 scholarship application is September 20.

Can I still apply for a 2024-2025 scholarship if I missed the deadline?

No; applications are not accepted after the deadline.

If I missed the deadline, can I apply for a scholarship for the Spring Semester?

No; there is not a separate application for the Second Semester.

I would like to request a deferment of payment of the fees; what should I do?

You will have to pay at least the registration fee of €250,00 and fill out the application form available at the Administration Office by the deadline of the payments.

I requested the fee deferment, but I realized that I am unable to pay an instalment within the agreed terms, what can I do?

Contact the Administration Office (ufficioamministrazione@pust.it 06/6702278) before the deadline date of the instalment that you wish to postpone and ask if you can have an extension. If the request is made in time (by the agreed upon defer date), it is possible to proceed without adding any late penalty fee.

I have paid only € 250,00 for the registration fee and have applied for a scholarship or a fee deferral, can I request the certificate of enrolment?

Yes, but if you are applying for a certificate of enrolment even if you have applied for a scholarship or for deferment, you must have completed the payment of all past fees, if any, and at least the current semester/year's fees (doctoral students).

I need the study certificate/ diploma, how can I request it and pay for it?

You must contact or visit the General Secretariat's office and fill out the appropriate request form. After you receive the request form from the Secretariat you can go to the Administration Office with the completed and signed form to make the payment.

Can I have the study certificate of studies/ diploma if I am not up to date with payments?

No, it is not possible for students to obtain any certificate or diploma relating to the semester/year for which the fees have not been paid in full.

Can I take the exams if I am not up to date with my payments?

No; exams cannot be taken if your account is not paid to date.

I have to pay for my degree exam, when do I have to pay it?

Payment must be made no later than 15 days before the date of your exam.

Can I have a certificate of enrolment if I have not completed the payment of the semester fees (Baccalaureate, Licence, Guest students, Auditing students or Fuori corso) or annual fees (PhD)?

No; the certificate of enrolment is issued only when at least the current semester's fees (the yearly fee for doctorate students) and the cost of the certificate (€ 5,00) have both been paid. Semester fees also include any exam fees that are due.