

ADMINISTRATIVE GUIDE

THREE-YEAR BACHELOR OF
ARTS DEGREES AND DIPLOMA
PROGRAMMES

MILAN | ROME – A.Y. 2026/27

ENROLMENT

INCOME BRACKETS

NABA

NUOVA ACCADEMIA
DI BELLE ARTI

This guide is applicable to all students who have both parents living in European Union Countries and producing income in European Union Countries for the last 3 years.

Here below the complete list of EUROPEAN UNION COUNTRIES

Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.

List of EFTA COUNTRIES

Iceland, Liechtenstein, Norway, Switzerland.

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INTRODUCTION

Welcome to NABA!

Embarking on a course of study at an Academy of art and design means putting energy, creativity, and passion at the service of one's talent. At the same time, it is important to be clear about the practical aspects that shape the educational experience, so as to approach it with confidence and awareness.

This guide has been created to present, step by step, the numerous opportunities that NABA offers to students and their families, from the income brackets to the various forms of financial support available. Here is possible to find useful information on the enrolment process, the tuition fee definition, the required documents, and the relevant deadlines.

The aim is to provide a comprehensive tool that consents an easy navigation through NABA's administrative system, allowing to focus the energy on what truly matters: **artistic growth and the development of a solid professional future.**

ENROLMENT

To begin a three-year programme at NABA, the expected annual investment is € 21,850, which corresponds to the highest income bracket. NABA also offers five lower brackets, designed to support young talents and meet the needs of each family.

To request assignment to a reduced fee bracket, the documents must be submitted to the Student Administration Office, in PDF format and accurately translated into English, to the email address tuitionfees@naba.it.

The assigned income bracket applies for the year of enrolment and must be re-confirmed for each following year by resubmitting the required documentation **by November** of every year. The tuition for subsequent years will initially be calculated based on the previous year's bracket, and any necessary adjustments will be made once the new documents have been reviewed.

Who needs to submit financial documents?

If the box for exemption corresponding to the 6th income bracket was selected in the enrolment form, there is **no need to submit any financial documents**. It is possible to skip this step.

! Note: if the required documentation is not submitted or is found to be significantly incomplete, NABA will automatically assign the highest income bracket.

SUBMISSION PROCESS

Admitted students must provide within the established deadlines and exclusively in PDF format:

→ Completed **enrolment form**, signed by the student and by both parents, with all pages included. **Only handwritten signatures are accepted.**

→ **Copy** of the bank transfer for the Enrolment Fee and the Regional Tax;

→ **Copy** of the student's Identity Document and Fiscal Code;

→ **Copy** of the Identity Documents of both parents and any additional guarantors.



INCOME BRACKETS

FAMILY UNIT OF BELONGING/ORIGIN

NABA considers the following individuals as part of the conventional family unit:

- The student;
- The student's parents, even if legally separated, divorced, or not married to each other.

! Note: *for the calculation of the income bracket, the combined income and assets of the student and both parents will be taken into account.*

INDEPENDENT STUDENT

A student can be considered independent from their family of origin if the following conditions are met:

- **Autonomous residence:** the student must have lived outside the household of the family of origin or relatives, as evidenced by family and residency certificates, for at least two years prior to submitting the enrolment application. The residence must not be owned by any member of the family of origin or relatives (the student must provide a rental contract or property deed for their own residence);
- **Own income:** the student must have a gross annual income of at least € 12,000, legally declared over the past three years (income from employment under a family member or rental income from properties is not included).

If both requirements are met, the student must provide:

- **Tax returns** for 2023 and 2024;
- **Rental contract or property deed/land registry extract;**
- **Supplementary Family Declaration** – Annex 1 (p. 10);
- **Bank account and financial investment statements as of 31/12/2024.**

! Note: *if the above requirements are not met, the student must submit, in addition to their own documents, the financial documentation of their family of origin, which will be used to determine the applicable income bracket.*

REQUIRED DOCUMENTATION - Tax year of reference: 2024 calendar year

To determine the applicable income bracket, each member of the family unit must provide:

→ Certificate of Nuclear Family Composition;

→ **Integrative statement of family income** (see Annex 1, p. 10) which shall be signed in order to allow the processing of the data contained therein and duly completed in full with particular reference to real estate market value, company investments and percentage of involvement, incomes that are tax exempt and any income that, as a result of its nature, is not included in the income tax return forms (documentation relating to the same is to be submitted);

→ **Tax return:** photocopy of the fully completed official income and property tax declaration (income tax return) of all members of the family unit. Documents attesting pension and employment income must be provided by the Ministry of Finance or by the Financial Administration of the student's country of origin. If the official income tax return is not available, it is necessary to present a certificate issued by the Revenue Offices attesting to the absence and specifying the above-mentioned fiscal year;

→ **Real Estate** owned by family members, indicating the market value of those Real Estates, and built areas in square metres. These details are required for every family member per each Real Estate. All real estates are valued at 10% of the market price. Only for the principal House with a mortgage, the value is 5% of the market price. It is required to enclose the mortgage agreement;

→ **Photocopies of bank statements and financial investments as of 31/12/2024** (stocks, shares and/or stakes in funds-capitalisation insurance policies). All moveable assets are valued at 5%;

! Note: *the Academy will evaluate the submitted documentation, verifying that the included information is complete. If verifications reveal that the content in declarations made are untrue, the Academy will be forced to take necessary action. Please retain a copy of all the submitted documentation.*



CALCULATION OF THE INCOME BRACKET: HOW IT WORKS

Income bracket evaluation is commensurate with the economic, financial and real estate situation of the student's family.



! Note: only for the principal House with a mortgage, the value is 5% of the market price. It is required to enclose the mortgage agreement, the percentage applied to the cadastral value is reduced to 5%.

DEADLINES AND AMOUNTS A.Y. 2026/27

The total amount and the instalments depend on the assigned income bracket. Here are the main deadlines for all brackets:

- **First instalment**
Fixed amount to be paid upon enrolment: € 5,000 (of which € 4,810 is the Enrolment Fee and € 190 is the Regional Tax).
- **Second instalment - 1 September 2026**
Tuition fee (the amount varies according to the income bracket, see details in the table).
- **Third instalment - 10 January 2027**
Tuition fee (the amount varies according to the income bracket see details in the table).

DETAIL OF AMOUNTS PER BRACKET (ANNUAL TOTAL)

INCOME BRACKET CALCULATION BASIS	INSTAL- MENT 1 AMOUNT UPON ENROLMENT	INSTAL- MENT 2 AMOUNT BY 01/09/2026	INSTAL- MENT 3 AMOUNT BY 10/01/2027	ANNUAL TOTAL
FIRST up to € 45,000	€ 5,000	€ 1,725	€ 1,725	€ 8,450
SECOND up to € 70,000	€ 5,000	€ 2,875	€ 2,875	€ 10,750
THIRD up to € 100,000	€ 5,000	€ 4,000	€ 4,000	€ 13,000
FOURTH up to € 130,000	€ 5,000	€ 5,575	€ 5,575	€ 16,150
FIFTH up to € 150,000	€ 5,000	€ 7,425	€ 7,425	€ 19,850
SIXTH over € 150,001	€ 5,000	€ 8,425	€ 8,425	€ 21,850

! Note: starting from the second academic year, the amount of the enrolment fee and the tuition fee will increase by a fixed and predetermined rate of **2,7%**. In the third year, a further fixed and predetermined increase of **3%** is expected.

Do the income brackets allow for a tolerance?

Yes. If the calculated income bracket exceeds the maximum limit by an amount equal to or less than € 2,000, NABA will automatically assign the lower bracket.

Annex 1 - Integrative statement of family

This questionnaire must be completed clearly and truthfully. If the highest contribution bracket applies, this part of the process may be omitted.

Student Surname and First Name _____

Bachelor of Arts Degree Programme in _____

PARENTS INFORMATION

	Father	Mother
Surname and name		
Date and place of birth		
If deceased, please give date of death (please provide death certificate)		
If employees, pensioners		
Job or date of retirement		
Employer or pension fund		
If self-employed workers		
Profession		
Date of commencement		
Address of workplace		
Premises rented or owned		

Interests held in organisations of any kind

Name and registered office of organisation		
Size of interest held		
Business and revenue		
Profit (loss)		
Distributed revenues (for business corporations)		
Revenues fiscally attributable (for partnerships)		
Company's net assets		

If other interests in organizations are held, please fill in and send us an additional page 11 with other information.

Other income not included in Tax Return, even if not subject to taxation Report values in €

Type		
Annual income		
In addition to the habitual profession work, indicate whether the family has any other income, such as income exempt from taxation or taxed at source or by substitute tax, etc.		

If other incomes are produced, please fill in and send us an additional page 11 with other information.

Owned apartments outside Italy Report values in €

Nr. rooms	sqm	market value

FOR WORKING STUDENTS

Qualification _____

Working hours _____

Annual salary or gross income _____

BENEFITS

STUDENT WITH SIBLINGS OR SPOUSE ALSO ENROLLED AT NABA

Last Name and First Name _____

Academic Year and Course of Study _____

STUDENT RELATED TO AN EMPLOYEE OF NUOVA ACCADEMIA

Last Name and First Name _____

Relationship _____

SELF-DECLARATION

Under his/her own responsibility, and aware of the criminal penalties provided for under Article 76 of Presidential Decree no. 445 of 28/12/2000 in the event of false statements or declarations, as well as the loss of any benefits obtained, the undersigned hereby declares:

Father	Mother
<input type="checkbox"/> Does not own any property	<input type="checkbox"/> Does not own any property
<input type="checkbox"/> Does not hold any financial investments	<input type="checkbox"/> Does not hold any financial investments
<input type="checkbox"/> Other (please specify) _____ _____	<input type="checkbox"/> Other (please specify) _____ _____

PRIVACY NOTICE AND CONSENT (PERSONAL DATA PROTECTION LAW)

Student's signature _____

Father's signature _____

Mother's signature _____

Guarantor's signature (if applicable) _____

Date _____

**NABA,
Nuova Accademia
di Belle Arti**

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