

INCOME BRACKET ASSIGNMENT GUIDE



This guide is applicable to all students who have both parents living in European Union Countries and producing income in European Union Countries for at least 3 years (see section at the end of the document for the list of Countries).

In order to enable students to identify the financial resources required to complete qualifications at NABA, a system of fees, contributions, financial reductions and exemptions has been drawn up and is detailed below.

The necessary financial investment required to complete degree programs at NABA amounts to €15,950 (+€140 regional tax not included) per year for students assigned to the 6th income bracket. This amount reduces for students assigned to the five facilitated brackets, which are commensurate with the economic and financial status of a student's family.

In order to be assigned to one of the five facilitated brackets, students are required to submit specific documentation within the terms set out for student matriculation. In addition, academic fees may be reduced by means of discounts or in consideration of particular family-related situations, such as siblings or spouses enrolled at the same time at

NABA, families with more than two children who are financially dependent on the parents and other situations. Details can be found under the section entitled "Fee reductions".

NABA will assign students to one of the above mentioned brackets according to the methods of assessment established by the Academy. The assignment will be confirmed once the Academy has carried out all necessary investigations to verify the correctness and completeness of the information and documents provided.

Income brackets are determined for the first year of matriculation at NABA which can either be the 1st year of the program or 2nd or 3rd year for students transferring from other Academies. For the academic years following the first matriculation at NABA, income brackets are to be reconfirmed annually by submitting the fiscal documentation related to the previous calendar and fiscal year by 30 November of each year.

MATRICULATION

In order to be assigned to an income bracket, students who have been offered a place at the Academy are required to submit in full the necessary documentation and information within the prescribed terms. Furthermore, at the time of pre-enrolment, students are required to pay the pre-enrolment fees and regional university education taxes due.

Students who declare to fall within the 6th income bracket are not required to submit the documentation necessary to obtain reduction, but may submit applications to obtain fee reductions where siblings or spouses are enrolled at the same time at NABA or where there are financially dependent children.

The documentation is to be submitted to the attention of the "Ufficio Amministrazione Studenti" [Student Administration Office] in one of the following manners:

- Certified courier
- amm.studenti@naba.it
- Fax +39 02 97372290
- Submitted in person to the aforementioned office.

Please follow instructions carefully to ensure that the correct documents are submitted and that all documents are completed in full.

ADDITIONAL DOCUMENTATION MAY NOT BE SUBMITTED AFTER THE SET DEADLINE (SEE PARAGRAPH B)

N.B. Students will automatically be assigned to the highest income bracket if any documentation is missing or if seriously or substantially incomplete documentation and information is submitted by the prescribed deadlines.

INCOME BRACKETS

Please refer to the following in order to identify the appropriate income bracket:

a. specifications concerning family unit

b. necessary documentation: both financial and supplementary documentation (“Integrative statement of family income” annex 1) and, in the event of special or complex situations or in order to clarify business activities, students are advised to submit additional documents proving the same.

c. elements concerning income, assets, business activities and other elements useful for evaluation

d. fee reductions related to the family unit and to special cases

(a) Specifications concerning family unit

The following are deemed to be part of the conventional family unit:

- the student
- all individuals specified on the student’s Certificate of Nuclear Family Composition, including any individual who is not related by consanguinity
- the student’s parents, even if legally separated or divorced or not married, and their financially dependent children.

Students with separated or divorced parents or who have been recognized by a parent as their natural child are required to submit documentation pertinent to the income and assets of both parents. The cumulated income and assets of both parents will be taken into consideration when determining the correct income bracket.

Financially independent students - Unmarried or legally separated or divorced students may declare themselves to be “financially independent from their family of origin” if both of the following requirements are met:

a) official registers show that the student’s usual residence has been different to that of the family of origin’s home for at least two years prior to the date of submission of the application and that usual residence is not a property owned by a member of the family of origin;

b) the student’s income, declared in the last two years, is not less than €8,000.00 per year (excluding incomes that may be linked to a subordinate work in a company owned by a family member).

For the purposes of determining the correct income bracket, students who declare to live on their own and whose residence is different to from the one of their family of origin, but who fail to fulfil the requirements to be classified as “financially independent students”, are requested to submit documentation concerning both their income and assets and those of their family of origin.

(b) Documentation required for the assignment of income brackets

Deadlines

Any documentation required to determine income brackets is to be submitted in full, with regard to academic year 2018/19, by **20 September 2018**.

Upon completion of the assessment of the submitted documentation and, in the event of inconsistency between the declared information and that ascertained by the Academy, students will be notified of the assigned income bracket by an email sent to their institutional email address (name_surname@studenti.naba.it) and the one indicated for administrative communications on the “Integrative statement of family income” (annex 1).

All students whose nuclear family produces income and has assets in Countries different from Italy must submit the required documentation, produced as follows: in original language and translated into Italian and legalized (documents can be legalized by the Italian Authority in that Country Italian Embassy / Consulate OR as an alternative stamped with the Apostille, if possible in that Country. . For further information on the Apostille please visit http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41

LIST OF DOCUMENTS TO BE SUBMITTED

- Certificate of History of Legal Residency of the family proving that the family unit has been living in a European Union Country for at least 3 years (please notice that students who will not submit this document will not be considered eligible for the facilitated income brackets). **Tax year of reference: 2017 calendar year**
- Integrative statement of family income which shall be signed in order to allow the processing of the data contained therein (annex 1) and duly completed in full with particular reference to company investments and positions, income that is exempt from taxation 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)

- Financial and Asset Situation accompanied by the documents requested and listed below
- Original copy of the Certificate of Nuclear Family Composition relevant to the student's family unit (normally issued by the General Register Office and attesting the identity of family members and their address of residence)

With regard to the Financial and Asset Situation, the following documents are to be submitted:

1) Summary Document. Economic, Financial and Property Situation Summary Form (Annex 2) here enclosed.

2) Documents attesting economic situation. Tax year of reference: 2017 calendar year.

- Photocopy of the fully completed official income and property tax declaration (Income tax return) of all members of the original and de facto family, including any income, company shares and freelance professional earnings if available. This document must contain full information on income deriving from work activity, companies, real estate and securities.

Documents must be provided by the Finance Ministry 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 abovementioned fiscal year.

- Photocopy of document certifying income subject to regime of non-declaration and exemption.

3) Documents attesting Real Estates Situation. Tax year of reference: 2017 calendar year.

- Self declaration (Annex 1) attesting Real Estate owned by Family members, indicating the market value of those Real Estates and built areas in square meter. These details are required for every family member per individual 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.

4) Documents attesting the moveable assets situation. Tax year of reference: 2017 calendar year.

FINANCIAL DOCUMENTATION:

- Photocopies of statements released by banks by 31-12-2017 including:

- bank accounts balance
- stocks, shares and/or stakes in funds
- capitalization insurance policies

- Self-declaration (Annex 3) to be submitted only in case either of the above mentioned financial documents are not held.

All other documentation deemed useful for the assessment of family income/property, such as financial statements, deeds and rulings with reference to economic information.

All moveable assets are valued at 5% (Annex 2).

Please note: The Academy will check the documentation submitted, verifying that the information included is complete. If checks 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.

(c) Criteria concerning income, assets, business activities and other elements pertinent to evaluation

EVALUATION CRITERIA

For the purpose of establishing the correct income bracket, NABA takes into consideration first of all any income generated by any members of the family unit indicated on the certificate of nuclear family composition of the student and any existing assets held by the same family members.

To this end, the type of business conducted, any moveable and immovable assets held and any other significant factors are assessed in order to evaluate the family's capacity to cover any fees.

Any income generated and assets held outside of one's own country are also taken into consideration.

In order to identify the appropriate income bracket in accordance with the methods of evaluation established by the Academy, please refer to the instructions set out in the form "**Economic, Financial and Property Situation Summary Form**" (Annex 2) here enclosed.

The Academy reserves the right to assess any entrepreneurial, professional and artistic activities, including those resulting from any investments held, in accordance with structural characteristics, sectorial parameters and other significant factors. The Academy also reserves the right to consider any factor relevant to assessing the family's capacity to cover any fees, with particular reference to the composition of assets.

FEE REDUCTIONS

Individual fee reductions cannot be combined with other reductions or with any total or partial exemptions offered by NABA.

If a student is eligible for more than one reduction, the most favourable reduction will be taken into consideration, unless indicated otherwise by the student.

- When two **siblings or spouses enrolled at the same time at NABA** three-year BA, two-year MA or Academic Master courses the second student enrolling to the Academy will benefit from a **10% reduction**.

Requests must be submitted filling points 1 of the Integrative Statement of Family Income Form specifying family ties (Annex 1)

It applies from the first year in which two or more members of one family are attending programs at the same time.

Reductions will in any event be applied from the first year in which applications are submitted.

Reductions are calculated on the total yearly fee (regional tax and matriculation fee excluded), but are deducted from the second instalment.

If one of the enrolled students is completely or partially exempt from the payment of tuition fees and contributions, the other student is not entitled to make use of the 10% reduction on his/her contributions.

The 10% reduction cannot be applied retroactively to the fees of students resuming their academic careers.

- **Relatives of NABA employees - 25% discount**

Requests must be submitted filling points 2 of the Integrative Statement of Family Income Form specifying family ties (Annex 1).

Reductions are calculated on the total yearly fee (regional tax and matriculation fee excluded), but are deducted from the second instalment.

- **For families with more than two children who are financially dependent on their parents** (at 100%), euro 6,000.00 will be deducted from income/asset calculations for each child from the 3rd child onwards.

Students with disabilities and invalidities: students with certified disabilities and a degree of invalidity of 66% or above are exempt from paying tuition fees. Such students, however, are still required to pay enrolment fees, regional tax and tuition contribution fees.

If the income and assets of a student's family exceeds the minimum amount established for a particular income bracket by an amount that is equal to or less than the difference of the two income bracket contributions (that of the assigned income bracket and the income bracket immediately below), the Academy will evaluate whether to assign the student to the lower of the two income brackets.

INCOME BRACKETS

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

THE FOLLOWING TABLE REFERS TO ACADEMIC YEAR 2018/19

Family fiscal residence in EU and Switzerland three-year BA in Italian and English	EURO	DEADLINE	TOTALS PER BRACKET (EURO)
Enrolment fee	1,200	At the time of matriculation and anyway not later than 24/09/2018 for admissions dated after August 25	
Regional Tax	140	At the time of matriculation and anyway not later than 24/09/2018 for admissions dated after August 25	
Tuition contribution fee	2,000	Instalment 1: within 24/09/2018 Instalment 2: within 07/01/2019	
THREE-YEAR BA TUITION FEES:			
Bracket 1 0 to 20,000 Euro	2,790	Instalment 1: within 24/09/2018 Instalment 2: within 07/01/2019	6,130
Bracket 2 20,000 to 45,000 Euro	4,000	Instalment 1: within 24/09/2018 Instalment 2: within 07/01/2019	7,340
Bracket 3 45,000 to 70,000 Euro	5,250	Instalment 1: within 24/09/2018 Instalment 2: within 07/01/2019	8,590
Bracket 4 70,000 to 100,000 Euro	8,300	Instalment 1: within 24/09/2018 Instalment 2: within 07/01/2019	11,640
Bracket 5 100,000 to 130,000 Euro	10,450	Instalment 1: within 24/09/2018 Instalment 2: within 07/01/2019	13,790
Bracket 6 Over 130,000 Euro	12,750	Instalment 1: within 24/09/2018 Instalment 2: within 07/01/2019	16,090

Family fiscal residence NOT IN EU countries three-year BA in Italian and English	EURO	DEADLINE	TOTALS PER BRACKET (EURO)
Enrolment fee	1,200	30 days after the test session and anyway not later than 24/09/2018 for admissions dated after August 25	
Regional Tax	140	30 days after the test session and anyway not later than 24/09/2018 for admissions dated after August 25	
Tuition contribution fee	2,000	24/09/2018	
Tuition Fees	12,750	24/09/2018	16,090

Special cases

STUDENTS

- who apply to be exempted or apply for DSU scholarships are to submit the necessary documentation to both the Ufficio Borse DSU [Right to University Education Office], for the purpose of submitting DSU scholarship applications, and the Ufficio Amministrazione Studenti [Student Administration Office] for the purposes of determining income brackets (in accordance with the prescribed deadlines).
- who declare to fall within the 6th income bracket are not required to submit the documentation necessary to obtain university contributions, but may submit applications to obtain fee reductions where siblings or spouses are enrolled at the same time at NABA or where there are financially dependent children.

Annex 1: Integrative statement of family income

Annex 2: Economic, Financial and Property Situation Summary Form

Annex 3: Self-declaration

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, United Kingdom.

DICHIARAZIONE INTEGRATIVA DELLA FAMIGLIA

Relativa a tutti i componenti del nucleo familiare di appartenenza e di provenienza (ALLEGATO 1)

INTEGRATIVE STATEMENT OF FAMILY INCOME

For all components of the original and de facto family (ANNEX 1)



STUDENTE / STUDENT _____

si iscrive all'a.a. / will enroll for academic year _____ Anno/Year _____

Corso Accademico in / for the Bachelor of Arts Degree Program in _____

recapito telefonico / telephone number _____

cellulare / mobile _____

Indirizzo mail per comunicazioni amministrative / E-Mail address for administrative communications _____

AGEVOLAZIONE / FEE REDUCTIONS

1. **Studente con fratelli o sorelle o coniuge contemporaneamente iscritti a NABA** / Student with brothers or sisters or spouse currently enrolled in NABA

SI PREGA DI COMPILARE QUANTO SEGUE / PLEASE COMPLETE HERE BELOW

cognome / surname _____

name / first name _____

matricola nr. / student ID number _____

anno di corso / year of program _____

cognome / surname _____

name / first name _____

matricola nr. / student ID number _____

anno di corso / year of program _____

2. **Studente parente di un lavoratore dipendente di Nuova Accademia** / Student with relatives employed by Nuova Accademia

SI PREGA DI COMPILARE QUANTO SEGUE / PLEASE COMPLETE HERE BELOW

cognome / surname _____

name / first name _____

Legame di parentela / relationship _____

3) **Famiglie con più di due figli fiscalmente a carico** / Reduction for financially dependent +2 childrens

SI PREGA DI SELEZIONARE LA CASELLA CORRISPONDENTE / PLEASE SELECT THE RELEVANT BOX

per il terzo figlio / for the third child,

e per il quarto figlio / and for the fourth child,

e per il quinto figlio / and for the fifth child,

risultante/i fiscalmente a carico dei miei genitori come comprovato dalle dichiarazioni fiscali allegate / who is/ are completely financially dependent family member/s as certified by the Income tax return (official income tax declaration) here attached.

Le agevolazioni sulla contribuzione non sono cumulabili tra loro né con esoneri totali o parziali offerti da NABA. / The tuition reductions may not be combined with other forms of reductions on the income bracket and with full or partial exemptions offered by Naba.

cognome / *surname*

name / *first name*

luogo di nascita /
date and place of birth

per cortesia, data di eventuale
decesso / *if deceased, please
give date of death*

**LAVORATORI DIPENDENTI,
PENSIONATI / EMPLOYEES, PENSIONERS**

qualifica o data di pensionamento
job or date of retirement

datore di lavoro o ente pensionistico
employer or pension fund

**LAVORATORI IN PROPRIO
SELF-EMPLOYED WORKERS**

- 1. libera professione
free-lance professionals
- 2. artigiani / *craftsmen*
- 3. attività commerciali
commercial activities
- 4. rappresentanti
sales
- 5. attività industriali
industrial activities

- 1. libera professione
free-lance professionals
- 2. artigiani / *craftsmen*
- 3. attività commerciali
commercial activities
- 4. rappresentanti
sales
- 5. attività industriali
industrial activities

attività / *profession*

da quando / *date of commencement*

indirizzo dove viene esercitata
address of work place

se locali di proprietà o in affitto
premises rented or owned

numero dipendenti
number of employees

**PARTECIPAZIONE IN SOCIETÀ DI
QUALSIASI TIPO / INTERESTS HELD IN
ORGANIZATIONS OF ANY KIND**

denominazione e sede della società
*name and registered office
of organization*

quota di partecipazione
size of interest held

attività e fatturato / *business and revenue*

risultato d'esercizio / *profit (loss)*

reddito distribuito (per le società di capitale) / *distributed revenues (for business corporations)*

reddito fiscalmente attribuibile (per società di persone) / *revenues fiscally attributable (for partnerships)*

patrimonio netto della società / *company's net assets*

In caso di ulteriori partecipazioni in società, proseguire su un foglio a parte.
If other interests in organizations are held, please continue on a separate sheet.

CARICHE SOCIALI / COMPANY POSITIONS

cariche ricoperte ed emolumenti relativi / *positions held and relative remuneration*

denominazione e sede della società / *name and registered office of organization*

INVESTIMENTI FINANZIARI / FINANCIAL INVESTMENTS

Oltre alle eventuali partecipazioni societarie di cui sopra, la famiglia possiede patrimonio mobiliare / *in addition to any interests held in organizations mentioned above, the family owns assets*

ALTRI REDDITI / OTHER INCOME

tipo / *type*

reddito annuo / *annual income*

Oltre l'abituale professione, la famiglia gode di eventuali redditi esenti o soggetti a ritenuta alla fonte a titolo di imposta o a imposta sostitutiva ecc. / *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.*

**FABBRICATI IN AFFITTO
O COMODATO / RENTED
APARTMENTS OR IN USE BY
COMMODATE**

Se il nucleo familiare abita in appartamento preso in affitto o in comodato, indicare / *if the family lives in a rented apartment or in use by commodate, please indicate:*

località / *location* _____

via / *street* _____

nr. vani <i>nr. rooms</i>	mq / <i>sq m</i>	valore catastale (100%) dell'abitazione in comodato <i>value (100%) of the house in use by commodate</i>	importo annuo del canone <i>annual rent paid</i>

SOLO PER STUDENTI ITALIANI: Per il calcolo del Patrimonio immobiliare, si rinvia ad apposito documento "Patrimonio Immobiliare" / *FOR ITALIAN STUDENTS ONLY For Real Estate property calculation see document "Real Estate property"*

**FABBRICATI DI PROPRIETÀ
ALL'ESTERO / OWNED
APARTMENTS OUTSIDE ITALY**

nr. vani <i>nr. rooms</i>	mq / <i>sq m</i>	valore di mercato <i>market value</i>

**RISERVATO ALLO STUDENTE
LAVORATORE / TO BE COMPLETED
BY THE WORKING STUDENT**

qualifica / *job title*

orario di lavoro / *working hours*

retribuzione annua o reddito lordo
annual salary or income

**RISERVATO ALLO STUDENTE
CONIUGATO / TO BE COMPLETED
BY MARRIED STUDENT**

cognome e nome del coniuge
surname and first name of spouse

data del matrimonio / *date of
marriage*

professione esercitata dal coniuge
job, profession of spouse

retribuzione annua o reddito lordo
annual salary or income

N.B. Il presente questionario deve essere compilato in ogni sua parte e in modo leggibile. Le notizie fornite dovranno essere complete e rispondenti al vero, **l'Accademia si riserva di controllarne la veridicità**. In caso di appartenenza alla massima fascia non occorre compilare questo questionario. / *Please complete all sections of this questionnaire. All information given must be complete and totally true, the Academy reserves the right to verify the truthfulness of information provided. Students who belong to the highest income bracket are not required to complete this questionnaire.*

PER EVENTUALI NOTIZIE AGGIUNTIVE / FOR ANY EXTRA INFORMATION

si può allegare un foglio in carta libera che deve essere datato e firmato / *you may attach a paper duly dated and signed*

**INFORMATIVA E RICHIESTA DI CONSENSO AI SENSI DELLA LEGGE SULLA TUTELA DEI DATI
PERSONALI / PRIVACY INFORMATION**

data/date _____

firma studente
student's signature _____

firma del padre
father's signature _____

firma della madre
mother's signature _____

firma di altri titolari dei dati (con specifica del
grado di parentela) / *signature of other owners
of data (please specify degree of kindred)* _____

DICHIARAZIONE SOSTITUTIVA DELL'ATTO DI NOTORIETA'
ALLEGATO 3 - ART.47 del D.P.R. 28 dicembre 2000, n.445



SELF DECLARATION - ANNEX 3
ART.47 of D.P.R. 28 December 2000, n.445

Il/la sottoscritto/a/ I, the undersigned _____

nato/a a / born in _____ il/ date _____

residente a / resident in _____ in via / address _____ n. _____

C.F./Fiscal Code _____

sotto la propria responsabilità e consapevole delle sanzioni penali previste dall'art. 76 del D.P.R. 445 del 28/12/2000 per ipotesi di falsità in atti e dichiarazioni mendaci e della decadenza dai benefici eventualmente ottenuti,

aware of the criminal liability in case of mendacious declaration as provided for by art. 76, Presidential Decree n. 445 of 28 December 2000 and aware that, in case the provided information was found to be false, the awarded benefit will be revoked

dichiara / declare

Conferisce il consenso al trattamento dei propri dati personali e/o sensibili ai sensi del D.Lgs. n. 196/2003 e prende atto delle informazioni di cui all'art. 13 del D.Lgs 196/2003. / According to Legislation n. 196/2003 "Protection of people and other subjects with regards to personal data", and having read the legislation, I authorize Nuova Accademia di Belle Arti di Milano to use my personal data.

Data e luogo / Date and place _____

Firma / Signature
