🏠 Guide to how accommodation fees are calculated

This document explains how the cost of your room in ESU halls of residence is calculated and how the UNIPD scholarship covers part of these costs.

The information provided here does not in any way replace the Call for Applications for student accommodation at the University of Padua for the 2026/2027 academic year or the General Regulations for Halls of Residence, which you are advised to read carefully.

🕮 1. Glossary of Terms

- **ACCOMMODATION CONTRIBUTION**: the amount deducted from the scholarship to partially cover the cost of the allocated accommodation.
- **NON RESIDENT:** A student who lives more than 80 minutes or 80 km from the city where their course is based and who has a tenancy agreement of at least 10 months.
- **NON RESIDENT (TO BE CONFIRMED):** an non resident student who does not have a tenancy agreement of at least 10 months.
- **COMMUTER:** A student who lives between 40 and 80 minutes or 40 and 80 km from the city where the course is based.
- **SCHOLARSHIP RECIPIENT:** A student who has received a regional scholarship. A contribution of €1,600 is applied to the scholarship to cover part of the accommodation costs.
- **ELIGIBLE FOR SCHOLARSHIP:** A student who meets the scholarship criteria but has not received the funds because the budget has been exhausted. They pay the **Reduced Rate**. If the University receives new funds during the year, they may become a 'Scholarship Holder'
- **ELIGIBLE FOR ACCOMMODATION:** This refers to a student who meets the criteria for a bed through the Housing competition, but has not applied for the scholarship (or is not eligible to receive it). They pay the **Full Rate** in monthly instalments and do not receive the €1,600 contribution.
- **NOT ELIGIBLE:** This refers to a student who does not meet the income (ISEE too high) or merit (insufficient credits) requirements set out in the call for applications. They are not entitled to either the scholarship or the reduced rates for ESU accommodation.

💰 2. How do you pay for your room?

If you are eligible for the accommodation scheme and receive the regional scholarship from the University of Padua (UNIPD), your status is 'Scholarship Holder – FULL Rate'.

- The University's contribution: UNIPD pays a portion of your scholarship (known as **the 'accommodation contribution'**) directly to ESU to cover the cost of the room.
    - €1,600 (for students on schedule);
    - €800 (for students who have exceeded the standard duration of their course by one year).

- What does the student have to pay? As UNIPD's contribution covers only part of the total rent for the 10 months, **the remaining tuition fee is your responsibility**.
- Payment deadlines: You must pay the difference in 3 instalments:
    1. 31 December: 35% of the total amount due.
    2. 28 February: 50% of the remaining amount.
    3. 30 April: the final balance (the remaining 50%).

⚠ **Please note:** If you decide to give up your bed during the academic year, the rules change (see Note 1 below).

Eligible for the Scholarship – REDUCED Rate

This status applies to NON RESIDENT students who meet the requirements (income and merit) but have not received their scholarships because funds have run out.

- **Cost:** You pay the **REDUCED rate**.
- **Payment:** You are responsible for the full cost of accommodation (10 months). You must pay this in three instalments (by 31 December, by 28 February and by 30 April).
- **What happens if you receive the scholarship later?** If you become a scholarship holder' at a later date (for example, in March or April), your status will change automatically. The cost will be recalculated using the **FULL rate**, and the €1,600 (or €800) paid by UNIPD will be deducted from the total tuition fee due. If the sum of what you have already paid and the €1,600 accommodation contribution exceeds the cost of your bed, you will be entitled to a refund, which will be paid approximately after the summer

⚠ **Please note (1st-year students):** If you do not obtain **20 credits by 30 November**, you will lose your eligibility for the grant. In this case:

1. Your status will change to 'Eligible for Accommodation'.
2. The rate changes from **REDUCED to FULL** (so your rent increases).
3. You will have to pay the difference in price.

Eligible for Accommodation – FULL Rate

This status applies to those who are eligible for a room but **have not applied for (or cannot receive)** the regional scholarship (for example, because they already have another incompatible scholarship or have forgotten to apply).

- **Cost:** You pay the **FULL rate** (the same total amount as the "Scholarship Holder").
- **Payment: You** are **fully responsible for** the cost.
- **Payment method:** Unlike the other statuses, you pay in **monthly instalments** by **the 5th of each month**.

⚠ **Note on the first instalment:** As the final rankings of Scholarship competition are released late, the first instalment will be due in December or January. This first instalment will be higher as it will also cover the previous months (October , November and January).

Examples

Goito Residence – Single Room (Total cost: €2,410)

HUEY: The Scholarship Holder

- Status: Receives the scholarship immediately.
- Calculation: €2,410 (Total) - €1,600 (Paid by UNIPD) = €810 to be paid.
- Payments:
    - by 31 December: €283.50 (35%)
    - by 28 February: €263.25 (50% of the remaining amount)
    - by 30 April: €263.25 (Balance)

DEWEY: From "Eligible for the Scholarship" to "Scholarship Holder"

- Start: Does not receive the scholarship immediately. Pays the REDUCED fee (€1,730) in instalments.
- What happens: In March, he receive the grant. His status changes to "Scholarship holder" and the fee becomes the FULL rate (€2,410).
- The Refund: Dewey has already paid the first instalments + UNIPD pays the €1,600. A total of €2,767.75 has been paid.
- Result: Dewey will receive a refund of €357.75 (the difference between the amount paid and the actual cost). The refund will be done around September 2027, once the requirements for retaining the regional scholarship have been verified. These include, for example: status determination, attainment of the minimum credits required for confirmation of the scholarship for first-year students, any requests to transfer to another university or change course, or withdrawal from studies.

LOUIE: Eligible Accommodation

- Status: He is absent-minded; he has not applied for the scholarship. He pays the FULL rate (€2,410).
- Payments: Pays in monthly instalments of €241.
- Please note: As the scholarship's rankings are released late, the student will have to pay for the first 4 months in two installments, broken down as follows: the first installment, covering October and November, in the amount of €482, due by December 31; the second installment, covering December and January, in the amount of €482, due by January 15. Starting in February, they will pay the standard monthly fee of €241..

NOTE 1: What happens if you give up your ESU accommodation?

If you leave your room before the end of the allocation period (July 2027), your scholarship will change significantly. As ESU has informed Unipd that you have accommodation in a hall of residence for 10 months, you have received the grant with the 'confirmed non resident" amount. If you leave

your room before the end of the allocation period (July 2027), we will inform Unipd that you no longer have the required number of months' accommodation to maintain your scholarship as an non resident student, therefore:

a) Change of Status: The University will change your status from 'Off-site' to 'Off-site to be confirmed'.

- Without a new (registered) private tenancy agreement, the scholarship amount for "non resident to be confirmed" is the same as that for "commuter".
- The scholarship amount decreases: You will go from approximately €7,000 (non resident) to approximately €4,000 (commuter). **You will have to repay the difference to the University**.

b) Room cost: The accommodation contribution (see **point 2** above) of €1,600 is cancelled, meaning this amount is no longer paid by Unipd to ESU. **You will therefore have to pay the full room cost for the months you lived there**, using the Full Rate.

c) How to reclaim the "Non resident" scholarship: To regain "confirmed non resident" status, and thus the scholarship at the 'Non resident' rate, you will need to prove that you have another tenancy agreement (e.g. private room or Erasmus) to reach a total of **10** months' rent paid during the year. This contract must be sent to Unipd in accordance with the procedures described in the call for applications for regional scholarships.

Examples: Cip and Ciop (Room in Goito)

Both leave the residence at the end of February (after 5 months).

- **Case 1: CIP (Returns home)**
  - Becomes 'Non resident status to be confirmed'. Must repay the University the difference between the non resident scholarship amount and the commuter scholarship amount.
  - You must pay ESU the cost of the room for the months you have used, as the €1,600 is no longer applicable: having used the room for 5 months without the €1,600 contribution, you must pay a total **of €1,205**. If, in the meantime, CIP has paid one or more instalments (see point 2), the difference between €1,205 and the amount already paid will be calculated.
  - How to pay? A payment notice will be activated on UNIWEB
- **Case 2: CIOP (Going on Erasmus)**
  - Their status becomes 'Non resident to be confirmed'. The University therefore asks them to repay the difference between the non resident scholarship amount and the commuter scholarship amount, and uploads to Uniweb the amount that CIOP still owes for accommodation, as the accommodation contribution has been cancelled
  - CIOP has a new accommodation contract abroad, so they send it to Unipd, thereby proving the total 10 months and regaining 'non resident confirmed' status
  - Ciop therefore does not have to repay the scholarship money
  - If, in the meantime, Ciop has paid the accommodation instalment uploaded to Uniweb, the University will pay the €1,600 accommodation allowance, previously withheld, directly into their account.

- If, in the meantime, Ciop has not paid the accommodation fee due as shown on Uniweb, Unipd will pay the difference between €1,600 and the amount owed for accommodation into their account.

⚠ **Please note:** If you do not pay your outstanding fees on Uniweb, **you cannot graduate**.

? Frequently Asked Questions (FAQ)

1. "I am a scholarship holder. Why do I have to pay instalments if I have a scholarship?"

- The scholarship covers only part of the cost of accommodation (€1,600). If your room costs more (e.g. €2,410), you are responsible for the difference, which must be paid in 3 instalments.

2. "I want to leave the ESU hall of residence to move into a private flat. Can I do that?"

- Yes, but be aware of the consequences of withdrawing on your "confirmed non resident" status: we explain everything in NOTE 1 above.

3. "I've given up my accommodation and now I see a debt on Uniweb. Why?"

- When you withdraw, the €1,600 contribution is cancelled. You must pay the difference for the months in which you actually occupied the room at the full rate. Until you pay, you cannot graduate. We explain everything in NOTE 1 above.

4. "I've already paid €380 to accept the accommodation; doesn't that count as tuition fees?"

- No. The €380 is a booking deposit that allows you to accept the offer you have received and then becomes a security deposit. At the end of your stay, the €380 will be refunded (within 60 days of the end of the contract) after we have checked that there is no damage to the room allocated to you and that the accommodation fees have been paid in full.

5. Where can I find the total fee I need to pay?

- In the accommodation offer letter you received and in Annex 1 of the Housing Competition Notice.

6. How do I pay the accommodation fees?

- Fees are paid online: log in to the Student Portal, go to the PAGO PA section, select the due date, activate the payment by clicking on Pay and proceed with the online payment. You can also download the payment slip and pay via your bank's app (using the "CBILL" payment method) or at a tobacconist's.