

# Payment Handbook: How to pay the university tuition with pagoPA

Any University tuition should be paid through the pagoPa system.

[You can check your tuition status in the \*Pagamenti \(Payments\)\*](#) section of your reserved area; this section also reports your paid invoices (marked with a green stamp) and the invoiced payment due (marked with a red stamp).

Usually, for the academic year the first installment is invoiced by the end of July, the second one by the end of November, and the third one by the end of April. Possible arrears will be automatically invoiced after reception of the installment, after the relevant time limit.

PagoPA does not impose limitations to the transactions. The maximum payable amount depends of the PsP (Payment Service Provider) and on the options selected to carry out the transaction.

## How to Pay

You can pay in the following ways:

- Online
- Through Payment Notification

### 1. ONLINE Payment

Before the payment, make sure you have enabled the SecureCode of the card that you are using to pay.

After selecting the relevant installment (by clicking on the invoice number written in red on the left side of the page) click on "*Paga online*" (*Pay online*).

- Choose how to access the payment system

SPID

E-mail

- *Agree to the Privacy Policy*
- *Choose one payment method*
  - a) Credit Card
  - b) Current Account
  - c) Other Payment Methods

#### a) Paying with credit/debit card

If you choose to pay with credit/debit card you will be requested to enter your card details to proceed to the online payment.

If the amount to be paid exceeds the threshold of your card, the page will not show any PsP and you will have to select a different payment method.

Once you select your PsP, follow the instructions to complete the payment. The successful payment transaction will be recorded in your reserved area the day after the payment was made.

Please check the green mark of the performed payment in your reserved area.

Please note: if the page provides you with the screen reported below, your payment was not successful. and nothing was charged on your card. Therefore, you should repeat the transaction to carry out the payment.

### **b) Through Current Account**

By choosing this payment method, you will be able to view the list of banks participating in the service and be directed to home banking to log in and then make the payment.

By selecting "my bank" you will be able to view the list of over 220 banks that offer this service and make the payment through one of them.

### **c) Other Payment Methods**

By choosing this payment method, you will be able to view the list of PsP offering this service.

By selecting one PsP you will be directed to the relevant page to carry out the payment.

## **2. Payment through PAYMENT NOTICE**

After selecting the fee that you intend to pay, click on the "Avviso di pagamento" (*Payment notification*) button.

The system will generate the payment notification (below) in .pdf format that you will have to print. You can choose among the following payment methods:

- a) Through the desk of a credit institute which is part of the PagoPa system, available at <https://www.agid.gov.it/it/piattaforme/pagopa/dove-pagare>,
- b) At a tobacco seller shop (**SisalPay** or **PUNTOLIS** - Lottomatica Italia Servizi S.p.A.), the service is available for amounts, including commission, of up to €999.99 for cash payments and up to €1,499.99 for transactions with payment cards or an enabled ATM
- c) Through the **CBILL service** by using the home banking system, the page [http://www.cbill.it/resources/istituti\\_finanziari/ATTIVI\\_21092017.pdf](http://www.cbill.it/resources/istituti_finanziari/ATTIVI_21092017.pdf) provides for available credit institutes.  
To carry out the payment you will need:
  - The company code 4P316 (interbank code institution)
  - The code of the payment notification
  - The amount of the payment.

### **Final remarks**

After you have made your payment, please ensure that the green stamp appears next to the fee you have paid by the next day.

Please remember to always use the buttons in the payment procedure and never use the buttons in your browser.

On the web page where you downloaded the guide you will find the link to consult the FAQs and the contacts for any reports.