



UNIMORE
UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA

WITHDRAWAL FROM STUDIES

Students wishing to permanently stop the studies undertaken may choose to "withdraw from studies".

The withdrawal does not affect, however, the possibility to enrol again in the same degree programme or in others **with the exception of non-EU students**, residing abroad, because their residence permit obtained for the purpose of study is revoked. To enrol again, non-EU students residing abroad will have to repeat the pre-registration procedure on the University platform and at an Italian diplomatic representation in their State of residence in order to obtain a new study visa and relevant residence permit.

WHEN

The request of withdrawal from studies may be submitted at any time of the year.

Students who have just enrolled in a three-year degree programme or a single-cycle Master's Degree Programme and withdraw from their studies by 31 October of the year of enrolment may apply for the refund of regional tax, submitting the request to Er.Go. The same request should be submitted by students who have just enrolled in a two-year degree programme and withdraw from their studies by 15 January of the immediate following year of enrolment. In this case, students should be refunded of the 75% of the fee paid, with the exception of the regional tax and the stamp duty tax.

Students who have just enrolled in a limited access degree programme and withdraw from their studies, should be refunded of the 75% of the fee paid, with the exception of the regional tax and the stamp duty tax, only if their withdraw from studies allow the scrolling of the ranking list.

SUBMITTING THE APPLICATION

Students wishing to withdraw from studies must:

1. send an email, from their institutional e-mail address, to the Registrar's Office attaching the withdrawal from studies form filled in and signed and two-sided copy of their ID. The withdrawal form must also report any examinations taken that have not yet been recorded.
2. The Registrar's Office will invoice the €16.00 tax for the stamp duty to be paid electronically. The amount will be displayed in section "Tasse" (Taxes) in the Esse3 personal area.

Upon receipt of the documents and verification of the acquisition of the payment in Esse3, the Registrar's Office will close the career for Withdrawal