



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

How to pay by PagoPA

PAY UNIVERSITY FEES WITH PagoPA

Payment of instalments relating to university contributions issued after 13 April 2021 will be made using **PagoPA**, the system created to facilitate payments to the public administration. Over the next few months, other types of contributions will also be progressively brought into line with the new method, while the MAV will continue to be used only for contributions already issued in the past and not yet paid, for which the student has printed the payment slip.

Payment methods

With **PagoPA** three paying methods are available:

1. **Print the payment slip** and pay at any affiliated intermediary within the PagoPA payment system (e.g. banks, tobacconists, post offices, etc.).
2. **Online payment:** using the dedicated link on your Online Registrar page, you can access the online payment function, which will list all the affiliated intermediaries that adhere to the PagoPA payment system (possible methods include debiting your bank account or paying by credit card: this payment method is possible for amounts up to €1,500.00). It is not possible to pay with credit/debit cards issued by foreign institutions.
3. **Via personal home banking** or the *Scigno PagoFacile* portal using the **PagoPA** or **CBILL** functions. For banks that use the CBILL system, the interbank code or SIA code is: **BBS4F**.

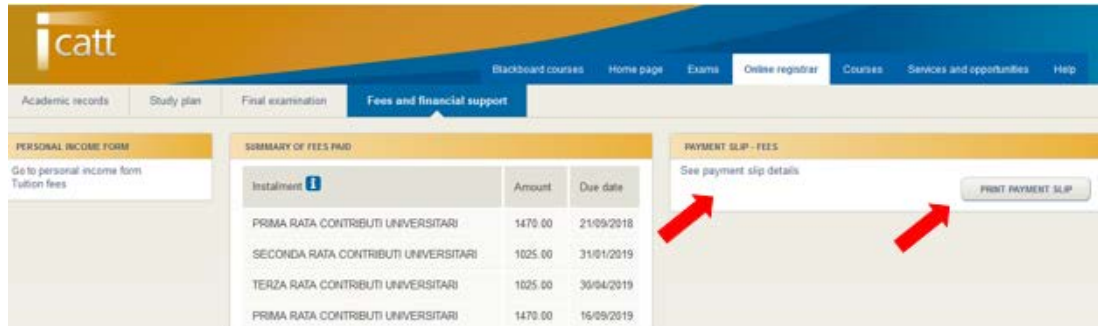
NB: Payments made with the Carta Ateneo+ Student Card and via the internet banking service linked to your card (Scigno service) will be exempt from payment fees and have very high maximum payment limits.

The **personal home banking** method is the most practical, especially if you pay using the *Scigno* service combined with the Carta Ateneo+ Student Card.

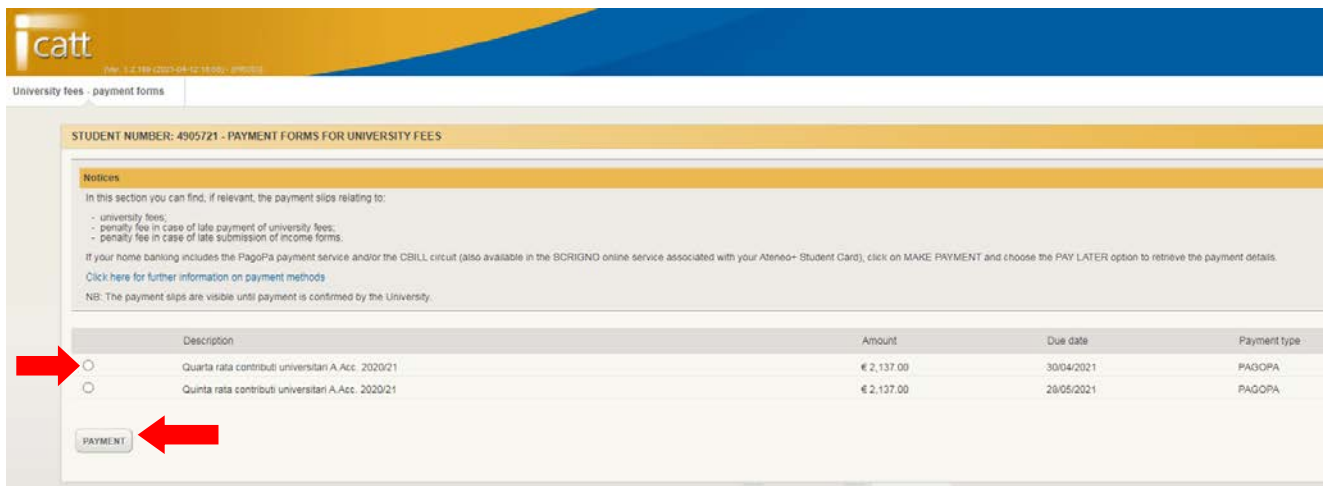
For further information on payment methods, PagoPA support contacts are available at <https://www.pagopa.gov.it/it/pagopa/helpdesk/>.

Where to find payment slips

Payment slips are available on your personal iCatt page at **Online Registrar>Fees and financial support>Payment slip - fees>See payment slip details.**



On the **PAYMENT SLIPS UNIVERSITY FEES** page, you can view the slips and their payment methods.



If the **Payment Method** is **PagoPA**, select the instalment of your annual tuition and university fees you wish to pay and click on **Pay**.



Then select your preferred method: **PAY ONLINE** or **PAY LATER**.



Affiliated intermediaries entitled to accept payments

The main intermediaries where payments can be made are:

- Almost all banks;
- licensed tobacconists and *Sisal* points; some ATMs.

Printing the slip: warnings

If you have chosen to pay through a bank, tobacconists and other intermediaries authorised to pay PagoPA slips, choose the **PAY LATER** option, then download and print the pdf available on the screen.

Warnings:

- there are maximum payment limits for some payment methods, which have to be checked with the authorised affiliated intermediary you rely on. *SisalPay* or *Lottomatica* points have a limit for cash payment of €999.99 and €1,499.99 if payment is made by credit card;
- payment in cash is subject to legal limits to be verified with the authorised intermediary through whom the payment is made.

Online payment: warnings

The **PAY ON-LINE** option is **not** managed by the University and will redirect the student to the PagoPA SpA website which manages online payments of PagoPA slips. It is possible to access via SPID or using a personal email address. Please note that it is not possible to use certified electronic mail (PEC) addresses.

Once you have logged in, you will need to accept the privacy policy.

The site will offer various payment solutions from different affiliated payment intermediaries: debit on bank account, payment by credit or other cards, etc.

Warnings:

- the bank where you have an active account and/or card may not be among those offering the payment service on the online payment platform provided by PagoPA SpA;
- if the payment is not successful, you will have to wait up to 2 hours before you can try again;
- the maximum limit for payment by this method is €1,500.00.

Personal home banking: warnings

This is the most practical solution if you have the PagoPA and/or CBILL payment service in your home banking or if you wish to make the payment using the *Scigno* internet banking service associated with your Carta Ateneo+ Student Card.

Select **PAY LATER** and click on the **Print slip** button to display the payment slip on screen so that you can copy from it the information required by the procedure provided by the bank in the home banking system.

Warnings:

- if the CBILL payment method (or interbank code) is used, the University's SIA code is: **BBS4F**;
- the tax code of Università Cattolica del Sacro Cuore is **02133120150**;
- the 18-digit "Payment Notice Code" (**IUV**) can be found on the PagoPA Payment Noticeslip;
- each bank sets its own maximum limits for payments using the PagoPA/CBILL method and if it is necessary to pay amounts that exceed those limits, the bank must be asked to raise the limits;
- via the *Scigno* internet banking service associated with your Carta Ateneo+ Student Card, there will be no problems linked to the payment ceiling.



Other payment methods: warnings

This method provides for additional electronic payments (e-payment) such as PayPal, Satispay, PayTipper, etc. You can search for your preferred payment channel (by scrolling down the page) and then select the relevant service.

What to do after payment

Once the payment has been completed, the payment summary screen appears. Within 15 minutes the student will also receive a confirmation email (Telematic Receipt).

The Telematic Receipt is a true and proper receipt document that certifies the transaction and has, for those who carry it out, the value of a release towards the Public Administration that received the payment.

Always keep the Telematic Receipt as proof of payment.

The payment will be registered in the University's systems within 2 hours.