

## ELECTRONIC PAYMENTS

### PORTAL FOR MAKING E-PAYMENTS TO RELEVANT PUBLIC AUTHORITIES

#### INSTRUCTION MANUAL

The “Evaristo Felice Dall’Abaco” Conservatory of Music in Verona participates, by way of the Veneto regional government, in **the national payment system called “PagoPA”**, an initiative that allows citizens and businesses to make payments electronically to relevant public authorities and in particular to the Conservatory itself for enrolment in courses or masterclasses and for the many other cases in which it is necessary to make payments to the Institute.

PagoPA is a collection of rules, standards, and tools determined by the *Agenzia per l’Italia Digitale* (Agency for a Digital Italy) and accepted by public authorities, banks, the postal service, and other institutes (*Prestatori di servizi di pagamento – PSP*) who subscribe to the initiative.

Below is a useful manual which explains the various types of possible payments one may make to the Conservatory through the system (enrolment in various courses of study, enrolment of individuals for equivalence exams, enrolment in masterclasses, classroom and rehearsal room rentals, instrument rentals, etc...) as an alternative to the classic bank transfer.

By clicking on the following link for the “E. F. Dall’Abaco” Conservatory of Music...

<https://mypay.regione.veneto.it/pa/changeEnte.html?enteToChange=CSMV&redirectUrl=home.html>

...one may access the *Portale dei Pagamenti* (Payment Portal) and choose from the different methods of payment which include bank draft, credit card and prepaid card. For the time being, the Verona Conservatory has subscribed to the “*spontaneo anonimo*” (“spontaneous, anonymous”) payment method by which one may make payments without having to log into an account but by associating one’s payment with an email address to which an official receipt of payment will be sent.

The pagoPA portal guarantees to **individuals and private entities**:

- secure and trustworthy payments;
- simple and flexible choice of payment methods;
- transparency with regards to commission costs.

The pagoPA portal guarantees to **public authorities**:

- security and automation in fee collection;
- reduction of costs and standardization of internal processes;
- simplification and digitalization of services.

This new method allows for payment, in a single transaction, of several services offered by the Conservatory at once, thereby reducing costs and potential errors and/or delays in the emission of receipts. The system automatically sends the payment data to the Conservatory for accurate updating of institutional files.

For further information and/or clarification, the Verona Conservatory's PagoPA-MyPay contact person is Emanuela Braga, the head of the accounting department, who can be reached at: • tel. 045.8002814 • e-mail: [emanuela.braga@conservatorioverona.it](mailto:emanuela.braga@conservatorioverona.it)

Below, the different types of payments that it is possible to make within the various sections of the system are outlined. Each section contains various fields to be filled in (some obligatory, some optional) before arriving at the actual payment option in which the user may choose the desired payment method (bank transfer, credit card or prepaid card). The payment sections one may choose from are listed in the system as follows:

## **ISCRIZIONE\_CORSI - Enrolment in courses offered by the Conservatory**

other sections not translated:

*MASTERCLASS\_ALTRE\_INIZIATIVE - Enrolment in masterclasses and other initiatives offered by the Conservatory*

*PRESTITO\_STRUMENTI\_MUSICALI - Rentals of musicals instruments*

*CONTRIBUTO\_UTILIZZO\_SPAZI - Classroom and Rehearsal Room Rentals*

*NOLEGGIO\_AUDITORIUM - Auditorium Rentals*

*CONTRIBUTO\_BANDI\_GARE\_CONTRATTI - Fees for Competitions/Bids/Contracts*

*CONTRIBUTO\_ENTI - Fees to be paid by public or private authorities*

*CONTRIBUTO\_PRIVATI - Fees to be paid by individuals*

*ALTRO\_VARIE - Other types of payments*

The present manual has been prepared to help users select the appropriate payment section and also to offer a brief description of the obligatory and optional fields they will find there as well as the explanatory notes they can insert. In no cases will the Conservatory be liable for any system errors or malfunctions. It is users' sole responsibility to check that the receipt of payment has been issued and correctly compiled.

## **ISCRIZIONE CORSI - COURSE ENROLMENT**

Through the ISCRIZIONE\_CORSI section, one may pay enrolment fees for the various courses offered by the Conservatory. This section requires the completion of the following data:

1) *Cognome e Nome* - Surname and Given Name (required field): to be completed with the name OF THE STUDENT and NOT of the parent or guardian. This enables the payment to be easily matched to the actual student without having to determine who the student may be based on who made the payment on her/his behalf.

2) *Codice Fiscale* - Italian Fiscal Code (required field): This code also refers to the actual student in order to better identify her/him for bureaucratic procedures and for applying the payment to the appropriate person to be enrolled in the conservatory's computer systems. The code used to complete this field MUST consist of 16 alphanumeric characters as: LLLLLLNNLNNLNNNL where "L" stands for a letter of the alphabet and "N" stands for number. It is NOT possible to insert a *partita IVA* or VAT I.D. number. For foreign students it is not possible to complete the field with the fiscal code provided by their country of origin, but they must furnish themselves with a valid Italian Fiscal Code (as provided by any branch of the *Agenzia delle Entrate*, the Italian income revenue authority, upon the presentation of a valid photo I.D. and, if possessed, a student or resident visa).

3) *Anno di iscrizione* – Year of enrolment: Select which year of study the enrolment applies to (e.g., first year piano major, second year violin major, additional year viola major, etc.).

4) *Matricola* – Student registration number: optional information which can be completed if already in the student’s possession. Filling in this number is necessary in the event the student has more than one major

5) *Tipologia* – Type of enrolment (required field): This field contains a drop-down menu from which one must select from among the following subcategories:

- ***Biennio* – two-year Master’s studies**
- ***Triennio* – three-year Bachelor’s studies**
- *Vecchio ordinamento* – pre-reform Conservatory studies
- *Propedeutico* – Preparatory studies
- *Pre.Lu.Di. (PREparazione LUdico DIDattica, ex Propedeutica)*
- ***Ammissioni* – Admissions**
- ***Corso singolo* – Individual Course**
- ***Corso libero* – Open Enrolment Course**
- *Esami privatisti* – Equivalence Exams
- *Altro* – Other Coursework

The foregoing are the various courses of study offered by the Conservatory. The “OTHER” option is for the student who does not recognize her/his course of study in any of the previous options. If no option is selected in this field, the system does not allow the procedure to be completed.

6) *Causale* – Payment Description: This is an open field which the student may complete with whatever information is useful for proper identification of the purpose of the payment. To that end, it is possible to add further explanatory information (such as *immatricolazione* or enrolment; *prima rata* or first installment, *prima rata + penale* or first installment plus late fee, etc.). It is also possible to complete the field, in the case of compound payments of standard fee plus fine, the amounts for each (for example, X first installment + Y late fee).

7) *Importo* or Payment Amount (required field): It is necessary to complete this field with the amount owed to the Conservatory for the type of payment being made. The field must be completed with a monetary amount in which the decimal is indicated by a comma (and not by a period which instead indicates a number greater than a thousand). The information used to complete this field must be NUMERICAL, as follows: 0.000,00 or 000,00.

8) *E-mail* (non PEC; required field): The email indicated must be valid and active in that it may receive not only the official receipt of payment, but any further communication from the system (such as notices of transaction errors) and/or from the Conservatory.

PLEASE NOTE: Numbers 1, 2, 5, 7, and 8 are REQUIRED FIELDS in that they are necessary to identify the student and consequently accredit her/his account in order to avoid delays or misunderstandings.