



Azienda Regionale
per il Diritto agli Studi Superiori

GUIDE TO APPLICATION ANNOUNCEMENTS a.y. 2024/2025



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Regione Emilia-Romagna

**GUIDE TO APPLICATION
Competition
Announcement A. Y.
2024/2025**

The “**Bando di concorso Benefici benefici per il DSU**” for the a.y. **2024/2025**, the Competition Announcement for ERGO benefits, is available and downloadable online, on the website www.er-go.it .

You can apply for ER.GO benefits only on-line, on the website www.er-go.it - INTERNATIONAL STUDENTS - HOW TO APPLY section

In order to contact ER.GO:

CHIAMA (CALL):

a telephone service available for students asking for help in the online applying procedures and in the different steps to follow, to get access to the benefits and services offered by ER.GO. It also gives detailed information about matters concerning the right to education.

Tel. +39 051/19907580 +39 051/0185268

The service is available from:

- **from 15th July till 15th November** from Monday to Thursday, from 10 a.m. to 12.30 p.m., Monday from 2 p.m. to 4 p.m., Wednesday from 4 p.m. to 6 p.m.
- **from 16th November till 14th July** Monday, Tuesday and Thursday, from 10 a.m. to 12.30 p.m., Monday and Wednesday from 2 p.m. to 4 p.m.;

SCRIVI (WRITE)

mail ticketing service available on ERGO website through DOSSIER UTENTE (<https://dossier.er-go.it>), specialized in consultancy about the Competition Announcement with taking charge of particular situations.

DOSSIER UTENTE: Service available to users, accessible both from smartphone and desktop on the web page <https://dossier.er-go.it> with SPID, CIE, CNS credentials or with University credentials only for non-resident in Italy.

Dossier Utente is a personal file available to the student throughout his /her university career. In the Dossier, according to each academic year, student can also:

Access the online application

- view the required benefits
- check the ranking lists
- view the status of assignment of the benefits required by the student
- view the academic achievement data certified by University
- view communications sent by ER.GO;
- communicate with ER.GO via SCRIVI (WRITE) the email ticketing service
- update the IBAN code and view the payment notices of scholarship and other economic benefits provided by ER.GO.
- send documents to ER-GO to be filed and available for next consultations in the section “Protocollo” (Register);
- view the “account” (debt and credit position with Er-go) and the “Certificazione Unica” (Income tax statement);
- view all communication sent by ErGo
- Get access to the online 'booking system' “ABITARE ERGO” for any service related to living in a Hall of Residence
- Generate the QR code in order to use the prepaid catering vouchers.
- Book for career meetings/career counseling interviews or study support interviews;
- book for one-to-one interviews with ER.GO's personnel
- fill in/out different forms in the specific section “Modulistica”

All written communication from ER.GO to students (including those related to the loss of requisites for benefits, check procedures, etc.), will be issued on their “Dossier Utente”, which will have official value to all extents and purposes, instead of postal correspondence.

ER.GO certified mail: info@postacert.er-go.it

For international student without SPID, CIE, CNS or University credentials the dedicated email is: ergoid@er-go.it

For other services, please check the website www.er-go.it and the page: <https://www.er-go.it/contatti>.

For further information, regarding the Right to Higher Education Benefits, please read carefully the Bando di concorso Benefici DSU (Competition Announcement for benefits for the right to higher education) A. Y. 2024/2025 in its whole, for all matters not indicated in this Guide.

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1. Benefits

Submit your application for the following benefits:

Benefits	Benefit Manager
Scholarship	ER.GO
Accommodation facilities	ER.GO
Accommodation facilities "Sport Excellence" Unimore	ER.GO and University of Modena and Reggio Emilia
Grants for students involved in International mobility programmes (not for freshmen)	ER.GO
Subsidies for the catering service	ER.GO
Allowances for students with disability	ER.GO
Hardship awards (not for freshmen)	ER.GO in collaboration with the Universities
Fee exemption (for students applying also for scholarship)	Universities and Higher Institutes for Arts and Music; Fee exemption will be granted to students eligible for scholarship
Full and partial exemption from university fees "Top Student" Unimore	University; ER.GO accepts applications for Modena and Reggio Emilia University
Full and partial fee exemption for students with disability - Unimore	University; ER.GO accepts applications for Modena and Reggio Emilia University
No tax area exemption/tuition fee based on the ISEE (UNIBO) Application for personalized reduced university fees (UNIPR) No tax area exemption, reduced university fees and flat tax extra EU students (UNIMORE)	University; ER.GO accepts applications for the Universities of: Bologna, Modena and Reggio Emilia, Parma
Rental Subsidy UNIBO	University; ER.GO acquires applications for Bologna University
Paid internship for students (part time) of the inter University courses "MUNER" and other inter university degree courses of the Universities of Emilia-Romagna region, located in Emilia Romagna	ER.GO
Education allowances (vouchers)	ER.GO
Contribution for non resident students assignee of ER.GO accommodation who start a post-graduate internship in Emilia-Romagna	ER.GO

2. Who can apply

All students enrolled for the A.Y. 2024/25 at the Universities, Higher Institutes for Arts and Music and all Higher-level Institutions in Emilia Romagna, regardless of citizenship or country of residence, as follows: > Degree courses

> Second cycle Degree courses

> Single cycle degree courses

> Specialisation Schools for professionals: of at least two-year duration, excluding Schools in Medical Area referred to in Legislative Decree no. 368 of 17th August 1999.

> First, second cycle Diplomas, Specialisation Schools as the Higher Institutes for Arts and Music (AFAM). > Ph.D. Courses, started by Universities according to Legislative Decree 3rd July 1998, no.210, article 4, as modified by Law 30th December 2010, no. 240; being up to date with the A.Y. 2024/2025 regional fee payment for the Right to Higher Education (DSU) in favor of the Emilia Romagna region.

For students enrolled in Inter-University courses “MUNER” (Association joining the four Universities of Bologna, Ferrara, Modena and Reggio Emilia and Parma together with the Motor Valley famous brands, with the specific target of encouraging the development of innovation and education provided in Emilia Romagna in the automotive sector) and in other inter-university degree courses of the Universities of Emilia Romagna region, located in Emilia Romagna there are specific procedures of benefits supply, taking into account the different locations of the courses (administrative office and teaching branch) for semester or year. Please, refer to the various sections of the Competition Announcement for the specific benefits procedures to follow.

Students concurrently enrolling in two study courses

In the case of simultaneous enrolment for the academic year 2024/2025 in two study courses, according to Law 12th April 2022 and Ministerial Decree 930/2022, a student enrolled in one study course, who is recipient of the Right to Higher Education benefits, may not choose the next study course he/she enrolls in to apply for the same benefits. Only if a student enrolled in one course of study has never been assignee and recipient of the Right to Higher Education benefits, can apply for benefits for the second course of study.

If both courses of study are at an Emilia-Romagna University/Institute, it is enough the payment of the regional fee for the Right to Higher Education for the enrolment only on the course for which the student is recipient of benefits.

3. Necessary conditions to get the benefits

- The family unit's economic condition (income/assets)

The family unit's economic condition to get access to ER.GO services should not overtake two indicators (the so-called ISEE and ISPE), which must not exceed respectively the following maximum values:

Benefits	ISEE Threshold	ISPE Threshold
Scholarship	€ 25.000,00	€ 50.000,00
Accommodation facilities with assisted access	€ 25.000,00	€ 50.000,00
International mobility grants	€ 25.000,00	€ 50.000,00
Hardship awards	€ 25.000,00	€ 50.000,00
Subsidies for the catering service ¹	€ 28.000,00	€ 62.000,00
Allowances for students with disability: - Individual assistance - Contributions	€ 32.000,00 € 28.000,00	€ 62.000,00 € 62.000,00
Education allowances (vouchers) for enrolling at and attending: Masters, Higher Training courses and Specialisation courses abroad	€ 40.000,00	€ 62.000,00
ER.GO Paid internship for students (part time) of the inter-University courses "MUNER" and other inter university degree courses of the Universities of Emilia-Romagna region, located in Emilia Romagna	€ 28.000,00	€ 62.000,00
Contribution for non resident students assignee of ER.GO accommodation who start a post graduate internship in Emilia Romagna	€ 25.000,00	€ 50.000,00

- Educational Achievement

Students enrolled in the first year, unlike for subsequent years, can get access to scholarships only by their economic conditions. All students, in the first and subsequent years, must reach a certain level of achievement over the academic year, in order to maintain the Scholarship and not to pay back the installments received.

¹ The possibility to apply for this benefit is reserved to those who have ISEE and/or ISPE values over the threshold for scholarship application, but lower than € 28.000,00 for the ISEE value and lower than € 62.000,00 for ISPE value .

- **Enrolment** at University, Higher Institutes for Arts and Music, San Pellegrino School for Interpreter Cultural Mediators in Rimini and CIELS Bologna must be made by the deadlines stated in article 13 of Sezione I - Norme generali del Bando di Concorso, to be eligible to benefits.
- **Applications** must be submitted by the deadlines specified under paragraph **“When to apply”**.

4. How to apply if you are an international student

You can fill in the benefits application form exclusively on line on the website www.er-go.it, **INTERNATIONAL STUDENTS - HOW TO APPLY** section, or at the CAF (Tax Assistance Centres) recognised by ER.GO (complete list on the website www.er-go.it).

In order to delegate the CAF to fill out the benefits application, students must pay attention to the instructions in the Online Services Suite.

You can exclusively access the online application by using SPID digital identity, the electronic identity card (CIE) or the National service card (CNS).

Thus, with the exception of those who already have one of them, it is mandatory to apply for a digital identity (SPID, CIE or CNS) to access the online services for the students who:

- have an Italian identity document (identity card, driving license or passport);
- are resident in Italy (if you have a residency in Italy you can ask for an identity card and therefore, for a SPID).

Students, who do not have a residency in Italy, can access the online application by using credentials issued by the University.

Students, who access the online application using University credentials even if they meet the requirements to request a digital identity (SPID, CIE, or CNS), will undergo controls and the possible eligibility for/assignation of benefits will be suspended in order to end the identification procedures.

To apply for benefits there is no need to enroll in advance at University, Higher Institutes for Arts and Music, and San Pellegrino School for Interpreter Cultural Mediators in Rimini and CIELS Bologna. Students, to be eligible for benefits, must in any case enroll at University by the deadlines stated in article 13 of Sezione I - Norme generali del Bando di Concorso; otherwise the assigned benefits will be revoked.

The online application includes a first section dedicated to PERSONAL DATA and a second section dedicated to the acquisition of ECONOMIC DATA; only after completing and confirming the first and second sections, it will be possible to get access to the APPLICATION FORM for requesting benefits. Once the application has been completed, the data entered must be confirmed. Once the application is confirmed, there are two different paths depending on whether the students filled out the application on his/her own, or by using a CAF:

A) students who do not use the CAFs to apply:

A.1) if they have filled it out using their digital identity (SPID, CIE or CNS), the procedure is completed and the application is automatically confirmed;

A.2) if they have filled it in using the credentials issued by the University:

- if they have specified a PEC (certified electronic mail) address in the online application, they will receive an email from ER.GO, containing the confirmed application form. In order to complete the application process, it is compulsory to reply to this email using the same PEC address indicated in the online application, within the deadlines;
- if they did not specify a PEC (certified electronic mail) address in the online application, they will receive an SMS (only applicants, who didn't specify a mobile number, will receive an e-mail), containing a personal PIN code, which must be entered within the deadlines in the confirmed online application, using the same access credentials used to apply online.

B) Students, who use CAF recognised by ER.GO to apply for benefits, will receive an email from ER.GO to their own email address (specified in the application form) with their personal PIN CODE. In order to fill out the benefits application form, it is compulsory to follow carefully all the instructions given in the email, to fill in the personal PIN CODE, absolutely within the deadlines. The filled-out application form, with its PIN CODE and regularly registered, can be viewed and downloaded directly in DOSSIER UTENTE by the student himself/herself, keeping it in a special data storage media, which guarantees its integrity and inviolability.

ATTENTION! ER.GO automatically acquires the online application for total exemption from tuition fees for all the students who apply for scholarship.

Moreover, ER.GO cooperates with the Universities of Bologna, Modena and Reggio Emilia and Parma, by acquiring the online application of some of the university benefits, according to the

dispositions of the related university Competition Announcement, which you are invited to refer to for any issues. In particular, ER.GO acquires:

For the University of Bologna – ALMA MATER

- **The No tax area exemption/tuition fee based on ISEE (and/or economic condition abroad) application.** For those who only apply for this benefit, it's enough to fill in the DATI PERSONALI and DATI ECONOMICI forms;
- **The application for the rental refund (Contributo affitto).** For those who only apply for this benefit, it's necessary to fill in the DATI PERSONALI and DATI ECONOMICI sections and the go to the application forms section and follow the indications for the rental refund

For the University of Modena and Reggio Emilia

- **The No tax area exemption and reduced university fees.** For those who only apply for this benefit, it's necessary to fill in the DATI PERSONALI and DATI ECONOMICI forms, and afterwards fill in and finalize the related application form;
- **The flat tax application for extra EU students.** For those who only apply for this benefit, it's necessary to fill in the DATI PERSONALI form, and afterwards fill in and finalize the related application form;
- **The Fee exemption application for students with a disability, Top Student exemption/reduction application, the application for Paid students' internships/part-time, the application for Peer tutoring partnerships in favor of students with disabilities.** These benefits can be requested through the online application form;
- **The UNIMORE SPORT EXCELLENCE project - Accommodation at ER.GO halls of residences.** For those who only apply for this benefit, it's necessary to fill in the related form available on ER.GO website www-er-go.it - 'Esplora i benefici' - 'UNIMORE Sport Excellence e Sport Excellence Plus'.

For the University of Parma

- **The application for personalized reduced university fees.** For those who only apply for this benefit, it's enough to fill in the DATI PERSONALI and DATI ECONOMICI forms;
Regarding the education achievement requirements, for students enrolling at the Universities, in years subsequent to the first, the credits obtained, according to the University archives, will be stated in the on-line application form, as recorded within 10/08/2024.
Students, however, have the chance to add any more credits obtained by 10/08/2024, if those credits haven't been recorded by the University yet (e.g. ERASMUS + Programme exams). They have just to follow the directions suggested by the on-line application form.

The information about credits will be sent at the same time to the Universities for the necessary checks.

Before applying, it is advisable to check your own electronic exam transcripts, in order to view all the exams and didactic works passed and consequently recorded by 10/08/2024, as they are relevant with regards to the education achievement required to apply for benefits.

To compete for the A.Y.- 2024/2025 benefits, students, referred to in these paragraphs, must submit the documentation about income and assets abroad, referred to the year 2023, complete, translated and legalized, uploading it in the DOSSIER UTENTE **by the deadlines for the completing of the application, provided for by art. 14 of the Sezione I - Norme generali del Bando di Concorso, under penalty of being ineligible for benefits.**

It will be within ER.GO's power, during the academic year, to ask for the original paper documents, submitted through DOSSIER UTENTE, for check purposes.

If a student doesn't submit or submits only part of the original hard copies of the documents required during the checks, regardless of the motivation, including the force majeure cause, the assigned benefits will be revoked. In particular, ER.GO will carry out thorough checks at the competent authorities, suspending the benefits till the end of the checks, on the certificates issued in Italian language by the Embassy or a Consulate in Italy of the country of origin and legalized at the Prefettura office competent for that area, if they attest the absolute lack of any income. In these cases, in order to assess the eligibility for the benefits, ER.GO may ask to the students enrolled at the first year of course the

documentation submitted to get the entry visa for Italy, which is capable of attesting the possession of the economic means to subsistence for the stay for study reason.

Please, note that even students, who complete the benefit application in an ER.GO-affiliated CAF, are required to submit the complete documents about income and assets abroad, translated and legalized, uploading them in the DOSSIER UTENTE within the deadlines indicated at the following art.5, under penalty of being ineligible for benefits.

The documentation to be submitted is the one specified in the following paragraphs 4.1 and 4.2 below.

4.1 Documentation required to international students from Non-EU countries.

International students, coming from Non-EU countries, must provide the complete documentation about economic and financial conditions, issued by the competent authorities for the territory, in which the incomes were produced and where the assets are owned. The documents must be translated into Italian and legalized by the Italian diplomatic authorities competent for that territory or, where applicable, apostilled in accordance with the current regulations.

In case of countries where there are particular difficulties in issuing the certification attested by the local Italian Embassy, the documentation can be replaced by a certificate in Italian issued by the Embassy or by a Consulate in Italy of the country of origin, legalized by the Prefecture office competent for the territory. For information on how to translate and legalize international documents, consult the website of the Ministry of Foreign Affairs at this address: <https://url.it/3npqv>.

In any case, the documentation must attest:

- a) the composition of the family unit, a certificate specifying the composition of the family to which the students belong. For the composition of the family, the rules provided for by the ISEE regulations for benefits of the Right to Higher Education (see art.7 Sezione I - Norme generali del Bando di Concorso;) are valid.

● **Special situations:**

Family status with only one parent:

- **in case of divorce:** it is required the divorce decree or a document of the court, if the separation is still in progress;
- **in case of death:** a death certificate is needed, if it has not been already provided to Er. Go in the previous academic years;
- **the student has not been legally recognized by his/her father:** it is necessary the student's birth certificate;
- **a parent is untraceable:** it is required the certification attesting the parent's unavailability, issued by the competent authority;
- **presence of a guardian in the family status certificate:** it is necessary to provide a deed of appointment of the guardian issued by the competent authorities;

The student is an orphan of both parents: it is necessary to submit the death certificates of both parents (if not already provided to ER.GO in the previous academic years).

Presence in the family status of married older brothers/sisters: the marriage certificate must be submitted or the brother'/sister's marital status must be specified in the family composition certificate; Presence in the family status of older siblings not living with the family of origin: it is necessary to submit the residence certificate of the non-cohabiting brother/sister or this should be specified in the certificate of the family composition.

- b) the working activity carried out in 2023 by each family member, including all siblings of legal age. In cases where some members do not carry out any activity, the status of not working or unemployment and the amount of any unemployment benefit or similar received must be specified in the documentation;
- c) the period of performance of the work activity of each member (specifying whether it is a period of less than or more than six months during 2023);
- d) the income amount earned in the year 2023: certification, issued by the public administration competent in fiscal management, attesting the total gross income (taxes included) from work or

pension received by each adult member of the family in the calendar year 2023.

• **Special situations:**

If you do not have the above-mentioned certificate, you can submit one of the following documents:

- Certificate issued by the employer attesting the salary received in the calendar year 2023 (from January to December) including taxes;
- Last paycheck (December 2023) only if it attests the total income received in the year 2023; - All 12 monthly payslips attesting the income received in the calendar year 2023, if the total income is not specified in the last paycheck;

e) Buildings: certification of all the buildings owned on December 31st 2023 by each family member, attesting the building surface area in square meters.

In particular:

Residential house: if owned: a certificate of ownership, attesting the building surface area, is required. In all other cases (lease, free use agreement, etc.) it is necessary to attach a specific declaration, issued by the competent authority, attesting that no member of the family unit is owner of properties. Other buildings: it is necessary to submit the relevant ownership certificates;

f) the amount of any residual mortgage loan in effect at the time December 31st, 2023 on the house and/or on other properties;

g) the assets amount for each individual member of the family unit owned on December 31st, 2023;

h) any document certifying the student's disability or handicap.

The documentation must indicate the values in the local currency. These values will be converted into Euros according to the average exchange rate of foreign currencies for the year 2023, calculated by the Bank of Italy².

International students from Non-EU countries, which are "particularly poor", (Table A, General Rules), must provide a certification of the Italian Representation in the country of origin, attesting that the student does not belong to a family, known as to be of high income and high social level.

4.2 Documentation required to International students from European Union countries

International students from one of the countries of the European Union are considered equal to Italian citizens, also with regard to the rules about the simplification of administrative procedures, and therefore can self-certify their income and assets, declaring in the application:

- the composition of the family unit. For the composition of the family, the rules provided for by the ISEE regulations for benefits of the Right to Higher Education (see art.7 of Sezione I - Norme generali del Bando di Concorso;) are valid.
- the total income received abroad in the year 2023: the income is assessed on the basis of permanent parities and expressed in Euro;
- the assets owned abroad on 31/12/2023: real estates are considered only as buildings, assessed on the basis of the conventional value of € 500.00 per square meter; assets are evaluated on the basis of permanent parities and expressed in Euro.

In order to get started the necessary checks, according to art. 17 of the Sezione I - Norme generali del Bando di Concorso, all students are in any case required to submit, by the deadline specified in paragraph 17, the family status certificate and the documentation concerning the self-certified incomes and assets, translated into Italian and, where necessary, legalized or apostilled in accordance with the current regulations.

4.3 Provisions common to international students from EU and Non-EU countries

International students, whose family unit resides and receives income and/or owns assets in Italy, submit the application in the same way settled for Italian students. In case of mixed income and/or assets (part in Italy and part abroad), income and/or assets abroad must be documented by the deadlines and according to the procedures specified above, in paragraph 4. and following, even if

² Failing this, ER.GO will refer to the previous average exchange rate of foreign currencies published by the Bank of Italy

included in the DSU declaration of the ISEE certificate.

International students with dual citizenship must apply by choosing one of the two citizenships. In case that one of the two citizenships is Italian, this one prevails.

4.4 International students recognized as stateless or holders of international protection (with residence permit for political asylum or subsidiary protection) or of temporary or complementary protection (e.g. special protection, special cases)

Students recognized as **stateless or beneficiaries of international protection** (with residence permit for political asylum or subsidiary protection), or of temporary or complementary protection (e.g. special protection, special cases), are exempt from submitting declarations issued by embassies or consulates, since only their eventual income and assets in Italy are taken into consideration to evaluate their economic condition. Therefore their economic situation will be evaluated according to the same procedure provided for Italian students.

These students must submit:

- a) a copy of their valid residence permit
- b) a copy of their passport or identity card, or other valid I.D.
- c) ISEE certificate 2024 "che si applica alle prestazioni per il Diritto allo studio universitario" (ISEE requested in order to apply for Higher Education Benefits)

Students with a residence permit for asylum application, whose procedure to recognise their status as eligible for international protection is still underway, and do not have their residence permit, must submit the documents listed above at points a), b), c). The eventual benefits awarding depends on the status recognition and on the issuing of the corresponding residence permit.

Students whose procedure to renew their residence permit is still underway and do not have it yet, must submit the documents listed above at points a), b), c). Any benefits awarding depends on the status recognition and on the issuing of the corresponding residence permit.

In case of change of the residence permit, as stated in this article 4.4, into a residence permit with a purpose different from the original one, no more within the scope of international or complementary protection, ER.GO reserves the right to evaluate the economical condition, without implementing the regulations about the family unit to refer to, according to art. 7 of the Sezione I - Norme generali del Bando di Concorso.

International students must also submit self-certification of domicile and subsequent documentation within the specified deadlines, to be eligible for the "non resident" or "Commuter" scholarship (with the exception of the students referred to in paragraph 4.4 with their family unit not resident in Italy).

5. When to apply

You must scrupulously respect the deadlines shown in the following table, as late applications will not be taken into account.

BENEFIT	DEADLINE FOR APPLICATION
Scholarship for: - freshmen students and students of years after the first for all kind of courses	From 3rd July to 30th August 2024
Subsidies for the catering service available to - freshmen students and students of years after the first for all kind of courses	From 3rd July to 30th August 2024
Total exemption (for students who apply for the scholarship, too)	From 3rd July to 30th August 2024
Lodgings for students already assignee of ER.GO accommodation in the a.y. 2023/2024 (CONFIRMATION): - enrolled in subsequent years of single cycle degrees, first and second cycle degrees, first and second cycle Diplomas of the Higher Institutes for Arts and Music AFAM - freshmen students of second cycle degrees and of second cycle Diplomas of the Higher Institutes for Arts and Music AFAM - enrolled in Specialisation Schools, PhDs and S.P.I.S.A., first and subsequent years Accommodation for students who APPLY FOR THE FIRST TIME in a.y. 2024/2025: - enrolled in subsequent years of single cycle degrees, first and second cycle degrees, first and second cycle Diplomas of the Higher Institutes for Arts and Music AFAM - enrolled in Specialisation Schools, PhDs and SPISA, first and subsequent years	From 3rd July to 9th August 2024 ³
Accommodation for: - freshmen students of first and single cycle degrees, and first cycle Diplomas of the Higher Institutes for Arts and Music AFAM - freshmen students of second cycle degrees, second cycle Diplomas of the Higher Institutes for Arts and Music AFAM who apply for the first time in a.y. 2024/2025	From 3rd July to 30th August 2024
International mobility contribution	From 3rd July to 30th August 2024

³ The indicated deadline also refers to the possible request for extraordinary assignment of the accommodation

BENEFIT	DEADLINE FOR APPLICATION
ER.GO paid internship (part time) for students of the inter-University courses “MUNER” and other inter-university courses of the Universities of Emilia-Romagna region, located in Emilia-Romagna.	From 3rd July to 30th August 2024
Volunteering Opportunities	From 3rd July to 30th August 2024
Personal support service for students with disability: - all students already assignee of ER.GO accommodation in the a.y. 2023/2024 (CONFIRMATION): - enrolled in subsequent years of single cycle degrees, first and second cycle degrees, first and second cycle Diplomas of the Higher Institutes for Arts and Music AFAM - enrolled in the first year of second cycle degrees and of second cycle Diplomas of the Higher Institutes for Arts and Music AFAM - enrolled in Specialisation Schools, PhDs and SPIS., first and subsequent years students who APPLY FOR THE FIRST TIME in a.y. 2024/2025: - enrolled in subsequent years of single cycle degrees, first and second cycle degrees, first and second cycle Diplomas of the Higher Institutes for Arts and Music FAM, - enrolled in Specialisation Schools, PhDs and SPISA, first and subsequent years	From 3rd July to 9th August 2024
Personal support service for students with disability: - freshmen students of first and single cycle degrees, first cycle Diplomas of the Higher Institutes for Arts and Music AFAM - freshmen students of second cycle degrees, second cycle Diplomas of the Higher Institutes for Arts and Music AFAM who apply for the first time in a.y. 2024/2025	From 3rd July to 30th August 2024
Self-certification of domicile⁴ (after the confirmation of the scholarship application)	From 3rd July to 7th October 2024 (first deadline for all students) From 8th October to 18th November 2024 (second deadline for all the students)
Submission of contract and/or documentation proving the self-certified domicile	By 31st January 2025
Hardships awards	From 1st October to 1st December 2024

⁴ Please check the Sezione II - Borse di Studio del Bando di concorso

BENEFIT	DEADLINE FOR APPLICATION
Grants for students with a disability	From 20th January to 5th March 2025
Education allowances	From 11th September to 5th December 2024
Contribution for non resident students already assignee of ER.GO accommodation who start a post-graduate internship in Emilia-Romagna	From 27th January to 3rd March 2025 (the form can be downloaded from the Dossier Utente)
No tax area exemption/tuition fee based on ISEE - UNIBO	<p>From 6th May to 30th October 2024</p> <p>The application can be submitted till 6 p.m. of the deadline date.</p> <p>From 30th October (from 6.01 p.m.) till 15th November 2024 with a penalty of 100,00 euros.</p> <p>The application can be submitted till 6 p.m. of the deadline date.</p>
Rental refund (Contributo affitto) - UNIBO	<p>From 2nd September to 29th November 2024</p> <p>The application can be submitted till 3 p.m. of the deadline date.</p>
The No tax area exemption , reduced university fees and flat tax for extra EU students - UNIMORE - all the students	<p>From 3rd July to 6th November 2024</p> <p>The application can be submitted till 3 p.m. of the deadline date.</p>
The No tax area exemption , reduced university fees and flat tax for extra EU students - UNIMORE - freshmen of master degrees and freshmen of specialization schools	<p>From 3rd July to 20th December 2024</p> <p>The application can be submitted till 3 p.m. of the deadline date.</p>
Fee exemption for students with disability UNIMORE (art.3 par.1 Law 104/1992) or with a degree of disability equal to or higher than 66%; - partial fee exemption for UNIMORE students with a degree of disability included between 46% and 65%	<p>From 3rd July to 20th December 2024</p> <p>The application can be submitted till 3 p.m. of the deadline date.</p>
University fees exemption/reduction TOP STUDENT, UNIMORE - first year students of first cycle degrees or single cycle degrees;	<p>From 3rd July to 6th November 2024</p> <p>The application can be submitted till 3 p.m. of the deadline date.</p>
University fees exemption/reduction TOP STUDENT - UNIMORE - first year students of second cycle degrees	<p>From 3rd July to 20th December 2024</p> <p>The application can be submitted till</p>

BENEFIT	DEADLINE FOR APPLICATION
	3 p.m. of the deadline date.
Paid internship/part-time - UNIMORE	From 3rd July to 30th August 2024
Peer tutoring partnerships in favor of students with disabilities - UNIMORE	From 3rd July to 30th August 2024
UNIMORE SPORT EXCELLENCE accommodation project Accommodation in ER.GO halls of residences - all the students	From 3rd July to 30th August 2024
Application for personalized reduced university fees- , UNIPR	From 3rd July to 4th November 2024 The application can be submitted till 5 p.m. of the deadline date
In no case will late applications be considered	

The deadlines refer both to the confirmation of the online application and to the finalization via PEC or PIN, if necessary.

Students who have incomes and/or assets abroad must comply with the same deadlines for the submission of the related documentation via DOSSIER UTENTE, even if they make use of the affiliated CAFs.

6. Ranking Lists

All the ranking lists are published on the website www.er-go.it, available in their entirety in the 'DOSSIER UTENTE' in accordance with the local Privacy Policy /Transparency Code

Service	Temporary ranking lists	Pre-definitive ranking lists
<p>Lodgings for students already assignee of ER.GO accommodation in the a.y. 2023/2024 (CONFIRMATION):</p> <ul style="list-style-type: none"> - enrolled in subsequent years of all the degree courses, single cycle degree, first and second cycle degree, first and second cycle Diplomas of the Higher Institutes for Arts and Music AFAM - enrolled in first year of second cycle degrees and of second cycle Diplomas of the Higher Institutes for Arts and Music AFAM - enrolled in first and subsequent years of specialization courses, PhD and S.P.I.S.A. <p>Lodgings for students who APPLY FOR THE FIRST TIME in a.y. 2024/2025:</p> <ul style="list-style-type: none"> - enrolled in subsequent years of single cycle degree, first and second cycle degrees, first and second cycle Diplomas of the Higher Institutes for Arts and Music AFAM; - enrolled in Specialisation Schools, PhD and S.P.I.S.A. first and subsequent years 	<p>(for all students already assignee of ER.GO accommodation in the a.y. 2023/2024– CONFIRMATION – it is issued a unique ranking list in alphabetical order) 26th August 2024</p>	<p>(for all students already assignee of ER.GO accommodation in the a.y. 2023/2024 – CONFIRMATION – it is issued a unique ranking list in alphabetical order) 5th September 2024</p>
<p>Lodgings:</p> <ul style="list-style-type: none"> - first year students of first cycle courses, single-cycle degrees and of first cycle Diplomas of the Higher Institutes for Arts and Music AFAM - first year students of second cycle courses, and of second cycle Diplomas of the Higher Institutes for Arts and Music AFAM who apply for the first time in a.y. 2024/2025 	<p>10th September 2024</p>	<p>20th September 2024</p>

Service	Temporary ranking lists	Pre-definitive ranking lists
Scholarship, university fees exemption (applicants for scholarship) - first year students of first cycle courses, single-cycle degrees	14th October 2024	4th December 2024
Scholarship, university fees exemption (applicants for scholarship) - enrolled in subsequent years of single cycle degrees, first and second cycle degrees, first and second cycle Diplomas of the Higher Institutes for Arts and Music AFAM - enrolled in first year of second cycle degrees and of second cycle Diplomas of the Higher Institutes for Arts and Music AFAM - enrolled in Specialisation Schools, PhD and S.P.I.S.A. first and subsequent years	28th October 2024	4th December 2024
Paid internship/ part- time at UNIMORE, peer tutoring for students with disability at UNIMORE, ER.GO paid internship for students (part time) of the inter-University courses "MUNER" and other inter University courses of the Emilia Romagna Universities, located in the region Emilia-Romagna.	28th October 2024	4th December 2024
Education allowances (vouchers)	29th January 2025	20 th February 2025 (definitive ranking lists for this benefit)
No tax area exemption and reduced university fees UNIMORE - all applicants	2nd December 2024	20th January 2025

Service	Temporary ranking lists	Pre-definitive ranking lists
No tax area exemption , and reduced university fees - UNIMORE - freshmen of master degrees and freshmen of specialization schools	20th January 2025	17th February 2025
University fees exemption TOP STUDENT and flat tax for extra EU students— UNIMORE : all students	20th January 2025	17th February 2025
Such dates may vary depending on the number of applications received. For other benefits see the specific paragraphs and respective sections of the Competition Announcement		

Students can file an appeal against the provisional ranking lists only online and only by the deadlines, as stated in the Sezione I - Norme generali del Bando di Concorso section.

7. Scholarships

Also for the academic year **2024/2025**, state funding contributes to the coverage of the scholarships from resources of the National Recovery and Resilience Plan (PNRR), as part of the European Union funding “Next Generation EU”.

The resources available for the academic year **2024/2025** will be assigned for the 75% to students enrolled in subsequent years and for the 25% to freshmen, proportionally to the number of eligible students in each ranking list.

7.1 Scholarship amount

The amount of scholarship varies according to the economic conditions of the family unit and to the condition of NON-RESIDENT STUDENT, COMMUTER STUDENT AND RESIDENT STUDENT:

ISEE value brackets	non-resident Students	Commuters	Resident Students
Up to € 16.666,67	€ 7.015,97	€ 4.100,05	€ 2.827,64
From € 16.666,68 to € 18.333,34	€ 4.560,38	€ 2.665,03	€ 1.837,97
From € 18.333,35 to € 20.818,46	€ 3.788,62	€ 2.214,03	€ 1.526,93
From € 20.818,47 to € 25.000,00	€ 3.507,99	€ 2.050,03	€ 1.413,82

These scholarship amounts also include any amount converted into catering service.

The scholarship for the students enrolled in the “further semester” beyond the Course time span is equal to the 50% of the amounts above.

In the case of students who opt for a curriculum shorter than the normal one, in those courses where it's possible, the scholarships amounts are those indicated above.

In case of students who opt for a part-time regime (part time), in the courses where it's possible, see the amounts indicated in art. 3 (Valore della borsa di studio - Casi particolari) of Sezione II - Borse di studio del Bando di concorso.

7.2 Scholarship amount – increases

A. In the case of ISEE up to € 12,500,00, the value of the scholarship is increased by 15%.

B. In the case of female students enrolled in S.T.E.M University courses (Science, Technology, Engineering and Mathematics), indicated in the Announcement, the value of the scholarship is increased by 20%.

The possible increases are not cumulative with each other. If both conditions are met, the most favorable will be implemented.

C. In case of simultaneous enrolment in two study courses, according to Law 12th April 2022 and Ministerial Decree 930/2022, the scholarship value is increased by 20%. To get the 20% scholarship increase, the student must meet at the end of the academic year the merit requirements set out in art. 5 of Ministerial Decree no. 1320/2021 for both the courses of enrollment. In particular, for the course the increased amount is referred to, the student must meet

the merit requirements indicated in Table 2 or Table 3 (if freshmen) and in Table 6 (if enrolled at a year after the first) of the competition announcement Bando Benefici DSU for a.y. 2024/2025.

The increases indicated at letters A and B are paid with the last scholarship installment. The increased amount referred to at letter C, can be added to the other two and is paid starting from October 2025, in any case after having made sure that the student meets all the established requirements.

7.3 Scholarship supplement for students graduating on time in a.y. 2023/2024

Students who are assignee of the scholarship in a.y. 2023/2024 who get in the last session (the so-called extraordinary session) of a.y. 2023/2024 or in the possible prolonged sessions their bachelor degree, single cycle master degree or master's degree, or the corresponding Diplomas of the AFAM courses within the legal duration of their study courses organization, will be awarded with a scholarship supplement of one semester value.

This supplement is awarded as an extra semester scholarship to all those who get their degree in due time upon the condition that they apply for scholarship and are eligible for the extra semester scholarship in a.y. **2024/2025**.

The scholarship supplement is paid only in case there are available funds after having paid the scholarship to all eligible students in the ranking lists for a.y. **2024/2025**.

Only in this case, the students who are no longer eligible for the extra semester scholarship for the a.y. 2024/2025, because they didn't enroll to a.y. 2024/2025 or because they canceled the enrollment finalized by the deadlines indicated in art. 13 of Sezione I - Norme Generali, will become entitled to a scholarship supplement of one semester because they graduated in the last session (the so called extraordinary session) of the a.y. 2023/2024, whose value is the same as that of the extra semester scholarship of the a.y. 2024/2025.

7.4 Scholarship amount – converted into prepaid credit for catering service

Students can apply for converting a part of the scholarship into credit for the catering service. In this case, ER.GO will add a 50% extra amount.

Therefore, the scholarship is split into four different amounts, which can be converted into the catering service, corresponding to four different ER.GO grants:

Scholarship amount converted into catering service	ER.GO contribution	Total amount of prepaid credit for the catering service
€ 200	€ 100	€ 300
€ 400	€ 200	€ 600
€ 500	€ 250	€ 750
€ 600	€ 300	€ 900

About how to use the prepaid, see the Sezione IV - Servizi Ristorativi del Bando di concorso for subsidized access to catering services.

7.5 Scholarship payment

The scholarship is paid in four installments for first-year students of first cycle degree courses (or second cycle Diplomas of AFAM) and single-cycle Master's degrees and in three installments for all other students according to the following scheme. The installments are calculated with reference to the scholarship amount awarded net of any increases which, if due, will be paid in the balance.

Student	Percentage of the assigned scholarship amount provided with the paid installment			
	First installment	Second installment	Third installment	Fourth installment
Only first-year students of first cycle degree courses (or second cycle Diplomas of AFAM) and single-cycle Master's degrees	20%	30%	10%	40% (balance and possible payment of increases)
Other students	50%	10%	40% (balance and possible payment of increases)	//

8. Condition of Non-resident student, Commuter student and Resident student

Non-Resident Students

Students can get scholarship as “**Non-Resident Students**”, if :

They are resident at a distance, from the location of the course attended, that takes more than 90 minutes on public transport (in a municipality not included in either Table 1 or Table 2 - TABELLE COMUNI IN SEDE E PENDOLARI of the Announcement) and if they meet one of the following conditions:

- 1) **They are lodging assignee in ER.GO residences for at least 10 months**, in the period going from **16th September 2024 to 15th September 2025**;
- 2) **They pay for accommodation** in the university city attended, (or nearby, provided it is within the municipalities listed in Table 1 or Table 2), using public residential facilities or lodgings owned by private parties or authorities, for at least 10 months within the A.Y. (from 1st October 2024 to 30th September 2025).

Students who meet the requirements to be considered economically independent, according to art. 7 paragraph 2 of the Sezione I - Norme generali del Bando di Concorso have right to a scholarship of “non resident student” amount, regardless of the travel time between the municipality in which they reside and the location of the course and are not subject to the provisions on domicile referred to in the Sezione II- Borse di studio del Bando di Concorso.

Students who intend to get the benefits for “Non-Resident Student” must:

- **fill in the online form “self-certification of domicile”**, after confirming the on line scholarship application form, **from 3rd July to the last deadline on 18th November 2024**, with the following options: self certification of domicile completed by 7th October 2024 (first deadline) will be taken into consideration in the scholarship provisional ranking lists; those filled out from 8th October to 18th November 2024 (second deadline) will instead be included in the scholarship predefined ranking lists;
- those, who will already have the documents about this paid or free accommodation, according to the rules stated in the Sezione II- Borse di studio del Bando di Concorso, may attach a scan of these documents to the online self certification of domicile Form.
- Those, who, on the other hand, will not be able to attach the domicile documentation to the online self certification form, will then have to send by registered post to ER.GO the documentation concerning their domicile address, as specified in the Sezione II- Borse di studio del Bando di Concorso by 31st January 2025.

As regards stateless students, with international or complementary protection as defined by art. 2.3.5 of the Sezione I - Norme generali del Bando di Concorso, whose family unit is not resident in Italy, the amount of their scholarship is that provided for non-residential students, regardless of their residence or domicile.

Commuter students

Students can get the scholarship as “**Commuters**”, if:

They are resident at a distance, from the location of the course attended, that takes between 45 and 90 minutes on public transport (in a municipality included in Table 2 - TABELLE COMUNI PENDOLARI of the Announcement)

or

though considered “non-resident” because of the distance from the University attended, they live however in a free accommodation in the university site, or nearby, provided it is within the municipalities included in Table 1 or Table 2, for at least 10 months of the academic year (from **1st October 2024 to 30th September 2025**).

The procedures and deadlines for sending the self-certification of domicile and relative documentation, required for “Non-resident Students” must be respected also in this latter case.

Resident Students

Students can get the scholarship as “**Resident Students**”, if:

they are resident at a distance, from the location of the course attended, that takes up to 45 minutes on public transport or if they have accommodation in the site of the course attended or nearby, for less than 10 months or do not have any accommodation.

Students who live in the municipalities indicated in Table 1 - TABELLE COMUNI IN SEDE-of the Announcement are considered as "Resident students".

As far as their eligibility to scholarship is concerned, students are considered as residential students, if they have their domicile in a lodging owned by themselves⁵ or by one of their parents, if present in the student's family unit or in the ISEE che si applica alle prestazioni per il Diritto allo studio universitario (requested in order to apply for Higher Education Benefits).

Self-certification of domicile

Students who applied to get a scholarship as "Non-resident" or "Commuters" must fill in the online the self certification of domicile form, on the website www.er-go.it , after having filled in and confirmed the scholarship application form from 3rd July by the last deadline on 18th November 2024, with the following options: self-certification of domicile completed by 7th October 2024 (first deadline) will be taken into consideration in the scholarship provisional ranking lists; those filled out from 8th October to 18th November 2024 (second deadline) will instead be included in the scholarship predefined ranking lists

The self-certification of domicile temporarily replaces the documents concerning the paid or free accommodation (such as the contract relative to the self-certified domicile) which have to be sent, exclusively, by **Dossier Utente** in the Documenti da inviare/inviati all'Azienda section or by PEC (registered email) **by 31st January 2025**. As an alternative, the documentation can be sent by registered post with return receipt (postmark date), to:

- for the Bologna and Romagna sites, Via Schiavonia 3/a – 40121 Bologna
- for the Ferrara site, c/o Residenza Santa Lucia, Via Ariosto 35 – 44121 Ferrara
- for the Modena and Reggio Emilia sites, Via Vignolese 671/1 – 41125 Modena
- for the Parma site, Vicolo Grossardi 4 – 43125 Parma

Students who have already attached their complete documentation to the online self-certification of domicile by 18th November 2024, are not required to send it by post again.

ER.GO checks all the documentation submitted to prove the rented domicile or the domicile for free. **If the checks reveal that the declarations were untrue, ER.GO will revoke the scholarship and ask for a refund of the sums already paid and impose a fine of three times the amount received, in accordance with art. 10 of the Legislative Decree n. 68/2012.**

It will be within ER.GO's power, to do sample checks on the complete and correct documentation about "upon payment domicile", in order to verify the real payment of the due lease/rent, asking for the suitable receipts documents (e.g. receipts, copies of payment arrangements, etc...). This kind of check will be carried out on 100% of the students who have a domicile in a residence, room for rent, B&B or similar.

Domicile documentation for Accommodation UPON PAYMENT:

- 1) If the student is the holder of a lease agreement for residential use, he/she must provide a copy of the agreement registered at the Agenzia delle entrate (Revenue Agency);
- 2) If the student lives in a place, where he/she is not the holder of a lease agreement for residential use, he/she must provide, besides a copy of the original agreement, a takeover (*subentro*) or transfer or sublease, which must be attested through a private writing with date and signatures of transfer or takeover or sublease and their registration at the revenue agency.

Given that the agreement must be officially registered, hence it is also necessary to attach the receipt of payment of the registration tax for this academic year (Forms MOD. F24 ELIDE, MOD. RLI 12 or other

forms, as provided by the Revenue Agency). In case of the flat rate tax option (*cedolare secca*), students will have to submit the documentation issued by the Revenue Agency proving that the option is still valid for the current year.

If the agreement sent by 31st January 2025 expires after that date without covering the 10-month period, the student must provide the renewal documentation or a new registered lease.

The registration receipts of the contract or of the takeover must always be submitted together with

⁵ An exception is made for students who meet the requirements to be considered independent, pursuant to art. 7 point 2 of Sezione I – Norme Generali of the Announcement, who are in any case entitled to the Non-resident scholarship

the original contract or a private agreement contract with the date and the signatures of the involved parties, otherwise these will be considered incomplete documentation.

3) Students having their domicile in residences, hostels, B&B, etc. must submit the copy of their online booking confirmation and the receipt of the online payment besides a statement of the manager/owner declaring their check-in and check-out dates (stay of at least 10 months in period 1st October 2024 – 30th September 2025) and the monthly rent to be paid.

4) The students who participate in an exchange mobility program have to submit their contract abroad. If the contract lasts less than 10 months (in the period from 1st October 2024 to 30th September 2025), the students have to submit another contract for the period of extension of their stay abroad because of the mobility program in order to get to at least 10 months. As an alternative, if they don't extend their exchange, they have to provide the documentation about a domicile upon payment of a rent according to par. 12 of this article, for the period necessary to get to at least 10 months.

Special provisions in case of multi-year contract registered with the option “Cedolare secca” (flat tax), already sent to ER.GO in the previous years

Students enrolled in subsequent years having a multi-year contract registered with the option “Cedolare secca” (flat tax), already sent to ER.GO in the previous years and still valid, must not submit the self certification of domicile nor send the documentation according to the Sezione II - Borse di studio del Bando, if they confirm the same domicile for the **a.y. 2024/2025**. They must in any case confirm this, communicating it on line. On the contrary, in case of expired contract or of domicile change for the **a.y. 2024/2025**, must submit the self-certification of domicile and provide the documents according to the to Sezione II - Borse di studio del Bando di concorso.

Special provisions in case of multi-year contract registered without the option “Cedolare secca” (flat tax), already sent to ER.GO in the previous years

Students enrolled in subsequent years having a multi-year contract registered without the option “Cedolare secca” (flat tax), already sent to ER.GO in the previous years and still valid, and keeping the same domicile for the a.y. 2024/2025 must confirm their domicile data in the self certification of domicile and don't need to submit the documentation according to the Sezione II - Borse di studio del Bando. They must in any case have the receipt of payment to the Revenue Agency of the registration tax owed for the current academic year, as ER.GO can ask during the academic year the relevant documentation attesting the validity of the contract for the a.y. 2024/2025. By contrast, in case of an expired contract or of a domicile change for the a.y. 2024/2025, must submit the self-certification of domicile and provide the documents according to the to Sezione II - Borse di studio del Bando di concorso.

Domicile documentation for Accommodation FOR FREE:

1) If the student lives free of charges in a flat, a registered gratuitous commodatum agreement must be provided.

2) In case that the provided gratuitous commodatum agreement for the a.y. 2023/2024 has expired, the student must provide a document written by the flat's owner with attached a blueprint of the latter's ID, certifying the student's stay in that flat during the a.y. 2024/2025 and specifying the beginning and end date of student's stay.

3) In case that the provided gratuitous commodatum agreement for the a.y. 2023/2024 is an open-ended contract or a contract lasting for the whole student's period of studying, the student must provide a document written by the flat's owner with attached a blueprint of the latter's ID, certifying the student's stay in that flat during the a.y. 2024/2025 and specifying the beginning and end date of student's stay.

Note:

In order to avoid omissions or lacking data, it is advisable to use the ER.GO set of forms available in the “MODULISTICA” of the DOSSIER UTENTE.

In full respect of laws and rules in force, Er-go reserves its rights to accept other certified documentation.

For any doubts or questions, please see the Competition Announcement or contact ER.GO using SCRIVI, our online mail ticketing service. Also, you will find it herein annexed a “Glossary” of technical terminology about Lease agreements.

9. Economic requirements

The economic condition of the student is assessed considering ISEE (Index of the Economic Condition) and ISPE (Index of Property Condition), two indexes measured according to the composition of the family, the incomes and assets owned by the family. The regulation in force about ISEE introduces a specific ISEE as regards services connected with the right to higher education. Usually, in case of parents living with the applying student, the ISEE, issued for services connected to the right to university studies, corresponds with the ORDINARY ISEE, in this case, **the ISEE certificate (Attestazione) must specify that it is applied to the supporting services of the right to higher education on behalf of the student concerned.** In case of particular situations, please see the Sezione I - Norme generali del Bando di Concorso for the **a.y. 2024/2025** and the Guide to ISEE for the **a.y. 2024/2025**.

Independent student

In case of parents not living with the student applying for an ISEE for services connected to the right to higher education, the applying student is a member of the parent's family unit, except in case both the following requirements occur.

- a) Official residence outside the family home for at least two years before the date of submission of the ISEE certificate, in a housing not belonging to a member of the native family⁶;
- b) Earned income or similar and/or because of self-employment of at least € 9.000,00 per year in the last two years, declared by the student in his/her income tax return.
- c) If the student is married, or cohabitant under a cohabitation de facto (art. 1 paragraph 36 of Law 76/2016) registered at the city of residence, it will be taken into account the student's new family unit, only if he/she meets the residence requirement (according to letter a) and in case the income requirements (according to letter b) are fully met, also considering the income of the student's spouse or cohabitant under a cohabitation de facto (art. 1 paragraph 36 of Law 76/2016) registered at the city of residence. In this case, to meet the income requirements, the spouse's or cohabitant's income (referred to the two previous years) can be taken into consideration, even if the student at that time was not yet married or cohabitant under a cohabitation de facto (art. 1 paragraph 36 of Law 76/2016) registered at the city of residence.

Rules for spouses are valid also for both parties of same-sex civil union, as provided for by the current regulations (law 20th May 2016, no. 76).

- d) Only in case of a student enrolled at PhD courses, the family unit is composed of the student applying for benefits, his/her spouse, under-age children (younger than 18 years old) and adult children, according to the rules provided for by article 3, paragraph 2 and 5, of D.P.C.M. 5 Dec. 2013, no. 159. In this specific case, the ISEE is calculated on the basis of the so-called "restricted family unit" and it is provided in a specific section of the ISEE certificate. The applying to benefits student, enrolled at PhD courses, can however reserve the chance to establish a family unit according to the ordinary rules provided for by article 3 of D.P.C.M. 5 Dec. 2013, no. 159. In this case, it is taken into account the "ISEE ORDINARIO" of the ISEE certificate.

In this case the student can be considered as an independent student and we will consider only the economic condition of his/her new family unit, and not of his/her native family.

Students not resident with their native family, who do not have both the requirements indicated above, cannot be considered as independent students, but as members of their parents' family unit and must fill in the application form with reference to the ISEE including their native family. To define the student's condition as Resident Student, Non-Resident Student or Commuters, ER.GO will consider the residence of the native family.

⁶ Who therefore can document a rented domicile.

10. Academic Achievement requirements

The academic achievement requirements are evaluated on the basis of the very first year of enrolment at the University.

First year students of degree courses and single-cycle master's degree courses

> access the scholarship and get the first and second installment only on the basis of the economic and equity condition requirements,

> they must meet specific merit requirements to obtain the third and the fourth installment (balance) and to maintain the assignment of the scholarship and not to return the installments already received in cash and services. Freshmen without requirement by 30/11/2025 lose the right to reimbursement of the regional tax. The credits obtained must not be less than:

Type of course	Access requirement for the 1 st and 2 nd installment of scholarship	Requirement at 28/02/2025 for the 3 rd installment of scholarship*	Requirement at 10/08/2025 for the 4 th installment of scholarship (balance)	Requirement at 30/11/2025 to confirm the award of the scholarship and to not refund the installments already received
Three-year degree courses, single-cycle degree courses	Economic condition	9 credits - no bonus allowed	25 credits with the possibility to use up to 5 bonus credits	20 credits no bonus allowed

* Students who achieve the number of ECTS required for the second installment after 28th February 2025 will get the third installment together with the fourth installments of scholarship (balance), upon having achieved the number of ECTS required within 10th August 2025 to get the balance.

First year students of Master's Degree:

> gain access to scholarships, and receive payment of the first installment on the basis of their incomes and asset conditions only

> must obtain specific academic achievements in order to maintain the allocation of the scholarship, and to receive the payment of the second and third installment and/or to not have to give back the installment already received in money and services.

First year students without the relevant (4th column) requirements **on 30/11/2025** lose the right to reimbursement of the regional fee.

The credits obtained must not be less than:

Type of course	Access requirement for the 1 st installment of scholarship	Requirement at 28/02/2025 for the 2 nd installment of scholarship*	Requirement at 10/08/2025 for the 3 rd installment of scholarship (balance)	Requirement at 30/11/2025 to confirm the award of the scholarship and to not refund the 1 st and 2 nd installments
Three-year degree courses, single-cycle degree courses	Economic condition	9 credits - no bonus allowed	25 credits with the possibility to use up to 5 bonus credits	20 credits no bonus allowed

Master Degree	Economic condition	9 credits - no bonus allowed	30 credits with the possibility to use the bonus not taken before	20 credits no bonus allowed
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* Students who achieve the number of ECTS required for the second installment after 28th February 2025 will get the second installment together with the third installment of scholarship (balance), upon having achieved the number of ECTS required within 10th August 2025 to get the balance.

Students enrolled in subsequent years must obtain distinct academic achievement in order to:

- > gain access to scholarships and receive the first installment,
- > get the second installment of scholarship,
- > confirm the allocation of the scholarship and get the payment of the third installment (balance). If the scholarship is not confirmed, it is revoked and the installments already received in money and services, must be paid back. Students enrolled in subsequent years, who do not achieve the relevant requirements by 10/08/2025 maintain, nevertheless, the right to the reimbursement of the regional fee. The credits obtained must be no less than:

For first cycle degrees

Year of course	Access Requirement at 10/08/2024 for the 1 st installment of scholarship	Requirement at 28/02/2025 for the 2 nd installment of scholarship**	Requirement at 10/08/2025 to confirm the award of the scholarship and to receive the 3 rd installment (balance)
Second (first enrolment in A. Y. 2023/2024)	25 credits	50 credits	80 credits
Third (first enrolment A. Y 2022/2023)	80 credits	100 credits	135 credits
Extra semester (first enrolment A. Y 2021/2022)	135 credits	The 2 nd installment is paid only after having verified, that the student has not graduated in due time before the extra session a.y. 2023/2024	Not required

For single cycle degrees

Year of course	Access Requirement at 10/08/2024 for the 1 st installment of scholarship	Requirements at 28/02/ 2025 for the 2 nd installment of scholarship**	Requirements at 10/08/2025 to confirm the award of the scholarship and to receive the 3 rd installment (balance)
Second (first enrolment A. Y. 2023/2024)	25 credits	50 credits	80 credits
Third (first enrolment A. Y. 2022/2023)	80 credits	100 credits	135 credits
Fourth (first enrolment A. Y. 2021/2022)	135 credits	160 credits	190 credits
Fifth (first enrolment A. Y. 2020/2021)	190 credits	215 credits	245 credits
Extra semester (first enrolment A. Y. 2019/2020)	245 credits	The 2 nd installment is paid only after having verified, that the student has not graduated in due time before the extra session a.y. 2023/2024	Not required
Sixth (Medicine only) (first enrolment A. Y. 2019/2020)	245 credits	270 credits	300 credits
Extra semester for Medicine (first enrolment A. Y. 2018/2019)	300 credits	The 2 nd installment is paid only after having verified, that the student has not graduated in due time before the extra session a.y. 2023/2024	Not required

For second cycle degrees

Year of course	Access Requirement at 10/08/2024 for the 1 st installment of scholarship	Requirement at 28/02/ 2025 for the 2 nd installment of scholarship**	Requirements at 10/08/2025 to confirm the award of the scholarship and to receive the 3 rd installment (balance)
Second year (first enrolment A. Y. 2023/2024)	30 credits	50 credits	80 credits
Extra semester (first enrolment A. Y. 2022/2023)	80 credits	The 2 nd installment is paid only after having verified, that the student has not graduated in due time before the extra session a.y. 2023/2024	Not required

**** The academic achievement required within 28th February 2025 is considered met only if the student got at least 9 credits after 10/08/2024**

Students who achieve the number of ECTS required for the second installment after February 28th, 2025 will get the second installment together with the third installment of scholarship, upon having achieved the number of ECTS required within 10th August 2025 to get the balance.

Students enrolled in short term or part-time degree courses must always view the tables, reserved to them in the Competition Announcement.

Students enrolled in courses at Higher Institutes for Arts and Music and at non-university higher education institutions must check the specific tables in the Competition Announcement.

For all other courses please check the Announcement to manage the evaluation process and evaluation criteria.

BONUS

The bonus is an amount of extra credits that can be used to reach the minimum achievement level required to get the benefits of the year in which the student is going to enroll. It has to be required in the online application form.

It can be used also to confirm the scholarship of the year in which the student is enrolled. If the bonus is not used, it increases as follows:

- At the end of the first year: 5 credits
- At the end of the second year: 12 credits
- At the end of the third year: 15 credits

If the bonus is used, it is not possible to increase it further. Any remaining bonus credits can be used only over subsequent years. Any bonus not used during the first level degree course can be used during the second level degree course. The bonus used in previous academic years can not be counted in subsequent years. If for example a student, enrolling at the second year of a First Cycle Degree or of a Single Cycle Degree and having right to a 5 credits bonus, has achieved 23 credits and uses a 2 credits bonus to reach the required 25 credits, he can use the remaining 3 credits of bonus during the following years. His/her real credits are in any case 23. If, on the contrary, the student uses the bonus for the first time when enrolling at the third year, he/she has the right to use 12 credits; if he/she needs only 6 credits, he/she can use the remaining 6 credits during the following years of study.

QUALIFICATIONS

There are special criteria to evaluate academic achievement in case of:

- Qualifications for educational activities after abandonment or forfeiture of studies, or by attending single or master courses.
- Qualifications for educational activities/exams for international students who have attended study

periods abroad;

- Qualifications for educational activities/exams for students who move or transfer from degree courses to single-cycle degrees; for graduates who request to shorten their courses in the single-cycle degree.

For any doubt or question, please check the Competition Announcement or contact ER.GO through our mail ticketing service: SCRIVI.

11. Methods of collection of economic interventions

The economic benefits payment is organized as follows:

- by inward transfer into an account in the student's name. In case that the IBAN code specified by the student is wrong or incomplete, the charge applied by the Treasury Bank for interventions made with incorrect instructions (currently amounting to € 11,00) will be debited to the student;
- by bank transfer into an IBAN code linked to rechargeable prepaid credit card registered in the student's name;
- into a rechargeable prepaid credit registered card (offered by the Treasury Bank without the opening of a bank account) without charges to the beneficiary. The payments of the scholarship installments will be made with bank transfer into the card IBAN code. Students must send the IBAN code through the DOSSIER UTENTE on ER.GO website, just choosing the Menu "Comunicazione coordinate bancarie".

International IBAN extra SEPA will not be accepted as collection methods.

For each payment, the student will receive specific communication in DOSSIER UTENTE, on our website www.er-go.it

12. Benefits revocation

Benefits revocation occurs in case of:

- a) loss of eligibility requirements at the access (see art. 2.2 of the Sezione I - Norme generali del Bando di Concorso "Causes of exclusion and of relinquishment");
- b) lack of academic achievement requirements for benefits confirmation by 10/08/**2025** for students enrolled in subsequent years of first and second cycle degree courses and by 30/11/**2025** for freshmen of first and second cycle degree courses. No enrollment in the subsequent academic year for students enrolled in third cycle degree courses (Specialization Schools and PhD). Students with a disability rating 66% or with disability recognized by art. 3 par. 1 Law 104/1992, students enrolled in the further semester of the first and second cycle, students enrolled in the last year of the third cycle have no academic achievement requirements to confirm their benefits. For any further information see art. 8 and following of the Sezione I - Norme generali del Bando di Concorso.

In case of benefits revocation, students must pay back the sums of money received as scholarship and as other aids and also the value of the enjoyed services, with consequences also on associated benefits, as summarized in the table below:

Benefit	NO eligibility requirements at access-all the students	No academic achievement requirements by 10/08/2025 Students in subsequent years	No academic achievement requirement by 30/11/2025 Freshmen	NO enrolment in the subsequent a. y. - PhD and Specialization Schools
Scholarship	REPAYMENT OF THE RECEIVED AMOUNTS	REPAYMENT OF THE RECEIVED AMOUNTS	REPAYMENT OF THE RECEIVED AMOUNTS	REPAYMENT OF THE RECEIVED AMOUNTS
Grant for international mobility	REPAYMENT OF THE RECEIVED AMOUNTS	REPAYMENT OF THE RECEIVED AMOUNTS	REPAYMENT OF THE RECEIVED AMOUNTS	REPAYMENT OF THE RECEIVED AMOUNTS
Catering service for students eligible for scholarship	REPAYMENT OF THE FULL AMOUNT	REPAYMENT OF THE FULL AMOUNT	REPAYMENT OF THE FULL AMOUNT	REPAYMENT OF THE FULL AMOUNT
Lodging with admission by ranking list	MANDATORY PAYMENT OF THE MONTHLY FEE (GUEST RATE) FROM THE LODGING ALLOCATION START DATE	RATE FOR ELIGIBLE STUDENTS IN THE RANKING LIST	RATE FOR ELIGIBLE STUDENTS IN THE RANKING LIST	RATE FOR ELIGIBLE STUDENTS IN THE RANKING LIST
Regional tax reimbursement	LOSS OF THE RIGHT TO REIMBURSEMENT	RIGHT TO REIMBURSEMENT	LOSS OF THE RIGHT TO REIMBURSEMENT	LOSS OF THE RIGHT TO REIMBURSEMENT
Total university fee exemption	LOSS OF THE RIGHT TO EXEMPTION	RIGHT TO EXEMPTION	LOSS OF THE RIGHT TO EXEMPTION	LOSS OF THE RIGHT TO EXEMPTION

See art. 5 of the Sezione I - Norme generali del Bando di Concorso to know how to give benefits back.

13. Accommodation service

ER.GO offers at the halls of residence in Bologna, Cesena, Ferrara, Forlì, Modena, Parma, Piacenza, Ravenna, Reggio Emilia and Rimini housing solutions diversified by type, location, services offered, fees/rates, for which please refer to the website www.er-go.it.

The access methods are:

- a. **with admission by ranking list**, aimed at non-resident students with all the required income and academic achievements, who will stay in the same University branch for a continuous period of time, corresponding to the whole academic year. For the monthly fees, see the related TABELLE RETTE E TARIFFE SERVIZI RESIDENZIALI del Bando di concorso (Tab. 1).
- b. **with assisted admission**, aimed at non-resident students, at students enrolled in University courses (which issue double or multiple or combined degrees), coming from the partner University abroad, and who attend for a period of time the University of Bologna and Romagna and aimed also to students enrolled at the courses of the Polytechnic Institutes (ITS) or to other non-resident students belonging to specific conventions drawn up with ER.GO. About the monthly fees, please have a look at the specific tables TABELLE RETTE E TARIFFE SERVIZI RESIDENZIALI del Bando di concorso (Tab. 3).
- c. **with free admission**, aimed at students, researchers, recent graduates, who need to stay temporarily and occasionally at Emilia Romagna Universities. It isn't required any income and academic achievements. For the monthly fees, see the related TABELLE RETTE E TARIFFE SERVIZI RESIDENZIALI del Bando di concorso (Tab. 2)

Available lodgings in the Halls of Residence with free admission (temporary hospitality) are managed through the **BORSINO** delle offerte di alloggi on the website www.er-go.it, at the page International students - Focus on Accommodation - Go to vetrina alloggi where other guests can check the available rooms and book them for short and occasional stays. For further information, see the ER.GO residential facilities rules.

The accommodation service is aimed primarily at applicants entitled in the ranking list.

The assignment of the accommodation starts from the moment of real assignment, starting from September 2024, until 15th September 2025, except for the Christmas and summer closing periods of the residences. For students already assignee of accommodation in the academic year 2023/2024 eligible in the unique ranking list of confirmations of the academic year **2024/2025** published following the assessment of the appeals, the assignment of accommodation goes on without interruption compared to the previous academic year.

Students in the ranking who, due to unavailability of places, have not been called for accommodation assignment by letter sent by 30 September 2024, will be able to submit self-certification of domicile, in order to get the "non-resident student" scholarship amount by 18th November 2024.

The accommodation assignment at ER.GO's Halls of Residence offers the opportunity to participate in voluntary activities, artistic workshops, career counseling meetings, as well as support services such as counseling and study support.

For students who are assignees of accommodation, it is possible to access the ABITARE ER.GO section from the DOSSIER UTENTE for services dedicated to living in a hall of residence, such as:

- generate / see wifi credentials;
- ask for a change of accommodation;
- ask for summer period stay;
- ask for permission for overnight hospitalities;
- ask for a Christmas period stay.

For any doubt or question, please see the Competition Announcement or contact ER.GO through the SCRIVI mail ticketing service.

14. Subsidies for catering service

The catering service is open to all students.

Students awarded with a scholarship residing out of town may ask to convert part of their scholarship into catering vouchers. In this case ER.GO will assign an additional contribution in the amount of the 50% of the student's quota. You can apply for catering service while filling in the Benefits Application Form.

You can ask to convert into catering vouchers:

SCHOLARSHIP CONVERTED INTO CATERING SERVICE	ER.GO CONTRIBUTION	TOTAL AMOUNT OF CREDIT FOR THE CATERING SERVICE
€ 200	€ 100	€ 300
€ 400	€ 200	€ 600
€ 500	€ 250	€ 750
€ 600	€ 300	€ 900

The application for the catering service is irrevocable, except in cases of particular reason according to art. 2 of Sezione IV - Servizi Ristorativi del Bando di concorso.

Students eligible for scholarship, but not awarded because of lack of funds, will receive a contribution of € 500.00 for the catering service.

To the assignee of scholarship students, who on 31/12/2025 still have a residual pre-paid amount, this amount will be reset, while the amount of scholarship will remain available also in the next academic years of studying.

All the students with ISEE up to € 28.000,00 and ISPE up to € 62.000,00 can be assigned a contribution of € 500,00 for the catering service, if they reached their achievement. This contribution will be assigned in case of availability of funds after the payment of the scholarships to all the eligible students. In all cases, the prepaid amount in catering service can be used via an electronic tool containing an identification code that can be downloaded from the dossier utente.

15. Grant for International Mobility

These are intended for all students enrolled at subsequent years of all course levels (second level courses can apply from the first year), eligible for an ER.GO scholarship for the academic year **2024/2025** and awarded with a scholarship to take part in international mobility programs.

The grant consists of a single amount to support board and lodgings expenses.

The amount of the grant is **€ 600.00** per month and it is assigned for the entire period spent abroad, up to a maximum of ten months, regardless of the destination country. The amount of the scholarship taken from European Union funds or other bilateral agreement (non-EU too) or "Sostegno Giovani" fund issued by the University or AFAM Institution **is deducted** from the total contribution of **€ 600.00**.

E.g. If the student awarded with a 5 months Erasmus+ grant of € 240.00 per month, without additional economic subsidies, is assignee of the grant for international mobility, will receive from ER.GO € 360.00/month for the 5 month period of stay abroad.

The mobility contribution is associated with a reimbursement of the cost of the round trip up to a maximum amount of € 100.00 for European Countries and € 500.00 for non-EU Countries.

The contribution is assigned for a maximum of five months to students enrolled at an extra semester, with respect to the duration of the courses according to new regulations.

16. Hardship Awards

ER.GO provides hardship awards for students who lose their achievement requirements due to a particularly and exceptionally serious event and who are particularly economically disadvantaged, in order to allow them to return into the system of benefits the following year or to gain their qualification.

As a consequence, these are awards which can only be considered as extraordinary measures and cannot be recurring aids.

Hardship awards are:

- > Cash grants from a minimum of € 250.00 to a maximum of € 2,000.00.

- > Lodging with fee according to the ranking lists (only for students already assigned in the academic year 2023/2024).

The cash grants are meant only for students eligible/assignee with a scholarship in the academic year 2023/2024.

Hardship awards are granted only once, and they are incompatible with one another. Hardship awards are also incompatible with money grants, with the same purposes, given by Universities in the A.Y. **2024/2025**. In some cases, there can be grants integrated with Universities.

The application, both for extraordinary assignment of accommodation and for extra grant, must be exclusively submitted on line, on the website www.er-go.it, entering the DOSSIER UTENTE, and choosing from the menu MODULISTICA the form: "Modulo interventi straordinari".

The hardship awards are assigned after evaluation of the produced documentation and taking into account the academic achievements; it's up to ER.GO asking for an informal interview in order to better define the student's situation. The benefit is assigned according to the incontestable discretion of ER.GO.

Er.Go reserves itself the right to take into consideration particular requests of cash contributions made by female students regularly enrolled at the University, who are mothers with a child under the age of one, exclusively if the student's family unit is composed only by the student and her child, in the absence of parental support.

Particularly difficult situations arising from the need to provide assistance and care to a non self sufficient family member may also be assessed.

17. Contribution for non resident students assignee of ER.GO accommodation who start a post-graduate internship in Emilia-Romagna

ER.GO allocates contributions upon a competition to support non resident students who start a post-graduate internship in Emilia-Romagna. All contributions are destined to students who meet all the following conditions:

- a) enrolled at the last year or first year beyond the regular course of all degree levels (or first cycle diplomas), master's degree (or second cycle academic diploma), single cycle master's degrees with the exception of Degrees courses of Dentistry and Dental Prosthetics, Medicine and Surgery and the other courses of health professions;
- b) eligible for ER.GO accommodation in a.y. **2024/2025** in the ranking lists published according to art. 15 of Sezione I - Norme generali del Bando di Concorso; a.y. **2024/2025** and assignee of the accommodation in a.y. a.y. **2024/2025**;
- c) eligible for ER.GO accommodation in a.y. **2024/2025** in the ranking lists published according to art. 15 of Sezione I - Norme generali del Bando di Concorso a.y. **2024/2025** and already eligible for the scholarship in the previous academic year;
- d) who carry out an internship in the Emilia-Romagna region after the degree (or first cycle diploma), master's degree (or second cycle academic diploma), or single cycle master's degrees for a minimum of 3 months and a maximum of 6 months.

The 250,00 euros monthly contribution paid by ER.GO di 250,00 can be cumulated with the 450,00 euros allowance paid each month by the hosting company, as provided for by the rule in force.

The amount of ER.GO contributions is paid in two installments and is calculated according to the traineeship duration - from a minimum of 3 months to a maximum of 6 months - considering the amount of 250 euros per month.

The contribution can be awarded just once during the whole academic studies career. In order to get the contribution it's necessary to meet all the three following conditions: - having obtained the degree (or first cycle academic diploma) or a master's degree (or second cycle academic diploma) or single cycle master's degree by the legal duration of the course or in any case by the first academic year beyond the regular course.

- having participated BEFORE the degree date in the career guidance path with ER.GO Careers Service; - having started a post-graduate internship in 90 days from degree date (or first cycle academic diploma) or from master's degree date (or second cycle diploma achievement date) or from single cycle master's degree date, in any session of a.y. **2024/2025**.

The **career guidance path** made by ER.GO career service must be attended BEFORE getting the degree title and is made up of **at least 7 hours**, organized as follows:

- 4 hours of Workshop on the job hunting techniques (in particular the meetings The active job search: tips and tools – CV and cover letters);
- 3 hours of one-to-one career guidance interviews divided into several meetings aimed at defining a personalized search strategy for post graduate internship/job opportunities. The first interview must be requested according to the indications given at the ER.GO website page: <https://www.er-go.it/scopri-i-servizi/servizi-di-orientamento/orientamento-al-lavoro>.

Starting from the summer degree session (June/July 2025) and for all the degree session of a.y. 2024/2025, those students who want to benefit from the contribution are due to inform as soon as possible using the e-mail address of the Careers Service of the concerned branch (<https://www.er-go.it/scopri-i-servizi/servizi-di-orientamento/orientamento-al-lavoro/contatti>) the degree date (or first cycle academic diploma) or the master's degree date (or second cycle academic diploma achievement date) or the single cycle master's degree date.

For each degree session, the allocation of contributions to graduated students is made according to the number of years needed to get the title compared to the legal duration of the study course. In the event of a tie, the grants are assigned in the following order of priority: 1) more disadvantaged economic conditions; 2) degree mark.

The first assignment of contributions will involve students graduated in the summer session (June/July 2025). If there will be funds left, after this first assignment, we will allocate contributions to graduates of the following sessions of a.y. 2024/2025 till resources run out.

During the traineeship period, in case of availability of accommodation, **ER.GO can assign to involved students an accommodation at subsidized fare** as provided from the TABLES OF FEES AND TARIFFS FOR ACCOMMODATION SERVICE del Bando di concorso (Tab. 3). Depending on available places, the student can remain in the accommodation even in the 90 days before the start of the trainship, paying the fee for assignee students till 7 days after the degree and that for guests with free access in the following period. In order to ask to remain in the accommodation during the search period, and during the traineeship, it's necessary to write using the e-mail address of the Careers Service of the concerned branch (<https://www.er-go.it/scopri-i-servizi/servizi-di-orientamento/orientamento-al-lavoro/contatti>) at least 30 days in advance with regards to the degree date. For those who aim to graduate in the Fall session, the request to be allowed to remain in their accommodation must be submitted by 31st July.

For **graduates of inter-university “MUNER” courses and other inter-university courses** of the universities of the region Emilia Romagna, located in Emilia Romagna **the continuity of the accommodation availability**, provided there are available places, **will be guaranteed at the site of the course where the traineeship takes place.**

Annex: the self-certification of domicile

Contracts and its related deeds, such as transfers (cessione) and takeovers (subentro) are subject to the payment of a registration fee.

It is possible to pay the registration fee with the so-called Mod. F24 Elide and with the so-called Mod. RLI, that can be found on the Revenue Agency website www.agenziaentrate.gov.it in the section **Forms - Payment forms.**

Cedolare secca (flat tax) is another way to pay the registration tax.

Owners renting a lodging may decide which payment methods they want to adopt.

In case owners decide to adopt the flat tax method (cedolare secca), the documentation proving the payment should be one of the following:

- modello RLI 12
- a declaration issued by the Revenue Agency stating the option for the flat tax (cedolare secca)
- a declaration issued by the Revenue Agency stating the extension of the option for the flat tax (cedolare secca)

Please Note that as regards transfers (cessione), takeovers (subentro) and sublease (subaffitto) the registration can be paid with the so-called Mod. F 23 and Mod. RLI 12.

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