



**STUDENT SUPPORT GRANTS (RENT REIMBURSEMENT)
FOR UNIVERSITY OF VERONA STUDENTS
JANUARY – AUGUST 2024**

**CALL FOR APPLICATIONS
(English translation)¹**

Deadline for applications: 19 August 2024, at 1 pm (Italian time).

THE RECTOR

HAVING REGARD TO Law no. 178 of 30 December 2020 (2021 Budget Law - *Legge di bilancio 2021*), especially Art. 1(526) which states as follows: “In order to support non-local students enrolled at state universities who belong to a household with an ISEE (equivalent economic situation index) not exceeding €20,000 and who do not benefit from other public grants for housing, a fund of 15 million euros for the year 2021 has been set up as part of the budget of the Ministry for Universities and Research. The purpose of the fund is to pay a grant towards the costs of renting accommodation incurred by the same non-local students residing in a different place from the one where the rented property is located”; and Art. 1(527): “With a decree of the Minister of University and Research, in agreement with the Minister of Economy and Finance, to be adopted within sixty days from the date of entry into force of this law, the procedures and criteria for the allocation of the resources of the fund referred to in Art. 1(526) are set out, also in order to comply with budget limits, through the universities, and provided that such grant shall not be combined with other student benefits for accommodation”;

HAVING REGARD TO Law no. 197 of 29 December 2022 (2023 Budget Law - *Legge di bilancio 2023*), especially Art. 1(580) thereof, which has established that ‘*The Fund referred to in Art. 1(526) of Law no. 178 of 30 December 2020 shall be refinanced in the amount of €4 million for the year 2023 and €6 million per year as from the year 2024*’;

HAVING REGARD TO MUR-MEF Decree no. 1224 of 11 September 2023 - financial year 2024;

HAVING REGARD TO the MUR note (prot. 12937) of 10 July 2024: ‘*Contributo per le spese di locazione abitativa sostenute dagli studenti fuori sede per l’anno 2024*’ pursuant to: Art. 1(526) and 1(527) of the Budget Law - *Legge di bilancio* no. 178 of 30 December 2020; art. 1(580) of Law no. 197 of 29 December 2022); and MUR-MEF Decree no. 1224 of 11 September 2023 - financial year 2024;

IN AGREEMENT with the Director-General on the adoption of this *Call*;

HEREBY DECREES AS FOLLOWS:

ART. 1 – PURPOSE

A *Call for applications* is hereby announced to support University of Verona students with a rent reimbursement grant in 2024.

ART. 2 – ELIGIBILITY REQUIREMENTS

This *Call* is open to students enrolled in the academic year 2023/2024 in a Bachelor’s, Master’s and Single cycle/Combined Bachelor+Master’s degree programme, PhD programme, or non-medical postgraduate specialisation programme at the University of Verona, who meet the following requirements:

1. be up-to-date with the payment of tuition fees for the 2023/2024 academic year, i.e. to have paid all the instalments after the first one (if due) by the deadline of this *Call*;

¹ **Please note:** this is a translation of the original document “**Bando per il sostegno al pagamento del canone di locazione a favore delle/degli studentesse/i universitarie/i gennaio - agosto 2024**” in Italian. In case of any divergence of interpretation, the Italian text shall prevail.

2. ISEE \leq €20,000.00 (twenty thousand euros // 00). The applicant's ISEE for University statement, their current ISEE for University statement, or ISEE equivalent statement (*Indicatore Parificato Universitario* or 'ISEE PARIFICATO' for short) will be considered when assessing their eligibility;
3. to have entered, from 1 January 2024 to 19 August 2024, into a rental contract for a residential property located in the Municipality where the relevant degree programme is based;
4. having incurred housing rental expenses in the period from 1 January 2024 to 19 August 2024 in relation to the period from January to August 2024;
5. to be classified as 'non-local student', or be resident in a municipality other than the one where the rented property is located, for the period from 1 January 2024 to 19 August 2024, or for the month(s) for which they are requesting rent support;
6. must not be in receipt of any student support benefits for housing, i.e. any subsidies for housing services, including in the form of financial aid/student grants.

Therefore, **rent reimbursement** cannot be claimed by those who are already in receipt of at least one of the following:

- a scholarship (*borsa per il diritto allo studio universitario*) granted for the 2023/24 academic year as a 'non-local' student, whereby rent reimbursement is only compatible for the month of August 2024;
- a scholarship (*borsa per il diritto allo studio universitario*) granted for the 2023/24 academic year as a 'non-local' student for the last semester, whereby rent reimbursement is only compatible for the months of March to August 2024;
- other grants and reimbursements granted by other public or private housing institutes for the year 2024.

Those who have benefited from a scholarship as 'commuters' or 'local students', therefore without being assigned rent reimbursements, may also participate;

ART. 3 – APPLICATION PROCEDURE

Applicants must submit their application electronically exclusively by completing the relevant application form: "**Domanda Misure a sostegno degli studenti**". Please log into ESSE3 - <https://univr.esse3.cineca.it/Start.do>, using your login details (GIA or SPID login details), then click on: Menù > Iniziative > Iniziative > ISCRITTI 2023/24 - SOSTEGNO CANONE DI LOCAZIONE (YEAR 2024)

The submitted application form will also appear in the student's personal area on ESSE3: this will be regarded as the only proof that the application was submitted. Applicants are therefore advised to check that the application is actually displayed in their personal area.

Applicants MUST upload the following documents as attachments:

- a copy of your rental contract for the property used for residential purposes and its registration - see point a) below;
- all receipts for the payment of rents paid during the period 1 January 2024 – 19 August 2024 - see point b) below for the period January - August 2024, or for the month(s) for which they are requesting rent support;
- a substitutive declaration of certification and/or affidavit regarding the expenses incurred - see point c) below).

Please note that you will be automatically excluded from this Call if any of the above documents are missing.

a) The rental contract must show the following:

- the relevant accommodation must be in the area where the degree programme/course is based;
- there must be a rental fee charged for the accommodation;
- the contract must be in the student's name, or including the student's name in case of

- joint tenancy;
- the contract must be official and legal, signed by both parties and registered at the Italian Revenue Agency (*Agenzia delle Entrate*).

The following must be presented along with the rental contract:

- documentation showing that the rental contract was registered at the Revenue Agency (taking into account any extension, change or end of the lease contract);
- receipt of the annual registration fee. If the lease is under '*cedolare secca*', a copy of the registration receipt is required (a copy of the online registration is acceptable).

For students who pay for rental accommodation in an **ESU student accommodation/residence, student residences, or religious institutes**, the rental contract does not need to be registered, but it must be printed on the institute's letterhead and must include the personal information of the student, clearly stating the start and end date of the rental period, so that the period for which the applicant seeks rent reimbursement can be clearly determined.

b) Receipts accepted as proof of rent payment:

- Expenses for rent must be proven by presenting the invoice/bill or receipt specifically addressed to the applicant, or other documentation (bank transfer) that may prove the payment of the monthly rent, showing:
 - the amount paid and the month for which the rent was paid;
 - that the rent was actually in the name of the applicant.

c) A substitutive declaration of certification and/or affidavit regarding the expenses incurred, see Annexes to this Call, or at: <https://www.univr.it/it/concorsi/studenti/misure-a-sostegno-degli-studenti/0/9342>

In the application, the applicant will also need to:

- declare the month(s) for which they are requesting rent support;
- declare the amount of the rent paid (please only include the rent amount, without any extra expenses such as condo fees, household utilities, internet connection fees, bank transfer payment fees, etc.);
- provide the details of each payment;
- declare the amount of their ISEE for University statement, their 'current ISEE for University statement', or ISEE equivalent statement (Indicatore Parificato Universitario or 'ISEE PARIFICATO' for short) if available; and
- authorise the University of Verona to access the INPS database to retrieve their ISEE statement.

The submitted application may be cancelled and subsequently resubmitted at any time, provided that it is submitted before the deadline of this *Call*.

At the end of the procedure, if the application has been submitted correctly, it will be displayed in the list '*Iniziativa per le quali è già stata presentata domanda*' - *Initiatives for which an application has already been submitted*, and a green dot (= submitted application) will appear next to the relevant application.

Applications submitted by any methods other than those set out in this Article, or after the application deadline, will be rejected.

Students must give timely notice of any changes that occur after the date of submission of the application (transfer to another university, withdrawal from studies, obtaining other incompatible benefits, change of residence or domicile, change of telephone number or e-mail address, etc.) by writing to: benefici@ateneo.univr.it.

ART. 4 – HOW TO REQUEST AN ISEE

a) ISEE for University statement

To request an ISEE for University (or the ‘current ISEE for University statement’), students must complete a Substitutive Declaration (DSU) – which regards information about their family unit and each family member’s income and assets – directly at the “online services” section of the INPS [website](#) or with the help of a Tax Assistance Centre (CAF) or qualified professional. Students will be provided with the ISEE for University statement by the CAF or by the INPS.

The university shall only accept ISEE for University statements relevant to the 2024 solar year, i.e. those requested between 01/01/2024 and the deadline for applications of this Call.

For this purpose, the date marked on the DSU receipt will be the only one to be used, not the date of the ISEE for University statement release, which generally occurs a few days after the DSU submission.

Ordinary ISEE statements and ISEE for University statements requested after the submission of the rent reimbursement application will not be considered.

Students do NOT need to submit a hard copy statement of the ISEE for University statement to the university, since the university has direct access to the INPS database.

Please check that there are no omissions or discrepancies on the ISEE statement, in which case the application will not be accepted, and the rent reimbursement shall not be awarded.

Please note:

For the purpose of rent reimbursement, **if two (or more) students belong to the same family unit**, the ISEE statement must include the following text: “SI APPLICA ALLE PRESTAZIONI AGEVOLATE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO” [*“for the purpose of university bursaries”*] followed by the students’ respective tax ID numbers (**codici fiscali**).

b) ISEE equivalent (‘ISEE parificato’)

- students who do NOT reside in Italy; and
- foreign students residing in Italy who are NOT independent and whose family unit resides abroad

should request an ISEE EQUIVALENT statement (“*Indicatore Parificato Universitario*” or “*ISEE PARIFICATO*” for short).

To obtain the ISEE Equivalent statement, students need to make an appointment at one of the Tax Assistance Centres (CAF) listed at <https://www.univr.it/it/concorsi> > Studenti > Misure a sostegno degli studenti

At the CAF, students must present the documents indicated in the “LIST OF DOCUMENTS TO SUBMIT TO THE CAF TO CALCULATE THE ISEE EQUIVALENT”, which can be viewed at <https://www.univr.it/it/concorsi> > Studenti > Misure a sostegno degli studenti. Without these, the CAF cannot calculate the ISEE equivalent.

The University shall only accept ISEE equivalent statements requested between 01/01/2024 and the deadline for applications of this Call.

ART. 5 – AMOUNT OF FUNDING

The budget limit as regards rent reimbursement support is of 6 million euros. Please note that the per capita amount of the rent support is obtained by dividing the amount of the budget limit by the sum of the beneficiary students in all the Italian public universities. The sum due to each university, corresponding to the product between the per capita amount of the rent support and the number of eligible students for each university, shall be determined by the Ministry of Universities and Research by means of a subsequent provision.

ART. 6 – PUBLICATION OF LISTS OF ELIGIBLE STUDENTS

By 13 September 2024 the University will publish the lists of students eligible to receive rent reimbursement grants.

The lists will be published at: <https://www.univr.it/it/concorsi> > Studenti > Misure a sostegno degli studenti.

Should a student find errors in the list referred to in paragraph 2 above, they must submit the appropriate form (*'modulo di rilievo'*) - downloadable from the University website - **by 20 September 2024 at 1:00 pm**. Any communications received after the aforementioned deadline will not be accepted.

The form must be sent by the student exclusively by one of the following methods: by e-mail to benefici@ateneo.univr.it, exclusively in PDF format from their institutional e-mail address. If they do not have an institutional e-mail address, they will be able to use their own personal e-mail address, attaching a copy of a valid identity document.

ART. 7 – ALLOCATION OF GRANTS

The list of students who are allocated rent reimbursement grants, including the amount of each grant allocated on the basis of Art. 5 above, will be published at: <https://www.univr.it/it/concorsi> > Studenti > Misure a sostegno degli studenti. Please note: this publication will be made only after the Ministry of Universities and Research has adopted the measure, referred to in Art. 5, allocating the funds due to each university.

ART. 8 – PAYMENT OF THE GRANT

In order to enable the payment of the grant, students will need to enter on ESSE3 the details of a bank account for which they are the holder or the co-holder (bank accounts in the name of a third party will not be accepted). Please go to <https://univr.esse3.cineca.it/Start.do> and log in using your username and password, then click on "home - anagrafica" (home - personal details), then go to "dati rimborso" (reimbursement details) section, then click on "modifica dati di rimborso" (change reimbursement details) and enter the required information following the instructions.

Failing to enter your IBAN code in your personal area on ESSE3 will result in the payment of the grant being suspended.

ART. 9 – SELF-CERTIFICATIONS AND CHECKS

Applications for rent reimbursement, to be submitted together with information on the applicant's financial and personal situation, is submitted by the student(s) using a self-certification pursuant to Presidential Decree no. 445 of 28 December 2000.

The University will carry out checks on the applications submitted, even once the grants have been paid to applicants.

The grant will be revoked for anyone falling into the following categories:

- those who have obtained a similar benefit granted by another entity;
- whoever makes false statements (pursuant to Articles 75 and 76 of Presidential Decree. no445/2000).

ART. 10 – INFORMATION ON THE PROCESSING OF PERSONAL DATA

The University of Verona is the Data Controller of personal data provided by those who apply under its *Calls for applications*, in accordance with EU Regulation 2016/679; detailed information on the purposes of the processing, data recipients and the rights of Data Subjects is available on the University's website, at the following link: www.univr.it/en/privacy.

ART. 11 – PROCEDURE OFFICER

Pursuant to Art. 4 of Law no. 241 of 7 August 1990 (“Nuove norme in materia di procedimento amministrativo e di diritto di accesso ai documenti amministrativi” in Italian, “New rules on administrative procedure and right of access to administrative documents”) and subsequent amendments and additions, the Head of the Scholarships and Grants Office (U.O. Diritto allo Studio - Direzione Offerta Formativa, Servizi e Segreterie studenti) - via San Francesco, 22 – 37129 Verona is in charge of the administrative process.

Applicants have the right to exercise their right of access to the documents of the selection process, according to the procedures set out in Law no. 241/90 and subsequent amendments and additions. The application must be submitted to the Public Relations Office (Ufficio Relazioni con il Pubblico), Via dell'Artigliere, 8 - 37129 Verona, by completing the relevant form, which can be downloaded at: <https://www.univr.it/it/altri-contenuti-accesso-civico>.

ART. 12 – CONTACT DETAILS FOR INFORMATION

This *Call for applications* can be downloaded at: <https://www.univr.it/it/concorsi> > Studenti > Misure a sostegno degli studenti (*Student Support initiatives*). Further information and regulations can be requested from the Scholarships and Grants Office (U.O. Diritto allo Studio), <http://www.univr.it/helpdesk> (please log in using your GIA login details) - tel. +39 045/8028001.

THE RECTOR
Prof. Pier Francesco Nocini

This document was signed with a digital signature and registered in the University of Verona protocol system pursuant to Art.s 23-bis and 23-ter et seq. of Legislative Decree no. 82/2005 and subsequent amendments.