

# Application for Financial Aid benefits A guide to the online procedure for A.Y. 2021/2022

# The types of Financial Aid benefits are:

- Regional scholarship
- Student collaborations of 150 hours
- Reduction in tuition fees

## **How to apply for Financial Aid benefits:**

- Obtain an ISEE certificate that applies to the benefits for the right to
  education through the INPS website (under the entry "servizi online") or
  with the help of an authorized centre for tax assistance (CAF). If you are
  an international student or an Italian student living abroad, you must
  obtain an ISEE Parificato through a CAF centre licensed with the
  University;
- Fill in and send the form "Richiesta Agevolazioni" (Benefits Application) which you can find online in your Personal Area on the Ca' Foscari website:
- Enroll in the a.y. 2021/2022 by paying the first instalment of tuition fees within the due deadlines.

Under the entry "Diritto allo studio e tasse » Riepilogo richiesta agevolazioni" of your Personal Area ("Riepilogo richiesta agevolazioni") you can check (highlighted in green colour):

- If the "Richiesta Agevolazioni" has been carried out correctly,
- If the ISEE certification has been imported correctly;
- If you have successfully enrolled in a.y. 2021/2022 by paying the first instalment of tuition fees.

Through this guide, we will show you the correct online procedure to apply for Financial Aid benefits through the "Richiesta Agevolazioni" which you can find in your Personal Area.

Edited by Students Career Office and Financial Aid Office Educational Programmes and Student Services Area



## 1. WHEN

To obtain the Financial Aid benefits you must meet the following deadlines:

# By 30 September 2021

- "Benefit application with scholarship/student collaboration application
- Enrollment in A.Y. 2021/22\* (for all benefits application)
- ISEE issuance

## By 10 December only for reductions in tuition fees

- Enrollment in a.y. 2021/22 (with a late payment penalty of 50€ if you enroll in subsequent years)

By 17 December only for reductions in tuition fees

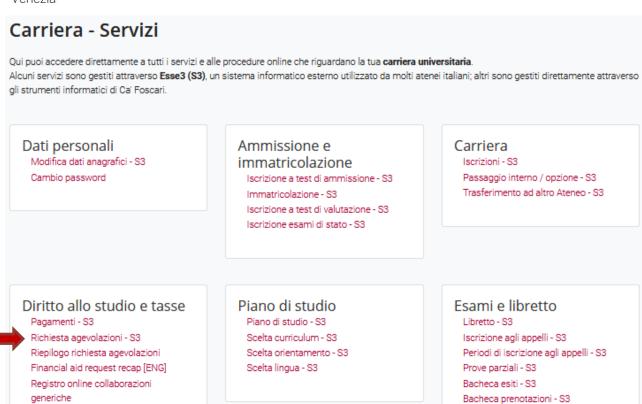
- Benefit application (with late payment penalty of 50€\*\*)
- ISEE issuance (with a late payment penalty of 50€)
- (\*) Students who enroll in the first year of a Master's Degree course can complete the enrollment procedure by 17 December 2021.
- (\*\*) The penalty is not due if you enroll in the first year of a Master's Degree course.

### 2. WHERE

If you have not enrolled at the University yet, you need to apply for the benefits through the following link: <a href="https://esse3.unive.it/auth/Autocertificazioni/Autocertificazione.do">https://esse3.unive.it/auth/Autocertificazioni/Autocertificazione.do</a>

If you have already enrolled at the University, log in to your Personal Area on the Ca' Foscari website <u>www.unive.it</u> and select the item *Richiesta agevolazioni* – S3 in the box "*Diritto allo studio* e *Tasse*" (Financial Aid and Tuition Fees).





# 3. PROCEDURE

Registro online collaborazioni mirate

e tutorato specialistico

3.1 To begin the application for Financial Aid benefits select the button *Inizia compilazione* 

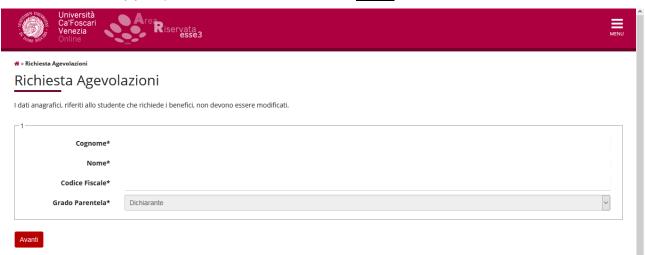


3.2 The number of household members is set to 1 by default: you must not modify it Select the button Prosegui.





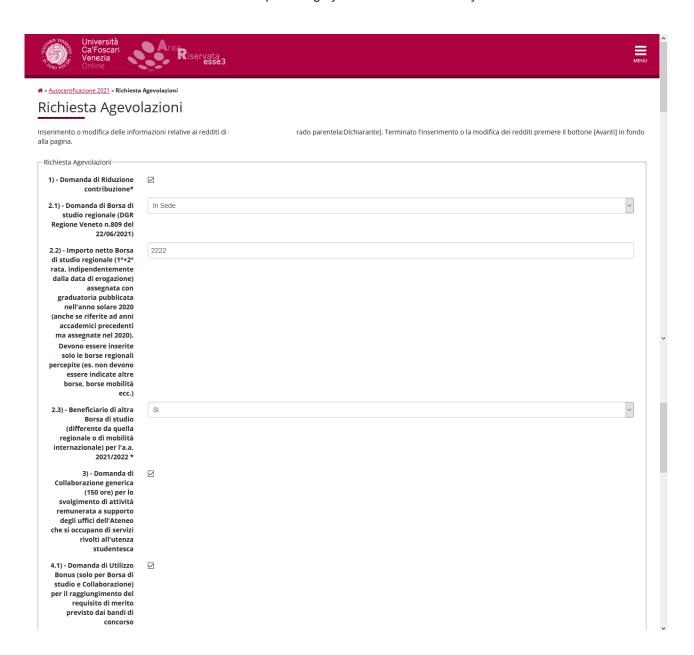
3.3 Do not modify your personal data. Select the button Avanti





- 3.4 Please fill this screen carefully, as it is the most important one:
  - In the first box "Richiesta Agevolazioni", select the benefits you want to apply for:
    - Tuition fees reductions;
    - Regional scholarship for Financial Aid (DGR Regione Veneto n.809 del 22/06/2021) by selecting your status (in sede/in-site – pendolare/commuter - fuori sede/off-site) from the drop-down menu;
    - Student collaborations (150 hours);
  - In the second box "Informazioni particolari" fill in the with the required information only if you withdrew from a previous university career;
  - In the third box "Dichiarazioni", after reading the terms, tick the boxes "dichiara" (declare) and "accetta" (accept);

Notice: if you have been awarded the regional scholarship for a.y. 2020/2021 and you have consequently been shortlisted in the 2021 scholarship rankings you shall NOT insert any amount in the section 2.2.





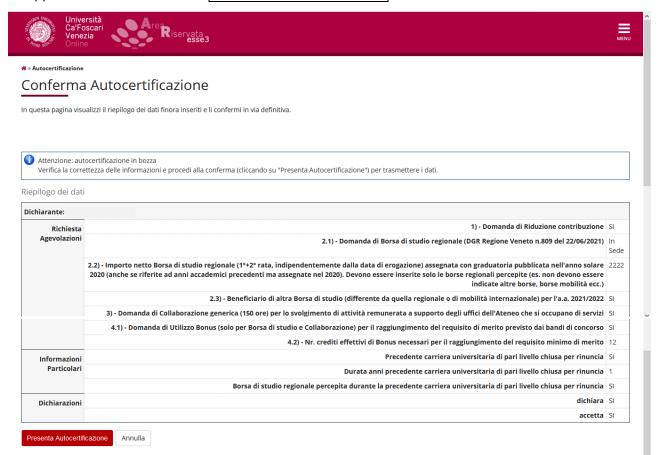
4.2) - Nr. crediti effettivi	12					
di Bonus necessari per il						
raggiungimento del requisito minimo di						
merito						
Informazioni Particolari						
Precedente carriera universitaria di pari						
livello chiusa per rinuncia						
Durata anni precedente	1					
carriera universitaria di pari livello chiusa per rinuncia						
Borsa di studio regionale						
percepita durante la precedente carriera						
universitaria di pari						
livello chiusa per rinuncia						
_ Dichiarazioni						
Lo studente dichiara di:						
- aver preso visione delle norme contenute nelle disposizioni amministrative inerenti la contribuzione universitaria, nel bando per l'assegnazione della Borsa di studio regionale e nel bando per						
l'attività di Collaborazione generica (150 ore), emanati dall'Università Ca' Foscari Venezia per l'anno accademico 2021/2022; - di impegnarsi a comunicare al Settore Diritto allo Studio e Disabilità, entro 15 giorni, qualsiasi evento sopravvenuto successivamente alla presentazione della presente domanda, rilevante ai fini						
dell'erogazione o della revoca della Borsa di studio;						
- di essere consapevole che l'Ateneo trasmetterà tutte le comunicazioni istituzionali, relative alle agevolazioni richieste con la presente procedura, esclusivamente alla casella di posta elettronica [matricola@stud.unive.it] rilasciata in fase di immatricolazione e che ciascuno studente è tenuto ad attivare e consultare periodicamente;						
- di essere consapevole che le dichiarazioni contenute nella presente richiesta e riguardanti qualità, fatti e stati personali, saranno oggetto di verifica da parte delle autorità competenti;						
- di essere consapevole che i dati gestiti ai fini della presente richiesta saranno trattati dalle amministrazioni interessate per le finalità inerenti ai compiti istituzionali e che potranno inoltre essere comunicati alle amministrazioni pubbliche in base a norme di legge o regolamentari o comunque nel caso in cui ciò sia necessario per lo svolgimento delle attività istituzionali;						
- di attivare, come unica modalità per l'accredito delle eventuali somme (rimborso delle tasse universitarie, borsa di studio, collaborazione) la CartaConto di Ca' Foscari emessa da Gruppo Crédit						
	evimento della stessa e di essere consapevole che nel caso di mancata attivazione decadrà dal diritto di ricevere le suddette; Settore Diritto allo Studio e Disabilità, entro il termine del 29/10/2021 (oppure del 30/11/2021 per tutti gli immatricolati ai corsi di laurea magistrale e per gli					
immatricolati al corsi di laurea in possesso di cittadinanza extra-UE), il form on line "Upload contratto di locazione per fuori sede" - secondo quanto previsto dall'art.5 del bando di concorso per						
l'assegnazione della Borsa di studio regionale dell'a.a. 2021/2022 - qualora la domanda sia presentata da "fuori sede"; la mancata compilazione del form on line e caricamento del contratto comporta la rideterminazione d'ufficio dello status da fuori sede a pendolare.						
dichiara*						
Lo studente:						
- dichiara di essere consapevole che le richieste inoltrate con tale procedura informatica avranno effetto esclusivamente a seguito del rilascio dell'attestazione "ISEE per le prestazioni agevolate						
per il diritto allo studio universitario" che dovrà essere richiesta entro le scadenze previste dalle disposizioni amministrative e dei bandi emanati dall'Università Ca' Foscari Venezia; - dichiara di essere consapevole che l'attestazione ISEE deve riportare la nota che la stessa si applica alle prestazioni agevolate per il diritto allo studio universitario in favore di ciascuno studente;						
- dichiara di essere consapevole che l'attestazione ISEE non deve riportare omissioni/difformità; in caso le riporti, queste devono essere sanate con la richiesta di una nuova attestazione ISEE entro						
le scadenze previste per i singoli benefici; - conferisce mandato all'Università Ca' Foscari Venezia ad acquisire dall'INPS tutte le informazioni contenute nell'attestazione ISEE.						
accetta*						
222660						

Avanti

At the end of the procedure, select the button Avanti.



3.5 In this screen you will see a recap of the submitted requests. In order to confirm your Financial Aid application select the button Presenta Autocertificazione.



#### How to read the summary of your application:

The above screen is just an example to explain the meaning of every item. According to this screen the students:

- 1) Have applied for a reduction in tuition fees;
- 2.1) Have applied for the Regional Scholarship as an in-site student;
- 2.2) Have inserted in the box the amount of 2.222 Euro which corresponds to the amount of the scholarship they had been granted in the previous calendar (if you have not obtained a regional scholarship with allocation ranking released in calendar year 2021 you must insert 0).
- 2.3) Have selected *SI* because they have been awarded other scholarships (different from the regional scholarship or international mobility scholarship). Notice that in this case you may not be able to apply for the regional scholarship.
- 3) Have applied for *Generic Collaborations (150 hours)*. Students can apply for this benefit only from the second year of their academic career onwards;
- 4.1) Have requested to use *bonus credits* to reach the minimum merit requirement for the scholarship application (for further information please see the Call for Scholarship, art. 8 or the Call for Student Collaborations, art. 5);
- 4.2) Have requested to use *12 bonus credits* that, in addition to the credits obtained by 10 August 2021 allow them to reach the minimum merit requirement to apply for the Regional Scholarship Call and for the Generic Collaborations Call.

Withdrawal from previous academic career SI

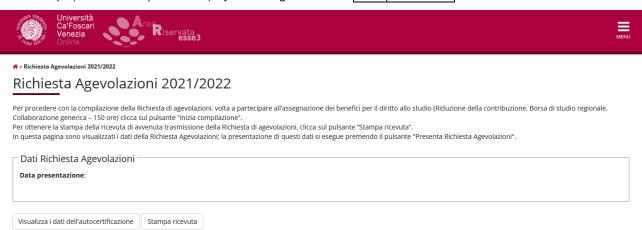
3.6 Select the button OK to continue with the procedure





3.7 You have completed your benefit application.

Select the button Visualizza i dati dell'autocertificazione to check your application data, you can also print a receipt (or save it in pdf format) by selecting the button Stampa ricevuta.



3.8 The management information system will send to all the enrolled students the receipt of their completed application (which they have printed following the instructions at point 7) to their university email address matriculationnumber@stud.unive.it.

We highly recommend that students print and keep the receipt as a proof they have completed their benefit application.



# 4. APPLICATION SUMMARY AND VERIFICATION OF ISEE TRANSMISSION

In the box "Diritto allo studio e tasse" of your reserved area, section: "Riepilogo richiesta agevolazioni" you can check the if your benefit application has been transmitted correctly, if your ISEE has been imported and if you successfully enrolled in a.y. 2021/2022, as in the following example:



After three days from the submission of the benefit application, or after three days from your ISEE certification issuance (if it has been issued after the transmission of the benefit application) we recommend that students check if a green mark has appeared: the green mark means that your ISEE certification valid for the benefits for the right to education has been imported correctly from the INPS website. Otherwise, please check if your ISEE certification applies to the benefits for the right to education in your favour and that there are no omissions/non-conformities flagged by the Revenue Agency.

In the aforementioned cases please contact the CAF office to have a new and correct ISEE issued. If your ISEE certification is correct but has not been imported yet you can contact the Financial Aid and Disability Office (dirittoallostudio@unive.it) to report that your ISEE has not been imported.

If you are enrolled in a course from second year onwards please remember that you must enroll in a.y. 2021/2022 by paying the first instalment by 30 September or by 10 December with late payment penalty charge.

If you do not see the first instalment invoice in your reserved area please contact the Financial Aid and Disability Office (dirittoallostudio@unive.it): they will check your situation and proceed to issue the invoice.



# 5. CHECKLIST AND DEADLINES SUMMARY



- ISEE request
- Scholarship application (1)
- Benefits application
- Payment of first instalment (2)

#### Note

- (1) Students who are going to enroll in a Master's Degree course in the November-December timeframe must submit their scholarship application through the benefit application by 30 September 2021.
- (2) Except for enrollment calls for limited admission courses whose deadlines are set before 30 September 2021, the deadline for students enrolling in the first year of a Master's Degree course can be postponed until 17 December 2021.

## By 10 December 2021 (with late payment penalty)

Payment of first instalment (valid only for tuition fees reductions)

## By 17 December 2021 (with late payment penalty)

ISEE request (with a penalty of 50€ if you submit the request between 1st October 2021 and 17 December 2021; the ISEE will be considered only for the purposes of tuition fees reductions)

Benefits application (valid only for tuition fees reductions, not for regional scholarship and student collaborations)

Payment of first instalment (only for students enrolling in the first year of a Master's Degree course)

	е	Master's Degree								
	1°, 2° e 3° year and 1° subsequent year <sup>(1)</sup>		from 2° subsequent year		1°, 2° and 1° subsequent year <sup>(2)</sup>		from 2° subsequent year			
Scholarship										
- web application	30/9				30/9					
- ISEE submission	30/9	30/11 <sup>(3)</sup>			30/9	30/11 <sup>(3)</sup>				
- 1st Instalment Payment	30/9				30/9	17/12 <sup>(4)</sup>				
Fees reductions										
- web application	30/09	17/12 <sup>(5)</sup>	30/09	17/12 <sup>(5)</sup>	30/09	17/12 (5)(6)	30/09	17/12 <sup>(5)</sup>		
- ISEE submission	30/09	17/12 <sup>(5)</sup>	30/09	17/12 <sup>(5)</sup>	30/09	17/12 (5)(6)	30/09	17/12 <sup>(5)</sup>		
- 1st instalment payment	30/09 <sup>(7)</sup>	10/12 (8)(9)	30/09	10/12 (9)	30/09(8)	10/12 (8)(9)	30/09	10/12 (9)		

<sup>[1]</sup> It is possible to apply for the seventh semester;

<sup>[2]</sup> It is possible to apply for the fifth semester;

<sup>[3]</sup> Students with extra-EU citizenship enrolled in Bachelor's Degree and students enrolled to the first year of Master's Degree can submit the ISEE certification by 30 November 2021

<sup>[4]</sup> Only for students enrolled in their first year;

<sup>[5]</sup> with a late payment penalty of 50€. If students submit both the benefit application and the ISEE certification through the online procedure from 1 October 2021 to 17 December 2021, they will be charged only one penalty

<sup>[6]</sup> Students enrolling in their first year do not pay the 50€ penalty;

<sup>[7]</sup> Check if there are early deadlines for limited admission courses;

<sup>[8]</sup> First year students must enroll within the deadlines estabilished for their enrollment;



[9] Payments between 1 October – 30 October will be charged a 50€ penalty, payments bewteen 31 October -10 December will be charged a 100€

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# 6. INCOMPLETE APPLICATION

If you visualized the application or if you have started to fill in the application but you have not completed the procedure and you cannot do it now, you can submit a report (within the due deadlines) to the Financial Aid and Disability (dirittoallostudio@unive.it): the office will cancel your incomplete application and you will be able to fillit in again.

# 7. REQUEST FOR DATA CHANGES

You cannot change your data after submitting the benefit application.

If you need to modify the entries you must submit a request within the due deadlines from your university email address to the Financial Aid and Disability Office (dirittoallostudio@unive.it): the office will proceed with the required changes.