

**rectoral decree**

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**Call for applications for subsidies in the payment of off-site students' rent.  
Academic year 2022-2023.**

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**ADSS/dmbpl/dir-stu/gg**

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**The rector**

**given** Università luav di Venezia regulation;

**given** Law Decree no. 241/1990 as subsequently amended and supplemented

**given** Presidential Decree no. 445/2000

**given** Law Decree no. 196/2003 "Personal data protection code"

**given** EU regulation 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data;

**given** luav University regulation for the protection and processing of personal data issued by Rectoral Decree 700/2021;

**given** article 1, paragraph 526 of Law No. 178 of 30 December 2020;

**given** article 1, paragraph 580 of Law No. 197 of 29 December 2022;

**in view** of the Ministerial note on the allocation of the contribution for housing costs incurred by off-site students for the year 2023, inviting universities to publish, by 10 July 2023, a call for applications to identify beneficiaries;

**decrees** Università luav di Venezia regulates the subsidy in the payment of 2023 rental fees of off-site students with the following call for applications, in order to assign the benefit according to the following articles.

**Art. 1 – Admission requirements**

Students enrolled in Bachelor's and Master's degree programmes, Specialisation School and PhD programmes in a.y. 2022-2023 and in good standing with tuition fees, may apply for this call for applications if:

**-have a valid I.S.E.E. 2023, I.S.E.E. Corrente 2023 or I.S.E.E. Parificato 2023** for the Right to the Higher Education without discrepancies and **not exceeding 20.000,00 €**.

**During the year 2023:**

-have signed a rental contract for an accommodation located in a Municipality other than the student's place of residence

-being duly enrolled during the months of rent for which the student asks for reimbursement;

**Students must not have been beneficiaries of similar benefits for housing services** also in the form of financial contribution/scholarship. **Such benefit is not compatible with:**

-regional scholarship as off-site student awarded by University for **a.y. 2022-2023**

- any other accommodation-related benefits and reimbursements provided by public or private bodies for 2023.

Students awarded with regional scholarship as on-site or commuter students for a.y. 2022-2023 are allowed to apply for the benefit.

We invite students to check the requirements before applying.

## Art. 2 – Application procedures

Students must submit the request and required **documentation no later than 12 am on Wednesday August 9th, 2023.**

The application is correctly submitted when these **two steps** are fulfilled:

- a. sending of **attachment A** (application form) by pec (ufficio.protocollo@pec.iuav.it), fax (fax number 041-2571877), or by hand, to the Servizio archivio di Ateneo e flussi documentali (Ufficio Protocollo), S. Croce n. 191 - 30135 Venezia, open Monday to Friday from 09.00 to 13.00 and on Thursdays also from 14.30 to 16.30.
- b. filling in the dedicated form, that can be reached at the following link: <https://www.iuav.it/studenti/quanto-si-/Diritto-al/Bando-per-/index.htm>

It is necessary to fill in all the fields of the form and attach the following documents:

- full copy of the rental contract and its registration (or eventual takeover/extension/renewal) or copy of the accommodation contract at residences, University colleges and religious institutions managed by ESU;
- receipts of the monthly instalments paid by the student in 2023;
- copy of ID document
- attachment B: 2023 rent's subsidies tax form

RENTAL CONTRACT must meet the following requirements:

- must refer to an accommodation unit, or a portion of it, for residential use, not owned by a member of student's family unit, located in a Municipality other than the one where student resides;
  - it must be against payment;
  - it must be edited according to Law no.431 of December 9<sup>th</sup>, 1998 and following additions;
  - student requiring the benefit must be the person nominated in the contract;
  - in accordance to law, it has to be signed by both parties and registered by Agenzia delle Entrate;
- Together with the rental contract students must submit:

- copy of registration to Agenzia delle Entrate (even in the case of takeover, extension, renewal);
- Students staying at residences, University colleges and religious institutions managed by ESU do not have to submit the copy of registration to Agenzia delle Entrate. Rental contract has to be made on body's headed paper and shall include student's personal details, rental fee, start and end date of accommodation.

ALLOWED RENT PAYMENTS RECEIPTS:

Tax receipts, invoices, bank transfer confirmations clearly indicating the amount paid and the reference to the student. When filling the form in, the student must indicate the reimbursement amount requested.

At the end of procedure it will be possible to view the confirmation of the submission of application.

ISEE

Student must get from INPS a valid I.S.E.E. 2023, I.S.E.E. Corrente 2023 or, in case of foreign income, I.S.E.E. Parificato 2023(obtainable from IUAV's partner CAF) for the Right to the Higher Education without discrepancies.

For this purpose, I.S.E.E. 2023 can be requested from January 1<sup>st</sup>, 2023 to the expiry date of this call for applications.

Applications will be verified from diritto allo studio service after August 9<sup>th</sup>, 2023.

Applications will not be considered when:

- filled incorrectly or not accompanied by aforementioned documentation;
- submitted later than 12 am on August 9<sup>th</sup>, 2023;

**Art.3 – Available resources**

The Ministry of University and Research, with Directional Decree, identifies the amounts granted to students, according to available resources and total number of eligible students communicated by Universities. The total amount of available resources and expenditure ceiling for 2023 is 4 millions of euro.

The allocation of subsidies is subject to the deductions and charges required by law. The University will issue the certification for the purposes of the income tax return or ISEE.

**Art.4 - Benefit allocation**

Rankings will be published by September 30<sup>th</sup> at <https://www.iuav.it/studenti/quanto-si-/Diritto-al/Bando-per-/index.htm> webpage.

Subsidy's allocation is subject to deduction and burden required by Law. University will issue Certificazione Unica for tax return purposes or I.S.E.E. declaration.

Diritto allo studio Service will contact eligible students through their institutional emails (matricola@stud.iuav.it). Reimbursement amount will be paid on IUAV Card or on the bank account indicated by student on his/her personal web area, under "dati amministrativi-rimborsi" section.

**Art. 5 – Verifications**

Application is submitted by student making use of self-declaration, in accordance with Presidential Decree no.445 of December 28<sup>th</sup>, 2000.

Candidates must keep the original submitted documentation until December 31<sup>st</sup>, 2028.

Candidates may be required to show original documents to establish the veracity of declared information or to correct minor errors. Failure to submit original documentation or submission of an irregular document entails the loss of the right to reimbursement.

Verifications may be carried on after the payment of the benefit and with the help of Customs Corps.

Student must report any event, occurred after the submission of application, relevant for the purposes of allocation or revocation of the benefit.

The revocation of the benefit applies to:

- students who are awarded a similar benefit provided by other bodies;
- students providing false statements (pursuant to articles 75 and 76 of Presidential Decree no.445 of December 28<sup>th</sup>, 2000)

**Art. 6 – Person responsible for the procedure**

In accordance with the provisions of Art. 5 of Law 241 of August 7<sup>th</sup>, 1990, the person responsible for the procedure covered by this call for applications is Lucia Basile, head of Education and Students Services Area.

**Art. 7 – Other information**

The present notice is published on University's Official Notice Board and on Università Iuav di Venezia's website <http://www.iuav.it/studenti/quanto-si-/Diritto-al/Borse-di-s/index.htm>

For any other information regarding the notice and subsidy's allocation procedure, please contact Diritto allo studio Service by phone at 041 257.1168/1247 or email at [diritto.studio@iuav.it](mailto:diritto.studio@iuav.it)

For any matters not specifically covered by the notice, refer to the current concerning legislation in force.

The rector  
**Benno Albrecht**