

GUIDE TO APPLICATION

Announcements

A.Y. 2014/2015

Contacts with the Authority

The application notices can be consulted and downloaded on the website www.er-go.it.
The competition benefits can be applied for on-line only by the website www.er-go.it.
For specific information the call centre is open every day, from Monday to Friday, from 9,30 to 16,30

Call Center
tel. 051/6436900

ER.GO RISPONDE (ER.GO REPLIES). this service is chiefly for students who contact us for the first time..

The service provides summaries of information about the methods of access and management of the benefits/services. It does not substitute the careful reading of the Announcement.

Starting from it, you may as well ask for further information by **SCRIVICI (WRITE TO US) !** service.

Live Assistance! Online chat service, available from our website, for simple and quick question-answering, from 10,00 to 12,00

DOSSIER STUDENTE (STUDENT FILE).

This service is for those students who have already applied for benefits.

To access the student file, connect to the www.er-go.it and then to "dossier studente", and use the same credentials used for the on-line application.

the service is available from tablet and mobile also, using the optimized release, accessing through:

<https://servizionline.er-go.it/dossier/mobile>.

"Dossier studente" is your personal file taking you during your career.

In Dossier, for each academic year, you can:

- See the benefits applied for and print a full copy of the application
- See the ranking lists
- See the allocation status of the benefits applied for
- See the grades/achievement data certified by the University
- Access ER.GO news of interest for your position
- Send an IBAN and see remittance advice related to the education Grant and other economic benefits provided by ER.GO.
- Send documents to er-go: they will be filed here available for consultation
- See the "account" (debt and credit position with Er-go)
- See all communication sent by us

All the correspondence between the Authority and the students (including anything regarding loss

of requirements, check procedures, etc.), will take place through the student file, which will have official value to all extents and purposes, instead of postal correspondence.

info@postacert.er-go.it

Certified electronic mail (PEC) allows traceable, secure correspondence to be exchanged with ER.GO.

To use it, you need a certified electronic mailbox, which is easy to obtain.

- It is a free service that can be activated through a simple request on www.postacertificata.gov.it;
- Once you have provided this address in the on-line benefits application, the PEC completely replaces the “registered post with return receipt” specified in the some stages of the application notices sending the rental agreement, *a.s.o....*) and allows formal replies, documents and correspondence to be received from ER.GO.

It is NOT intended for information purposes

As regards what not specified in this Guide, please read the Announcements

CONTENTS

1. Benefits
2. Who can apply
3. Necessary conditions for accessing the benefits
4. How to apply
5. When to apply
6. Ranking lists
7. Education grants
8. Education grants for students resident distant from the University, enrolled to University of Modena
9. Conditions of students resident distant from the University, resident near the University and commuters
10. Economic requirements
11. Achievement requirements
12. Residential services
13. Facilitated access to the catering service
14. Contributions for international mobility
15. Special interventions
16. Foreign students

Annex: the self-certification of domicile

1. Benefits

To access the following benefits you must apply:

Benefits	Benefit Manager
Education Grant	ER.GO
Residential service	ER.GO
Contributions for taking part in international mobility programmes (not for first year students)	ER.GO
Facilitated access to the catering service	ER.GO
Assistance for disabled students	ER.GO
Special assistance (not for first year students)	ER.GO
Total exemption from university fees and contributions	Universities and higher art and music institutes; Total exemption from fees is associated with eligibility for an education Grant
Total and partial exemption from university fees and contributions “Top Student”	ER.GO collects and e sizes up applications for Modena and Reggio Emilia University

Total and partial exemption from university fees and contributions for disabled students with certified invalidity	University; ER.GO accepts and evaluates applications for the University Modena and Reggio Emilia
Bands of reduced university fees and contributions	University; ER.GO accepts and evaluates applications for the University of Bologna and the University of Modena and Reggio Emilia
Paid/part-time student work (not for first year students)	University; ER.GO accepts and evaluates applications for the University of Bologna and the University of Modena and Reggio Emilia
Education allowances (vouchers)	ER.GO
Contributions for taking part in academic-training/professional courses in Italy and abroad connected with specific regional development objectives	ER.GO

2. Who can apply

All students at the Universities, Higher Art and Music Institutes and University-level Higher Education Institutes located in Emilia Romagna, regardless of which country or region they come from, enrolled for the A. Y. 2014/2015 for:

- > Degree courses
- > Specialist degree courses
- > Single-cycle specialist degree courses
- > Master degree courses
- > Single-cycle master degree courses
- > Degree courses with former regulations (only Primary Education Science at Bologna)
- > Professional specialisation courses (legal professions area), Specialisation school in Public Administration Studies : Other *post-lauream* Specialisation Courses and TFA (Active Educational Training) under Clause 15 DM 10/09/2010 n. 249, are excluded.
- > First and second level, (traditional ones: only in Accademia delle Belle Arti di Bologna) and specialisation academic diplomas at the Higher Art and Music Institutes (A.F.A.M.) and the University-level Higher Education Institutes.

3. Requirements for accessing the benefits

The economic conditions of the family unit)

Students, whose family produces incomes, and owns assets, abroad from Italy, must declare in the online application form, all incomes and assets as produced and owned in 2012 by their family, and then send, together with the form printout, all the consequent documents, as explained further. (See § 15)

To access the ER.GO services, the economic condition should not overtake two indicators (so-called ISEE and ISPE), which must not exceed the following maximum values respectively:

Benefits	ISEE Threshold	ISPE Threshold
Education Grant	€ 19,152.97	€ 32,320.64
Residential services with facilitated access	€ 19,152.97	€ 32,320.64
International mobility grants	€19,152.97	€ 32,320.64
Special assistance	€ 19,152.97	€ 32,320.64
Facilitated access to catering services	€ 24,126.80	€ 40,713.99
Assistance for disabled students (help for the person and contributions)	€ 24,126.80	€ 40,713.99
Grants (vouchers) for accessing and attending Masters, higher education courses and specialisation courses abroad	€ 35,000.00	€ 58,000.00

Contributions for taking part in training/professional academic courses connected with specific regional development objectives	€ 35,000.00	€ 58,000.00
Fiduciary loans	€ 37.500,00	€ 62.000,00

- **Achievement** In the first year, unlike later years, students can access education grants by their economic conditions only. All students, in the first year and later years, must reach a certain level of achievement over the academic year, in order to maintain the education Grant and not to pay back the first instalment received.

- **Enrollment** at the University, at the Higher Art And Music Institutes and the San Pellegrino College for Linguistic Mediators in Misano Adriatico must be done within **the deadlines stated in General Rules, Clause 10, to be eligible to benefits.**

- **Applications** must be made within the deadlines indicated in the paragraph **When to apply.**

4. How to apply

To apply for benefits there is no need to enrol in advance at the **University, at the Higher Art And Music Institutes and the San Pellegrino College for Linguistic Mediators in Misano Adriatico**. Students must enrol at the University by the deadlines stated **in General Rules, Clause 10, to be eligible to benefits.**

To apply, you must submit original and legalized documentation of your family unit's composition, and about incomes and assets of each of its members of legal age, as established in following rules herein.

As to the achievement requirements, for students enrolling **in a subsequent year** at the Universities, the university credits obtained according to the University archives will be stated in the application, as recorded within 10.08.2014.

Students will be able to add any more credits obtained **within august 10th 2014**, , which might have not been recorded yet (*e.g.* ERASMUS exams) by following the directions included in the form.

This information will be sent to the Universities at the same time for the necessary checks.

The application can only be made online on the website www.er-go.it or at the CAFs (Tax Assistance Centres) recognised by the Authority (see their complete list on the website www.er-go.it: "elenchi CAF"), who will fill it in and send it to ER.GO.

but they are nevertheless compelled to send the documentation about family within the fixed deadline.

Students who do not use the CAFs for their application:

- if they had indicated a PEC (certified electronic mail) address in the online application, they will receive an email from ER.GO containing the **confirmed application**: 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 set in the following Chapter 5;

- if they did not indicate a PEC (certified electronic mail) address in the online application, they will receive an SMS (OR an e-mail, hadn't they have indicated a mobile number) containing a personal PIN code.

The application will not be considered finalized until the student enters the PIN, in the online application, using the same credentials he/she used for application, within the deadlines set in the following Chapter 5; The finalized application, containing the PIN code and regularly referenced, will be available and downloadable from DOSSIER STUDENTE directly from the student, and stored in dedicated file ensuring its entirety and security ,

These rules are not intended for those who apply by a CAF recognised by the Authority, which will look after finalizing the application by themselves.

Sending correspondence to ER.GO's PEC address info@postacert.er-go.it. is possible from a PEC account only

It is easy to obtain a PEC address. It is a free service that can be activated through a simple request on www.postacertificata.gov.it.

Important recommendations for completing the application:

- Do not contact the CAFs during the last few days before the application deadlines, as the high concentration of connections might slow down access to the site;
- Students enrolled for subsequent years are advised to get hold of their exam certificate, once the summer exam session has finished, before completing the application;
- For more efficient communication with ER.GO, you:
 - must indicate a common email address;
 - should better indicate a mobile phone number (this is fundamental to receive the PIN code to finalize the application after the online confirmation; a text message information service is also activated:).

In the form you can also indicate a Certified Electronic Mail (PEC) address. Certified electronic mail messages have the same value as registered post with return receipt.

d) Once the application has been completed you should confirm the data entered. Only then will the application be correctly sent to ER.GO. Upon confirmation, you will receive an email notification of the application being completed and, in case you have applied autonomously (as to say: not by a CAF) you will then be able to finalize by PEC or by PIN, as above indicated.

5. When to apply

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

benefit	compilation of the online application	Finalizing by PEC or PIN
Education Grant and fee exemption for:- first year students and subsequent years of all courses	Within 25 September 2014	Within 29 September 2014
Facilitated access to the catering service for: - first year students and subsequent years of all courses	Within 25 September 2014	Within 29 September 2014
Tuition fees exempt/reduction TOP STUDENT <i>University of Modena and Reggio Emilia</i> - first year students of 3-years-cycle and 5/6-single-cycle Degrees	Within 6 November 2014	Within 12 November 2014
Tuition fees exempt/reduction TOP STUDENT <i>University of Modena and Reggio Emilia</i> - first year students of 2 -years-cycle master Degrees	Within 8 January 2015	Within 13 January 2015
reduced university fees and contributions	University of Bologna: Within 25 September 2014 University of Modena and Reggio Emilia: within 6 November 2014	University of Bologna Within 29 September 2014 University of Modena and Reggio Emilia: within 12 November 2014
Lodgings (*) for: Students enrolled in subsequent years of all the degree courses - specialist and master first year students - specialisation courses and S.P.I.S.A.. first and second years	within 7 August 2014	within 8 August 2014
- Lodgings for first year students of degree courses, and single-cycle master degrees AND FIRST ranking list in Modena	within 26 August 2014	within 27 August 2014
Lodgings for first year students of degree courses, and single-cycle	Within 25 September 2014	Within 29 September 2014

master degrees - Second ranking list in Modena		
Contribution for international mobility	Within 25 September 2014	Within 29 September 2014
Paid part-time student work University of Bologna, and University of Modena and Reggio Emilia	Within 25 September 2014	Within 29 September 2014
Fee exemption for disabled students	University of Modena and Reggio Emilia: within 6 November 2014	University of Modena and Reggio Emilia: within 12 November 2014
Tutoring work accompanying disabled students	University of Modena and Reggio Emilia: Within 25 September 2014	University of Modena and Reggio Emilia: Within 29 September 2014
Availability for voluntary work	within 26 August 2014	within 27 August 2014
Personal help service for disabled students	downloadable online form within 26 August 2013	within 27 August 2014 , Signed printout
Self-certification of address	within 20 October 2014- (**)	Not necessary
Contract relative to self-certified address		within 26 January 2015
Special contributions	downloadable on-line form	From 10 November 2014 to 29 may 2015 ,
Contributions for disabled students	downloadable on-line form	From 7 January 2015 to 11 February 2015
Education allowances (vouchers)	downloadable on-line form	From 12 September to 3 December 2014 . In the event of a renewal of the Announcement, within 30 April 2015
Contributions for taking part in academic-training/professional courses in Italy and abroad connected with specific regional development objectives	downloadable on-line form	From 12 September to 3 December 2014 ; In the event of a renewal of the Announcement, within 30 April 2015
Fiduciary Loans	downloadable on-line form	Within 22 September 2014 In the event of a renewal of the Announcement, (n° of eligibilities minus to available loans) within 9 December 2014 ; In the event of further renewal,) 9 march 2015

(*) Even if applied as “special assistance”

(**) For students eligible in Lodging Ranking lists but not assignee within 15 Oct 2013, this stars from 16 October to 30 October

6. Ranking Lists

All the ranking lists are published on the website www.er-go.it.

Service	Temporary ranking lists	Pre-definitive ranking lists
Lodgings: - Students enrolled in subsequent years of all the degree courses - first year students specialist and master first year students – -first and second year specialisation courses and S.P.I.S.A.	26 August 2014	9 September 2014
- Lodgings: first year students of degree courses, and single-cycle master degrees AND FIRST ranking list in Modena: ((applications from	2 September 2014	16 September 2014

15/07/2014 al 26/08/2014)		
Lodgings: - first year students of degree courses, and single-cycle master degrees ONLY SECOND ranking list in Modena:(applications from 27/08/2014 al 25/09/2014)	30 September 2014	9 October 2014
Education grants	30 October 2014	11 December 2014
Bands of reduced university fees and contributions	<i>University of Bologna: see ER.GO Announcement for Bologna site University of Modena and Reggio Emilia: 27 November 2013</i>	<i>University of Bologna: see ER.GO Announcement for Bologna site; University of Modena and Reggio Emilia: 15 January 2014 (definitive lists for this benefit)</i>
Tuition fees exempt/reduction TOP STUDENT <i>University of Modena and Reggio Emilia:</i>	15 January 2015	12 February 2015

Such dates may vary depending on the number of applications received.
For other benefits see the specific paragraphs and respective **announcements**.

7. Education grants

The minimum number of education grants that ER.GO undertakes to pay for the A.Y. 2014/2015 is 7,995. The amount of the education Grant goes from a maximum of € 5,192.56 to a minimum of € 1,342.53 and varies according to the economic conditions of the family unit and the place where the student is resident. Students can apply for a part of the education Grant be converted into credit for the catering service. In this case ER.GO will add a 50% extra amount.

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

Grant 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

The value of the education Grant is defined on the basis of the ISEE value and whether the student is a resident distant from the university (“fuori sede”), near university (“in sede”) or a commuter, (“pendolare”), as follows:

ISEE value intervals	Students Resident distant from the University	Commuters	Students Resident near the University
Up to € 12.713,21	€ 5.192,56	€ 2,983.88	€ 2,195,11
from € 12,713.22 to €. 15,386.29	€ 3,882,83	€ 2,360.89	€ 1,768.83
From € 15,386.30 to € 19,152.97	€ 2,751.88	€ 1,736.93	€ 1,342.53

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

The education Grant will be paid in two instalments: the first instalment by 31/12/2014 to students who will result, by 17/11/2014 as already regularly enrolled at the University for the A.Y. 2014/2015.

The second instalment is paid after achieving the credits indicated in tables 1 (for first year students) and 4 (for students enrolled to subsequent years) of the **Announcement**.

ER.GO checks the achievement directly from the University database.

8. Education Grant for students resident distant from the University enrolled at Modena

Recipients of the rules herein are the students resident distant from the University (as to say: not residents in “Comuni” as in Tab. 6 and 7 annexed to the Announcement), enrolled at Modena, eligible in ranking lists for Grants and Lodgings, belonging to these categories

- a) already assignees of a lodging Er-go in a.y. 2013-14
- b) enrolled from a.y. 2014/2015 in a 3-years-cycle Degree or a single-cycle master degree
- c) enrolled to a subsequent year and applying an Ergo lodging

Students as above points a) and b) are automatically considered as applying for a lodging if applying for a Grant, and viceversa

The amount of the Grant is composed by an amount in money and an amount representing the value of the lodging and catering, and is established as in the following chart, according to the economic condition of student’s family (virtual ISEE):

virtual ISEE ranges	Amount of the grant for students enrolled within the normal span of their course
<i>Up to € 12.713,21</i>	<i>€ 2.192,56 in money + € 2.400,00 value of free lodging + € 600 for catering Total value: € 5.192,56</i>
<i>From € 12.713,22 to € 15.386,29</i>	<i>€ 1.768,83 in money + € 2.400,00 value of free lodging + € 480 for catering Total value of : € 4.648,83</i>
<i>da € 15.386,30 a € 19.152,97</i>	<i>€ 1.342,53 in money + € 2.400,00 value of free lodging + € 360 for catering Total value: € 4.102,53</i>

ALERT: Grant amounts for students enrolled in “further semester” are indicated in the Announcement for Education Grants, Modena and Reggio Emilia, Clause 1.

Grant amounts for students resident distant from the University (as to say: not residents in “Comuni” as in Tab. 6 and 7 annexed to the Announcement), enrolled at Modena, not applying for a lodge in a.y. 2014-15, are stated in Clauses 2, 5, 6 of the Announcement for Education Grants, Modena and Reggio Emilia.

For students as above points a) and b) and c):

The money share for students recipient of a Grant shall not overtake the amount as in previous chart, even in the event of their renouncement of lodging and/or catering, or in the event of revoking the lodging because of breach of General Rules for University Residence.

In the lack of supply of the money grant, because lack of funds, students keep the right to the free services, as in the previous chart, and according to their economic range.

Only in case of unavailability of lodging in Er-go Residences the amount of the Grant is defined as in Clauses 2, 5, 6 of the Announcement for Education Grants, Modena and Reggio Emilia.

Free lodging service consists in being assigned a bedplace for 11 months, (included Christmas holidays, if applied for, and included subsized fee for summer, if applied for) in one of ER.GO Residences in the city of Modena; it is established as representing a value of €. 2.400,00 for regularly enrolled student.

To settle in the lodging, eligible students, should they be newcomers or not, will not required to pay any amount as “pre-confirmation”: they will follow directions as in Clause 12 of the Announcement for Lodgings.

Lodgings will be initially assigned in the new Residence “Campus” (which is the same which will be stay open during the closing time of the other ones) and, in the only case of depletion of available bedplaces, preferences stated in the application form will be taken into account.

Free catering consists in the possibility of having a certain number of free meals, up to the value as indicated in the above Chart. (€ 600, € 480 and € 360 according to own’s virtual ISEE range); eligible students will be given meal vouchers.

in the event of renouncement of lodgings after the publishing of provisional ranking lists, the amount of catering will be curtailed of 50%.

in the event of revoking of the Grant, the prepaid catering service will be revoked as well, as in Announcement For Catering, Clause 5.

ALERT:

Students enrolling for the first time in the first year of 3-years-cycle Degree and single-cycle Master Degree, coming from outside the European Union, applying for free lodging linked to the Grant, from 15/07/2014 al 26/08/2014 (FIRST Ranking list) shall submit the documentation as required for students coming from outside the European Union in original and legalized within the final deadline of 09/09/2014;

Those applying from 27/08/2014 as long as al 25/09/2014 (SECOND Ranking list) shall submit the documentation as required for students coming from outside the European Union in original and legalized within the final deadline 29/09/2014.

Application for Lodging will be *ex-officio* considered as for Education Grant as well, and vice-versa

9. Conditions of students resident Distant from the University, Commuters, and resident Near the University

Students Resident Distant from the University

The following students can get education Grant for “**Students Resident Distant from the University**”:

- Those who live at a distance from the location of the course attended such as it takes more than ninety minutes on public transport (in a municipality not included in either Table 6 or Table 7 of the application Announcement) and who meet one of the following conditions:

1) They have been assigned a place in ER.GO lodgings for at least 10 months, within the period from 1 October 2014 to 30 September 2015;

2) They pay for lodgings in the university site attended, (or nearby, provided it is within the municipalities included in Table 6), using public residential facilities or lodgings owned by private parties or authorities, for at least 10 months within the period from 1 October 2013 to 30 September 2014.

Students who intend get the benefits for “Students Resident Distant from the University” must:

- **fill in the online form “self-certification of address” during the period from 9 September to 20 October 2014; (it is not necessary to send the printout of this form);**

Those who will already have the documentation of this paid or free accomodation, as under the Announcement , Cl. 5.12, (Cl. 6.12 in Modena and Reggio Emilia Announcement) may attach a scan of this documentation to the online self-certification-of-address Form.

- **Those who will not have this documentation within the deadline, will have to send the documentation -related to the address indicated in the “self-certification” to ER.GO by 26 January 2015.**

Commuters

The following students can get the education Grant for “**Commuters**”:

- Those who live at a distance from the location of the course attended, such as it takes between 45 and 90 minutes on public transport (in a municipality included in Table 7 of the application Announcement)

or

- Those who, though resident in a location considered to be “distant from the university”, live in a free accommodation in the university site attended, (or nearby, provided it is within the municipalities included in Table 6 of the application Announcement), for at least 10 months of the academic year (from 1 October 2014 to 30 September 2015).

The procedures and deadlines for sending the self-certification-of-address and relative documentation indicated for “Students Resident Distant from the University” must be respected in this latter case also.

Students Resident near the University

The following students can get the education Grant for “**Students Resident near the University**”:

Those who live at a distance from the location of the course attended such as it takes **up to** 45 minutes on public transport or who have accommodation in the site of the course attended or nearby, for less than 10 months.

Students who live in the municipalities indicated in Table 6 of the application Announcement are considered as “Resident near the University”.

Self-certification of address

Students wishing the education Grant for “Students Resident Distant from the University” or “Commuters” must fill in the self-certification-of-address online on the website www.er-go.it from 9 September 2013 to **20 October 2014**.

The self-certification-of-address temporarily replaces the documentation related to paid or free accommodation, which must be sent, exclusively by registered post with return receipt (date of stamp) 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 site, Via Vignolese 671/1 – 41125 Modena
- for the Parma site, Vicolo Grossardi 4 – 43125 Parma

or by Certified Electronic Mail (PEC) to the address info@postacert.er-go.it, or by “DOSSIER STUDENTE” within **26 January 2015**

Students who have attached their complete documentation to the online self-certification- of-address within **20 October 2014** are not required to send it by post again.

Accommodation address documentation

PAID ACCOMODATION:

- 1) If the student is the holder of a rental agreement, he/she must provide a copy of the agreement;
- 2) If the student lives in a place where he/she is not the holder of a rental agreement, he/she must provide, besides a copy of the agreement, a regularly registered “*subentro*” (takeover):

The agreement must be officially registered, hence it is also necessary to attach the receipt of payment of the registration tax for the academic year **2014-15** in progress (form F23 or Form F24 ELIDE) or documentation to prove that the agreement has been registered (flat rate tax option).

If the agreement sent within **26 January 2015**, expires after that date without covering the 10-month period, the student must provide the renewal documentation or a new registered agreement.

- 3) In order to confirm payment of the registration tax for the year in progress, students enrolled to an year subsequent to the first, who confirm the address documented in the previous academic year, may simply send Form F23 or documentation proving the registration of the agreement (flat rate tax option), or of its renewal;

For agreements including “silent renewal” at the moment of the first expiring the student is required to send the document proving the renewal, Form F23 or Form F24 ELIDE or Form RLI (ex Form 69 and SIRIA) showing the renewal, or print of the online query to “Agenzia delle Entrate” reporting the lettering: “contratto oggetto di proroga”.

FREE ACCOMODATION

- 1) If the student is allowed to live free of charges in a flat by the person who owns the property, a registered gratuitous commodatum agreement must be provided,
- 2) If the student is allowed to live free of charges by person who is named on a rental agreement, a copy of the rental agreement, the receipt of the registration tax payment for the academic year in progress (Form F23) or documentation proving the agreement has been registered and a written declaration of the owner must be provided, with a blueprint of an identification document of the latter, certifying that the student is staying there during the A.Y. 2014/2015, specifying the start and end date of his/her stay.

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

For any doubts or queries, please see the application Announcement or call the Call Center or “Scrivici”.

Also, you will find herein annexed a “Glossary” of technical terminology about Rent agreements

10 . Economic requirements

The economic condition of the student is assessed considering the composition of the family unit, and the incomes and assets owned by the family. This assessment is normally calculated based on the student's family of origin.

Independent student

The independent student condition, because of which we take into account the economic condition of their new family unit, and not their **native** family, is defined in relation to:

- Official residence outside the family home for at least two years before application, in a **dwelling** not belonging to member of native family
- Income of at least € 7,077.15 per year from employed work or similar, declared by the student in his/her tax return for at least two years.

Students who are living apart from their family of origin, but do not have the requirements indicated above, are not considered independent and must fill in the application form entering the economic data of **both** their family unit and their **native** family.

For the purpose of calculating the student's condition as Students Resident Near the University, Resident Distant from the University or Commuters, reference must be made to the official residence of the family unit whose incomes and assets are taken into account.

11. Achievement requirements

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

First year students:

> have access to the education Grant, and obtain the first instalment on the basis of their incomes and asset conditions only and

> must fulfil specific and distinct achievement requirements in order to maintain the allocation of the education Grant, to obtain the second instalment and/or not to have to pay back the first instalment.

First year students without the relevant (4th column) requirements on 30/11/2015 forfeit their right to total exemption from tuition fees.

The credits obtained must not be less than:

Type of course	Access requirement to receive 1st Grant instalment	Requirement at 10/08/2015 for confirmation of Grant allocation and to receive the 2 nd instalment of the Grant	Requirement at 30/11/2014 for avoiding to pay back the 1 st instalment of the Grant
Three-year degree courses, single-cycle master degrees	Economic condition	25 credits with the possibility to use up to 5 bonus credits	20 credits no bonus allowed
Master degree	Economic condition	30 credits with the possibility to use the bonus not used before	20 credits no bonus allowed

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

> Access to the education Grant and obtain its first instalment,

> confirm the allocation of the education Grant and obtain the second instalment.

If the education Grant is not confirmed, it is cancelled and the first instalment received in money and services must be paid back.

Students enrolled in subsequent years, who don't achieve the relevant requirements within 10/08/2015 maintain, nevertheless, their right to 2014-2015 tuition fees total exemption.

The credits obtained must not be less than:

For three-year degrees

Year of course	Access requirement on 10/08/2014 to receive 1st instalment	Requirement on 10/08/2015 for confirmation of Grant allocation and to receive its 2nd instalment
Second (first enrolment in A.Y. 2013-2014)	25 credits (5 bonuses available)	80 credits
Third (first enrolment A.Y. 2012-2013)	80 credits (12 bonuses if not used yet)	135 credits (15 bonuses if not used yet)
Extra semester (first enrolment A.Y. 2011-2012)	135 credits (15 bonuses if not used yet)	Not required

For single-cycle specialist degrees, single-cycle master degrees and for Primary Education Science at Modena and Reggio Emilia: *

**Bonuses as above table, no increase after the 3rd year*

Year of course	Access requirement on 10/08/2014 to receive 1st instalment	Requirement on 10/08/2015 for confirmation of allocation and to receive its 2nd instalment
Second (first enrollment A.Y. 2013-2014)	25 credits	80 credits
Third (first enrollment A.Y. 2012-2013))	80 credits	135 credits
Fourth (first enrollment A.Y. 2011-2012)	135 credits	190 credits
Fifth (first enrollment A.Y. 2010-2011)	190 credits	245 credits
Extra semester (first enrollment A.Y. 2009-2010)	245 credits	Not required
Sixth (Medicine only) (first enrollment A.Y. 2009-2010)	245 credits	300 credits
Extra semester for Medicine (first enrollment A.Y. 2008-2009)	300 credits	Not required

Primary Education Science at Bologna **

Year of course	Number of exams on 10/08/2014 to receive the 1st instalment	Number of exams as at 10/08/2015 for confirmation of Grant allocation and to receive its 2nd instalment
For 1 st year beyond normal course schedule (first enrolment A.Y. 2010-2011))	15 *	20 *

*** Bonus cannot be used*

For specialist degrees and master degrees ***

**** (15 bonuses if not used yet)*

Year of course	Access requirement on 10/08/2014 to receive 1st instalment	Requirement on 10/08/2015 for confirmation of Grant allocation and to receive 2nd instalment
Second year (first enrolment A.Y. 2013-2014))	30 credits	80 credits
Extra semester (first enrolment A.Y. 2012-2013))	80 credits	Not required

Students enrolled to courses at Higher Art and Music Institutes and University-level Higher Education Institutes must see the specific tables dedicated to them in the application Announcement . See the application Announcement also for the achievement requirements evaluation criteria for the different courses.

BONUS

The bonus is a plafond of extra credits that can be used to reach the minimum achievement level required for access to the benefits of the year on which the student is going to enrol. **It must be applied for in the application form**

It can also be used to confirm the education Grant of the year which the student is enrolled in.

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 and over subsequent years: only any remaining bonus credits can be used.

If, for example, 2 credits are used to access the second year benefits of a three-year degree course, the remaining bonus, will be 3 credits. 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 constitutes an educational debt and therefore is not counted as part of the confirmation achievement.

(For example, if 2 bonus credits are used to reach the 25 credits needed to access the second year benefits of a three-year degree course, at least 54 new credits must be obtained by 10 August of the following year, in order to reach the minimum of 80 credits for the confirmation achievement.: (23 old credits + 54 new ones + 3 bonus left).

QUALIFICATIONS

There are special criteria for assessing achievement in the event of:

- Qualifications from educational activities after abandonment or forfeiture of studies or attending individual or master courses.
- Qualifications from educational activities for foreign students who have attended study periods abroad;
- Qualifications from educational activities for students who move from degree courses in the Faculty of Law to the single-cycle master degree in Law;
- move or transfer from degree courses to single-cycle specialist degree/master degree courses and to the Primary Education Science degree course; for graduates who request to shorten single-cycle specialist degree courses, in the single-cycle Master degree course, or the Primary Education Science degree course.

For any doubts or queries, please see the application Announcement or call the Call Center or “Scrivici”

12. Residential Services

ER.GO offers two kinds of services at the residential facilities in the sites of Bologna, Cesena, Ferrara, Forlì, Modena, Parma and Reggio Emilia and Rimini:

- A solution to fulfil the accommodation need at the different university sites for a continuous period that coincides with the academic year, to which access is provided through a ranking list system according to the same requirements as for the education Grant;
- A solution to fulfil short-term and occasional accommodation needs, with free access, **towards students, researchers, scholars**

Thus, ER.GO residential solutions are split into different types, arrangements, services offered and fees/prices, outlined on the website www.er-go.it.

Places in the lodgings are managed by the **Sportello Unico Casa - SUC** (Unified Lodging Information service) on the website www.er-go.it, on which:

students in the ranking list for accommodation, can:

- > pay their fees on-line;
- > book their place at the residential facilities open in each location during the summer and Christmas holidays

Other guests can:

- > look at the offers on the market and book for short and occasional stays
- > pay for the accommodation on-line

Pre-confirmation of the service by students on the rankinglist

Students on the ranking list, should they have not been assignees of a lodging in a.y. 2013-14 must use the following lodging booking and confirmation procedure:

- Check their position on the ranking list** on the website www.er-go.it when the provisional ranking lists are published;
- Students eligible (**“idonei”**) to a bedplace **must pre-confirm** their acceptance of the lodgings by paying **€.100.00** within the deadlines indicated below:

- **within 2nd September 2014** students enrolled for subsequent years of all the degree courses and first year students of specialist degree, master degree and specialisation courses must pay the pre-confirmation fee and **complete the self-certification form** of the payment on the website www.er-go.it **by the same date**;
- **within 9th September 2014** first year students of degree courses, single-cycle specialist degree courses and single-cycle master degree courses must pay the pre-confirmation fee and **complete the self-certification form** of the payment on the website www.er-go.it **by the same date**.

Failure to make the payment, **Late payment**, failure to provide on-line notification of the payment itself, within the pre-confirmation payment deadline, will automatically lead to **forfeiture of the service**. Therefore, the **allocation of any possible** education Grant will be of the amount envisaged for students “resident near the university.”

The amount paid as pre-confirmation is considered to be a down payment of the fee relative to the first month of allocation.

The payment of the pre-confirmation fee must be notified to ER.GO online, by completing the relevant form that can be found on the website www.er-go.it and then by clicking on the section *pre-confirmation selfcertification 2014/2015*.

Print of the payment certification must be handed in when the accommodation is being allocated.

The amount paid for the pre-confirmation will be paid back in full to students to whom accommodation is not allocated by 15 October **2014**, **due to possible unavailability of bedplaces**

Students to whom accommodation is not allocated within 15 October **2014** can self-certify paid accommodation, in order to obtain an educational Grant for students “resident distant from the university”, from 16 October **2014** to 30 October **2014**

For students “resident distant from the University” enrolled at Modena (See Chapter 8) payment of “preconferma” is not required.

For students to whom accommodation is allocated there is a service called **ABITARE ER-GO** (ER-GO LIVING) on www.er-go.it, which can be used to:

- Book an interview with the Welcome Services Office;
- Book an interview with the Orientation and Accompaniment Measures Office;
- Request a transfer within the residence or from one residence to another;
- See news and notices on the residential facilities;
- See and apply to take part in events/meetings organised by the Authority or other institutions.

For any doubts or queries, please see the application Announcement or call the Call Centre or “Scrivici”

13. Facilitated access to the catering service

The catering service is open to all students.

Students who are allocated an education Grant can apply, (**except students “resident distant from the University” enrolled at Modena, recipients of Grant in money and services as in Chapter 8, sub a) b) c)**, at the same time as applying for the education Grant, for a part of the Grant to be converted into credit for the catering service.

In that case ER.GO will add a 50% extra amount.

Therefore, the education Grant is split into four levels which can be converted into catering service, corresponding to four different ER.GO contributions:

Grant amount 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

Application for such conversion may not be renounced, except for peculiar cases under Announcement for Catering Services, Clause 3.

Students who are eligible for an education Grant, but not assignee due to lack of funds, receive a contribution of € 500.00 for the catering service, and **except students “resident distant from the University”**

enrolled at Modena as per Announcement for Education Grants Modena and Reggio Emilia, Clause 1.

Only students “resident distant from the University” enrolled at Modena, recipients of Grant in money and services as in Chapter 8, sub a) b) c have right to the following contribution, along with the “virtual ISEE” range as declared in the application form

<i>Virtual ISEE range</i>	<i>Students enrolling within their Course normal time span</i>	<i>Students enrolling in their Course “further semester”</i>
<i>Up to € 12.713,21</i>	<i>€ 600,00</i>	<i>€ 300,00</i>
<i>From € 12.713,22 up to € 15.386,29</i>	<i>€ 480,00</i>	<i>€ 240,00</i>
<i>From € 15.386,30 to € 19.152,97</i>	<i>€ 360,00</i>	<i>€ 180,00</i>

To these students, should they renounce the lodging service after the publishing of Provisional ranking lists, this contribution will be curtailed of 50%

Should absence of supply of the money share of the Grant occur, due to lack of funds, these students keep free lodging and free catering as above indicated

14. Contributions for international mobility

These are intended for all students enrolled for years subsequent to the first year (specialist/master degree courses can apply from the very first year) of all course levels, eligible for an ER.GO education Grant for the academic year 2014/2015 and who have been allocated an education Grant to take part in international mobility programmes.

The contributions consist of a single amount to support board and lodgings expenses.

The amount of the contribution is € 500.00 per month and is allocated for the entire duration of the period spent abroad, up to a maximum of ten months, regardless of the destination country. The amount of the Grant taken from European Union funds or another bilateral agreement also outside the EU issued by the university or AFAM Institution is deducted from the total contribution of € 500.00.

The mobility contribution is associated with a reimbursement of the cost of the return journey up to a maximum amount of: € 50.00 for European Countries; €-250.00 for countries outside Europe.

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

An international mobility Grant can be assigned only once during a course.

The contribution is not envisaged for students enrolled on specialisation courses.

15. Special assistance

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

The special assistance is:

> Contributions from a minimum of € 250.00 to a maximum of € 2,000.00.

> Lodgings (only for students already allocated in the academic year 2013/2014).

The contributions are reserved for students eligible/assignee of a Grant in the academic year 2013/2014.

Special assistance is only granted once, and only one type of special assistance can be given.

The application must be made on the special form that can be downloaded from the website www.er-go.it according to the times and procedures stated in the specific Announcement .

16. Foreign students

Foreign students from EU countries and from outside the EU must follow special rules for the evaluation of their incomes and assets conditions.

Students from EU countries can self-certify their incomes and assets in the application, but they must provide the relative documentation (Family Status Certificate and documentation relative to the self-certified incomes and assets) translated into Italian and, **if necessary, legalized or Apostilled under laws in force.**

Students who come from countries outside the EU, either they apply **autonomously** or through a CAF, must send, **within the deadline stated for finalizing the application**, documentation as to:

The composition of their family unit;

The occupation of each member of the family unit in 2013, including brothers/sisters of legal age. If any of the members do not have an occupation, documentation certifying that they are unemployed must be provided, stating the amount of any unemployment allowance or similar received;

The period for which each member carries out an occupation (indicating whether it refers to a period of less or more than six months during 2013);

The income earned in 2013 by each individual member including brothers/sisters of legal age, or by the family unit as a whole (the former is preferable);

An indication of the surface area of the family home and any other properties owned in 2013;

The amount of any residual mortgage as at 31/12/2013 on the family home and/or other properties;

The value of assets of each individual member of the family unit as at 31/12/2013;

Any presence in the family unit of documented invalids or disabled people.

This documentation must be issued by the relevant authorities for the country in which the income was produced and where the assets are owned.

The documentation must be translated into Italian and legalized by the Italian diplomatic authorities for the relevant country or, in the cases allowed, Apostilled under the laws in force.

In countries where it is particularly difficult to have the local Italian Embassy to issue the certification, the documentation may be replaced by a certificate in Italian language issued by the Embassy or a Consulate in Italy of the country of origin, legalised by the Italian Prefecture.

To check which documentation is required the students can see the facsimile available on the website www.er-go.it.

Foreign students who come from countries outside the European Union, which are "particularly poor", (Table A of the General Rules for Application Announcement), must provide a certification from the Italian Diplomatic Authority of their country of origin, certifying that the student does not belong to a family of notoriously high income and high social level.

Foreign students who come from countries outside the European Union, like Italian citizens, can use, in order to show their status, personal qualities and details certifiable by public or private Italian parties, can show a selfcertification.

Foreign students whose family unit is located and receives incomes and/or owns assets in Italy, must apply through the same methods envisaged for Italian students.

Stateless students or political refugees are likened to Italian citizens and, for the purpose of assessing their economic condition, are exempt from the obligation to provide declarations from embassies or consulates, since only their incomes and any assets owned in Italy are taken into consideration, and may be self-certified with the same methods envisaged for Italian students.

The status of stateless or a political refugee must be proven by the interested parties through official documentation issued, for stateless students, by the Civil Court and, for political refugees, by the specific Commission established at the Ministry of the Internal Affairs.

Foreign students with dual citizenship must apply choosing one of the two citizenships. In the event that one of the two citizenships is Italian, the Italian one prevails.

Foreign students, in order to avail of the education Grant for "Students resident distant from the University" or "Commuters", must also provide a self-certification of address and the subsequent documentation by the indicated deadlines.

In any case, documentation as to income and assets of the family must be mandatorily sent to the relevant Er-go branch, within the deadlines indicated (General Rules for Application Announcement, Clause 11), for the finalizing the application.

Beware:

Also students who submit their application through a CAF recognized by the Authority are required to send their documentation about their family's incomes and assets, in original and

legalized, within the deadlines indicated in **General Rules for Application Announcement, Clause 11: failure to respect the deadlines entails unsuitability to benefits.**

Only the students enrolling for the first time in the first year of 3-years-cycle Degrees or single-cycle master Degrees, coming from outside the European Union, and applying for a bedplace, may submit their documentation within the final deadline of **9.09.2014**.

Application for bedplace must in any case be submitted and finalized **within 26.08.2014**.

For the Modena site only:

students enrolling for the first time in the first year of 3-years-cycle Degrees or single-cycle master Degrees, coming from outside the European Union, and applying from 15/07/2014 to 26/08/2014 (first Ranking list) for the free bedplace associated with the Education Grant, must submit original and legalized documentation within 9.09.2014.

those applying from 27/08/2014 and within 25/09/2014 (second Ranking list) must submit original and legalized documentation within 29.09.2014.

Application for bedplaces will be *ex-officio* taken into account as application for Education Grant as well (and vice-versa).

For information about translation and legalization of foreign documents, please see:

http://www.esteri.it/MAE/IT/Italiani_nel_Mondo/ServiziConsolari/TraduzioneLegalizzazioneDocumenti.htm

Annex: the self-certification of domicile

Contracts and linked deeds, e.g., "cessione" (transfer) and "subentro"(takeover) are subject to payment of a tax.

As a receipt for this **register tax** payment it is still possible to get Mod. F 23 or some other forms. Now it is possible to pay with F24 ElIde Form, available on Agenzia delle Entrate website, www.agenziaentrate.gov.it, section: **Strumenti – Modelli**.

Cedolare secca (flat tax) system is different from registration

Those who rent out a dwelling may choose either one or the other.

Should he/she choose Flat tax, the appropriated forma are, mod. **SIRIA**, Mod. **69** and , from February 2014, il Mod **RLI** (Registrazione Locazioni Immobili).

Besides, we may accept one of these

- Agenzia delle Entrate's declaration, confirming the option for "Flat tax"
- Agenzia delle Entrate's declaration about extension for "Flat tax", containing references to the contract
- option for "Flat tax" stated in the contract
- Copy of registered mail from the Landlord, stating his/her option for "Flat tax"

ALERT:

for "cessione" (transfer), "subentro"(takeover) and "subaffitto" (sublet), the old form Mod. F 23 is still the only one accepted.

Contact details

Website: www.er-go.it

Certified Electronic Mail (PEC): info@postacert.er-go.it (only for sending of documentation, not for information)

For specific information on application notices, the call center is open every day, from Monday to Friday, from 9,30 to 16,30

Call Center tel. 051/6436900

Assistenza Live- Chat from 10,00 to 12,00

WRITTEN ANSWERS MAY BE OBTAINED BY LINKING TO THE “SCRIVICI” (WRITE TO US!)
SYSTEM: ", <https://www.er-go.it/scrivici/>

Local Branches

Bologna and Romagna:

Bologna Via Schiavonia 3/a - 40121 Bologna – Tel.051.6436711

Cesena Via Montalti 69, - 47521 Cesena, Tel. 0547 364311 Thursday from 9.30 to 12.30

Forlì c/o residenza Universitaria Sassi Masini, via Maroncelli 15 Tel.0547 364311

Ravenna c/o Università - Polo Scientifico Didattico di Ravenna - Viale Baccarini 27 – Tuesday from 11 to 13
and from 14 to 17. Tel. 0544.936256

Rimini c/o Università - Via Cattaneo 17, Tel. 0541.434196 – Wednesday from 10.00 to 13.00

Ferrara, Residenza Santa Lucia 44121 Ferrara
Tel. 0532.709811 Fax 0532.705076

Modena, Via Vignolese, 671/1 - 41125 Modena
Tel. 059.413711 Fax 059.413750

Reggio Emilia, Via Mazzini 6 - 4° piano, interno 8 - 42121 Reggio Emilia
Tel. 0522.406333 Fax 0522.540498

Parma, Vicolo Grossardi, 4 - 43125 Parma
Tel. 0521.2139 Fax: 0521.213620

Er-go

Regional Authority

for the Right to Higher Education Studies of Emilia Romagna