



REIMBURSEMENT APPLICATION FORM

What is it for?

You can use this form to apply for reimbursement of the fees paid, only if the payment is not due and payable, and provided that you have not benefited from any service you paid for, or if you have not gained any benefits from the payment.

What do I need to do?

- 1. Fill in** the interactive fillable PDF form (do not forget to type in your student number);
- 2. Please send:**
 - a) the form, duly signed;
 - b) a copy of the payment receipt for which you are claiming the reimbursement;
 - c) a copy of an ID card;
 - by email to rimborso.studenti@unipd.it
 - by post to the Student Service Office, Via Portello 19 - 35129 Padua
 - by handing in the form at the Student Service Office
- 3. Please insert** in Uniweb:
 - the bank account details of which you are the **holder** or **joint holder** (under Home, Master Data, Refund methods, Edit Bank Account Refund Data);
 - your Italian address (under Home, Master data, Modify domicile address).



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(click on the empty fields to fill them in)

| | | | |
|---|----------------------|--|----------------------|
| Student Number: | <input type="text"/> | | |
| I, the undersigned: | <input type="text"/> | | |
| Place of birth: | <input type="text"/> | Date of birth: | <input type="text"/> |
| Italian tax identification code: | <input type="text"/> | | |
| Address and house number: | <input type="text"/> | | |
| Postcode and town/city: | <input type="text"/> | | |
| Phone number: | <input type="text"/> | Mobile phone number: | <input type="text"/> |
| Email address : | <input type="text"/> | | |
| APPLIES FOR the reimbursement of euros: <input type="text"/> relating to the Academic Year: <input type="text"/> | | | |
| <input type="checkbox"/> for the purpose, I state that I inserted the bank account details in Uniweb <u>and I am the holder or joint holder of it</u> (bank accounts of third parties, parents included, will not be accepted) and your Italian address | | | |
| FOR the following reason: | | | |
| <input type="checkbox"/> double payment | | | |
| <input type="checkbox"/> payment not due because: <input type="text"/> | | | |
| <input type="text"/> | | | |
| <input type="text"/> | | | |
| For the purpose: | | | |
| <input type="checkbox"/> I attach hereto a copy of the payment receipt | | | |
| <input type="checkbox"/> I attach hereto a copy of an ID document of mine | | | |
| I also state that, pursuant to Article 47 of the afore mentioned Decree of the President of the Italian Republic, I have not benefited from any service, I have not gained any benefits from the payment for which I am claiming the reimbursement, and that I am aware of the criminal sanctions that will be imposed in the event of false statements or falsification of documents, pursuant to Article 76 of the same Decree. | | | |
| Date | | Applicant's signature | |
| <input type="text"/> | | <input type="text"/> | |
| Pursuant to Article 13 of Regulation (EU) 2016/679 (General Data Protection Regulation), I also state that I am aware that the collected personal data will be exclusively processed for the purposes hereunder, as specified at www.unipd.it/privacy . | | | |
| To be filled in by the Students Service Office | | | |
| Signature of the employee that has received the form | | Signature of the person responsible for the administrative procedure | |
| <input type="text"/> | | <input type="text"/> | |