

F.A.Q.

NOTICE FOR THE ALLOCATION OF CONTRIBUTIONS TOWARDS HOUSING COSTS INCURRED BY UNIVERSITY STUDENTS FOR THE YEAR 2024

SUBMISSION OF THE APPLICATION

1. Where can I apply for the benefit?

The online procedure is available in your reserved area of UNIWEB, under INITIATIVES.

2. By when do I have to submit the application?

The application can be submitted from 1 August to 9 September 2024.

3. Can I change an application that has already been submitted and confirmed?

You can cancel and resubmit your application at any time as long as it is within the deadline indicated in the notice. At the end of the procedure you can view and print the confirmation of submission.

4. Who can fill in the application?

The application can be submitted by students enrolled for the academic year 2023/24 on degree courses, master's degree and single-cycle degree courses, doctorate courses and specialisation schools (non- medical) at the University of Padua, in order with the payment of the instalments for the academic year 2023/24, belonging to a family unit with an ISEE not exceeding 20,000.00 euro.

5. What are the months for which reimbursement can be claimed?

The months from January to August 2024 are considered valid.

LEASE REQUIREMENTS

6. Can I apply if I have a free loan agreement (so called *comodato a uso gratuito*)?

No, you can only apply if you are the tenant of a rent contract.

7. Can I apply if I stayed in a college?

Yes, regardless of the type of college.

8. Can I apply if the contract relates to a property located in a municipality other than that of my course of study?

Yes, it is necessary in any case that the property is located in a municipality other than the one where you reside.

9. Can I apply if I am not a tenant in the rent contract registration?

No, you must be the tenant of the contract.

A special case, which is assessed even if the student is not a tenant, is where a family member has signed the contract for himself and his successors.

10. Can I apply if the owners of the property are family members of mine?

No, applications in which landlord and tenant are family members will not be accepted.

11. If the contract provides for automatic renewal, is it necessary to register the extension with the Revenue Agency?

Yes, even if the contract provides for automatic renewal after the first expiry date, registration of the extension with the Revenue Agency must still be carried out (see link www.agenziaentrate.gov.it/portale/web/guest/schede/fabbricatiterreni/adempimenti-successivi/proroga). The only exception where registration of the extension is not required is for rent contract in which the *cedolare secca* regime is applied; in this case, you will have to attach the receipts for payment of the monthly instalments required by the notice of competition to the procedure, and therefore, only complete the procedure when you have these receipts.

DOCUMENTS TO BE ATTACHED

12. Can I apply if I do not have all the documents by the deadline?

No, you cannot apply if you do not have all the required documents.

13. In what format should the required documentation be submitted?

The attachment must be readable, in pdf format, and must not exceed 5 MB. It must not be corrupted and must not be password protected. It must be unique, i.e. it must contain all the documents required for the specific case to which you belong.

14. What documentation do I have to submit if I am staying in a private flat?

If you have stayed or are staying in a private flat, you must upload:

- copy of the rent contract;
- registration of the contract at the Revenue Agency;
- possible registration of the takeover or extension at the Revenue Agency;
- payment receipts for the months for which you are requesting the refund.

15. What documentation do I have to present if I stayed in a college?

If you have stayed or are staying in a college, you must upload:

- hospitality contract, in which the duration, amount of the fee, your name and signature must be included;
- payment receipts for the months for which you are requesting the refund.

16. Can I submit an unregistered private contract to claim the benefit?

No, unregistered private contracts will not be accepted at the evaluation stage.

17. Is the registration of the takeover by the Revenue Agency necessary?

Yes, if you have taken over an existing contract for valuable consideration, you must attach the registration of the takeover and the contract or registration of the same to which you have taken over.

18. If a change of contract or re-registration takes place within the months allowed for reimbursement, is it necessary to submit new documentation as well?

Yes, you have to submit the documentation relating to the original contract and that relating to the new or amended contract.

19. What types of documents are accepted as payment receipts?

Receipts of bank transfers in which the reason for the transfer states the relevant months, general receipts with revenue stamps, and payments by postal order are accepted. Cash payments and private deeds are not accepted. For other cases, please contact the Student Services Office: accertamenti.studenti@unipd.it

20. What amount can be recognized as reimbursement?

Only the amount related to the contractually agreed rent is recognised, while the amount related to utilities and/or condominium expenses is not recognised.

COMPATIBILITY OF THE BENEFIT

21. Can I apply if I have received a housing benefit from another body?

No, a student who has obtained other forms of support for the right to study, such as grants and refunds recognised by other public or private housing bodies for the reference period (January - August 2024) is not eligible for the benefit.

22. Is the benefit compatible with the regional scholarship?

The benefit is incompatible with the regional scholarship awarded for the academic year 2023/24 if the student is a beneficiary as an off-site student. Students who have received the regional scholarship in a commuter or on-site status may apply for this reimbursement.

ISEE CHARACTERISTICS

23. What ISEE must I submit to apply for the benefit?

The ISEE certificate issued for the right to university study in your favour for the academic year 2023/24 (also current).

24. What should I do if the ISEE issued has omissions and/or discrepancies?

In this case, you have to rectify the ISEE by contacting a CAF or requesting the issue of a pre-filled ISEE.

SPECIAL CASES

25. Can I apply if I was on Erasmus during the reference period?

The benefit is not payable for months spent abroad as part of an Erasmus project.

REVOCATION AND WAIVER OF BENEFIT

26. When is the benefit revoked?

It incurs revocation of the benefit:

- who has obtained a similar benefit from another body;
- who makes false declarations (pursuant to Articles 75 and 76 of Presidential Decree 445/2000).

27. Can I waive the benefit?

To waive the benefit, please contact the Student Services Office at accertamenti.studenti@unipd.it.

DISBURSEMENT OF THE BENEFIT

28. When will the reimbursement be paid?

The final list will be published by 16 September 2024. The reimbursement amount will be recognised, according to the disbursement schedule of the Ministry, and published in the dedicated section: www.unipd.it/sostegno-canone-locazione.

TAX REGIME APPLIED TO THE BENEFIT

29. Is the contribution taxed?

The contribution is not subject to taxation under current legislation.