

GUIDE TO APPLICATION Announcements A.Y. 2017/2018

Contact ER.GO

The Competition Announcements are all available online, on the website www.er-go.it, where you can look carefully at and download them.

You can apply to ER.GO benefits only on-line, on the website www.er-go.it.

Contacts:

PARLA CON ER.GO: a service available for students asking for help in the online applying procedures and in the different steps to follow, to get access to the benefits and services offered by ER.GO. It also gives detailed information about matters concerning the right to education.

tel. ++39 051/6436900 (for freshmen)

tel. ++39 051/19907580 (for non-first year students)

The service is available from Monday to Friday, from 9.30 a.m. to 4.00 p.m.

The service available at the number 051/19907580 allows students to listen to pre-recorded automatic messages, monthly updated, with useful information about deadlines and application procedures.

ER.GO RISPONDE (ER.GO REPLIES): this service is chiefly for students, who contact us for the first time and, however, **it does not substitute the careful reading of the Announcement**. You can contact online – www.er-go.it – going to the page 'ER.GO RISPONDE/SCRIVICI'.

The service provides general information about access and management of the benefits/services. It allows to ask for more detailed information to the qualified ER.GO offices through the service '**SCRIVICI (WRITE TO US)!**'

Live Assistance! Online chat service, available on our website, for simple and quick questions - answering from Monday to Friday, from 10,00 am to 12,00 pm

DOSSIER STUDENTE (STUDENT FILE).

A service available for applicant students, to check the status of their application to ER.GO benefits.

Connecting to www.er-go.it, you can get access to “Dossier Studente”, entering with your personal credential, the same you used for applying online. The service is also available on mobile and tablet devices, using the optimized release, at the following page:

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

“Dossier studente” is a personal file available to the student throughout his /her university career, in which it is possible to look through each academic year.

In the “Dossier”, according to each academic year, student can:

- view the required benefits and print the whole application form
- check the ranking lists
- view the status of assignment of the benefits required by the student
- view the academic achievement data certified by University
- get access to ER.GO news for the student
- send an IBAN code and view the payment notices of scholarship and other economic benefits provided by ER.GO.
- send documents to ER-GO to be filed into the 'Dossier' available for consultation
- view the “account” (debt and credit position with Er-go)
- view all communication sent by ErGo
- view all emails received/sent from/to ER.GO through SCRIVICI!
- pay the confirmation advance fee of the lodging
- access to the online 'booking system' (SUC) to check and book a free-access lodging

All written communications from ER.GO to students (including those related to the loss of requisites for benefits, check procedures, etc.), will be issued on their “Dossier Studente”, which will have official value to all extents and purposes, instead of postal correspondence.

ER.GO certified mail: info@postacert.er-go.it

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

You need a personal certified electronic mailbox, easy to set up by a simple request on-line - www.postacertificata.gov.it - to send to the company managing the service.

Once you have stated the certified electronic mail address in the on-line application, the PEC completely replaces the “registered post with return receipt”, specified in some parts of the application notices (i.e. sending the rental agreement, etc.), and allows formal replies, documents and correspondence to be received from ER.GO.

As regards documents requested to foreign students about their family economic condition, PEC does not replace the “registered post with return receipt”, since they must be legalized and sent in original.

For further information, regarding all ER.GO Benefits, please read carefully the Guidelines and the Announcements A.Y. 2017/2018 in their whole.

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1. Benefits

Submit your application for the following benefits:

Benefits	Benefit Manager
Scholarship	ER.GO
Accommodation facilities	ER.GO
Subsidies for the catering service	ER.GO
Grants for students involved in International mobility programmes (not for freshmen)	ER.GO
Disabled Students' Allowances	ER.GO
Hardship awards (not for freshmen)	ER.GO
Fee exemption (for students applying also for scholarship)	Universities and Higher Institutes for Arts and Music; Fee exemption will be granted to students eligible for scholarship
Full and partial exemption from university fees "Top Student"	University; ER.GO accepts applications for Modena and Reggio Emilia University
Full and partial fee exemption for students with certified disability	University; ER.GO accepts applications for Modena and Reggio Emilia University
No tax area exemption/tuition fee based on the ISEE (UNIBO) Application for personalized reduced university fees (UNIPR) No tax area exemption and reduced university fees (UNIMORE)	University; ER.GO accepts applications for the Universities of: Bologna, Modena and Reggio Emilia, Parma
Paid internship for students (part time-150hrs) – not for freshmen	University; ER.GO accepts applications for the Universities of: Bologna, Modena and Reggio Emilia, Parma
Education allowances (vouchers)	ER.GO
Loans	ER.GO and agreed bank
Grants and subsidies for students involved in postgraduate professional training related to sustainable regional development (pilot project only in Modena)	ER.GO

2. Who can apply

All students enrolled for the A.Y. 2016/2017 at the Universities, Higher Institutes for Arts and Music and all Higher-level Institutions in Emilia Romagna, regardless of citizenship or country of residence, as follows:

- > Degree courses
- > Second cycle Degree courses
- > Single cycle degree courses
- > Specialisation Schools for professionals (legal careers), Specialisation School for Public Administration Studies (SPISA). Post-graduate programmes and training programmes leading to a secondary school teaching qualification (TFA), Decree Law 10th of September 2010, no.249, article 15 and subsequent modifications, are excluded.
- > First, second cycle Diplomas and traditional (only School of Fine Arts of Bologna) Academic Diploma; Specialisation Schools as the Higher Institutes for Arts and Music (A.F.A.M.).
- > PhD Courses, started by Universities according to Legislative Decree 3rd July 1998, no.210, article 4, as modified by Law 30th December 2010, no. 240.

3. Necessary conditions to get the benefits

- The family unit's economic condition (income/assets)

The family unit's economic condition to get access to ER.GO services should not overtake two indicators (the so-called ISEE and ISPE), which must not exceed respectively the following maximum values:

Benefits	ISEE Threshold	ISPE Threshold
Scholarship	€ 23.000,00	€ 50.000,00
Accommodation facilities with assisted access	€ 23.000,00	€ 50.000,00
International mobility grants	€ 23.000,00	€ 50.000,00
Hardship awards	€ 23.000,00	€ 50.000,00
Subsidies for the catering service	€ 28.000,00	€ 62.000,00
Disabled Students' Allowances:		
- Individual assistance	€ 32.000,00	€ 62.000,00
- Contributions	€ 28.000,00	€ 62.000,00
Education allowances (vouchers) for enrolling at and attending: Masters, Higher Training courses and Specialisation courses abroad	€ 40.000,00	€ 62.000,00
Grants and subsidies for students involved in postgraduate professional training related to sustainable regional development (pilot project only in Modena)	€ 23.000,00	€ 50.000,00
Loans	€ 40.000,00	€ 62.000,00

- **Educational Achievement**

Students enrolled in the first year, unlike for subsequent years, can get access to scholarship only by their economic conditions. All students, in the first and subsequent years, must reach a certain level of achievement over the academic year, in order to maintain the Scholarship and not to pay back the first instalment received.

- **Enrollment** at University, Higher Institutes for Arts and Music and San Pellegrino School for Interpreter Cultural Mediators in Misano Adriatico must be made by the deadlines stated in General Rules, article 11, to be eligible to benefits.

- **Applications** must be submitted by the deadlines specified under paragraph “**When to apply**”.

4. How to apply

To apply for benefits there is no need to enrol in advance at University, Higher Institutes for Arts and Music and San Pellegrino School for Interpreter Cultural Mediators in Misano Adriatico.

Students, to be eligible to benefits, must in any case enrol at University by the deadlines stated in the General Rules of the Announcements, article 11.

Foreign students from EU Countries and non-EU Countries must follow special rules as regards the evaluation of their incomes and assets conditions.

Students from EU Countries can self-certify their incomes and assets in the application form, but than they must provide the relative documentation (Family Status Declaration and documentation regarding the self-certified incomes and assets) translated into Italian and, if necessary, legalized or Apostilled according to regulation in force.

- Students who come from non-EU Countries, either they apply autonomously or through a CAF (Tax Assistance Centres), must send the following documentation within the deadline for finalizing the application, as stated in the General Rules of Announcements, article 12:
- A Family Status Declaration;
- The occupation of each member of the family unit in 2016, including brothers/sisters of legal age. If any does not have an income, an unemployment declaration is needed, stating the amount of any unemployment benefit received;
- How many months each family member worked in 2016 (indicating whether it refers to a period of less or more than six months);
- Gross income in 2016 of each family member in legal, or of the family as a whole
- Floor area of the family home and of any other building owned by the family in 2016. If your family does not have any property, you must present a document issued by the competent authority certifying that no one in the family has a real estate;
- The amount of the eventual residual bank loan at 31/12/2016 on the family home and/or other properties.
- The assets amount at 31/12/ 2016 for each family member in legal age.
- The document certifying the student's invalidity or disability.
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- All the income and asset values must be expressed in Euro according to the average exchange rate of the year 2016, provided for by law.

Documents must be issued by the competent foreign Authority and translated into Italian, than legalized at the Italian Consulate/Embassy in your Country or apostilled by the competent Authority in your Country.

For further information about translation and legalization of foreign documents, look up in the website of the Ministry of Foreign Affairs at the following link:

http://www.esteri.it/mae/it/italiani_nel_mondo/serviziconsolari/traduzionelegalizzazionedocumenti.html

In case of Countries where the local Italian Embassy has particular difficulties to issue the certification, the documentation may be replaced by a certificate issued in Italian by the Embassy/ Consulate in Italy of the Country of origin and legalized by an Italian Prefecture.

Foreign students coming from "particularly poor" non-EU Countries (Table A of the General Rules of the Application Announcement) must provide a certification issued by the Italian Diplomatic Authority of their Country of origin, certifying that the student does not belong to a family of high income and high social level.

Foreign students, whose family is resident and receives incomes and/or owns assets in Italy, must apply according to the procedure valid for Italian students.

Stateless students or political refugees with residence permit for political asylum are exempt from the obligation to provide declarations from embassies or consulates, since only their eventual incomes and assets in Italy are taken into consideration to evaluate their economic condition. Therefore their economic conditions will be evaluated according to the procedure for Italian students.

The above regulations affects also students with a residence permit for subsidiary protection or with a residence permit on humanitarian protection.

These students must submit:

- a) a copy of their valid residence permit
- b) a copy of their passport or identity card, or other valid I. D.
- c) ISEE 2017

Students with a residence permit for asylum application, whose procedure to recognise their status as eligible for international protection is still underway. must submit the documents listed above at points a), b), c). The eventual benefits awarding depends on the status recognition and on the issuing of the corresponding residence permit.

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

In order to be eligible for a scholarship for “Non-Resident Student” or “Commuter Student”, foreign students must also fill in the “Self-Certification of Domicile” and send the required documentation by the specified deadlines.

In any case, the original legalized documentation stating the economic and financial condition must be sent to Er.Go within the deadlines for the finalization of the application, according to art. 12 of the General Rules of the Application Announcement, if not the application shall be invalid. Please note that, also students submitting their application through a CAF recognized by ER.GO are required to send by registered mail their original legalized documentation stating their family’s economic and financial condition within the deadlines for the finalization of the application, according to art. 12 of the General Rules of the Application Announcement, if not the application shall be invalid. The documentation can be eventually sent in advance by DOSSIER STUDENTE, after confirming the application.

Only non-EU students applying for a lodging may submit their documentation within the final deadline of September 07th, 2017 if they enroll for the first time at the first year of a First Level Degrees or of a single-cycle Master Degrees. In any case the application for the lodging must be filled in and finalized within August 31st, 2017.

Only for non-EU students enrolling at Modena University and applying for lodging. Please see the following deadlines:

Non-EU students enrolling at Modena University and apply-	Online application deadlines	Deadlines for submission of the original legalized documentation
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ing for lodging		stating the economic and financial condition
Students enrolling for the first time at the first year of a First Level Degrees or of a single-cycle Degrees	From July 17th to August 31st, 2017 (1st ranking) From September 1st to September 26th, 2017 (2nd ranking)	By September 7th, 2017 By September 28th, 2017
Non-first-year Students enrolling at First Level or at a single-cycle Degrees, first year students enrolling at Second Level Degrees, Specialization courses, Ph.D. and S.P.I.S.A. (first and second year)	From July 17th to August 11th, 2017	By August 13th, 2017

Students already assigned with a lodging in academic year 2016/2017 or enrolling from the academic year 2017/2018 at Master Degree Courses, First Cycle Courses and Single-Cycle Degree courses, when applying for a lodging, apply automatically for a benefit called BAP (Scholarship + Free Lodging + Subsidy for Catering Service).

Regarding the education achievement requirements, for students enrolling in subsequent year at the Universities, the credits obtained, according to the University archives, will be stated in the on-line application form, as recorded within 10/08/2017.

Students, however, have the chance to add any more credits obtained within August 10th 2016, if those credits haven't been recorded by University yet (e.g. ERASMUS exams). They have just to follow the directions suggested by the on-line application form.

The information about credits will be sent at the same time to the Universities for the necessary checks.

Before to apply, it is advisable to check your own electronic exam transcripts, in order to view all the exams and didactic works passed and consequently recorded by 10/08/2017, as they are important for the education achievement useful to apply for benefits.

Students can apply only online, on the website www.er-go.it, or at the CAF (Tax Assistance Centres) recognised by ER.GO (see their complete list on the website www.er-go.it: “elenchi CAF”). CAF personnel are authorized to fill the online application form in and to send it to ER.GO.

Students who do not use the CAFs to apply:

- if they have specified a PEC (certified electronic mail) address in the online application, they will receive an email from ER.GO, containing the confirmed application form. 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 specify a PEC (certified electronic mail) address in the online application, they will receive an SMS (only applicants, who didn't specify a mobile number, will receive an e-mail), 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 to apply online, within the deadlines set in the following Chapter 5.

The finalized application, containing the PIN code and regularly registered, will be available and downloadable directly by the person concerned from DOSSIER Studente. ER.GO will keep it stored in dedicated file ensuring its entirety and security.

These rules are not intended for applicants, applying by a CAF recognised by ER.GO, which will look after finalizing the application by itself.

Students can send their mails to ER.GO, only using a PEC address: info@postacert.er-go.it.

Important suggestions for completing the application:

- a) Please, let fill out, as soon as possible, the new ISEE certificate for service connected to the right to University Study, as it will take about 15 days to get the registration number from INPS, which is essential to apply online;
- b) before applying, please, check your own electronic exam transcripts, in order to view all the exams and didactic works passed and consequently recorded by 10/08/2017, as they are important for the education achievement useful to apply for benefits;
- c) try to bring forward, as much as possible, the online application for benefits, as the high concentration of connections might slow down access to the site;
- d) to get easily in touch with ER.GO, it is necessarily required to:
- specify an email address;
 - a mobile phone number with an Italian SIM CARD (essential for receiving the own PIN code, necessary to finalize the application after the online confirmation; a text message information service is also activated for further communications).

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

e) Once the application has been completed, please 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 be able to finalize by PEC or by PIN, as above mentioned.

5. When to apply

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

Benefit	online application deadline	Finalizing by PEC or PIN
Scholarship and fee exemptions for: - students enrolling in the first year or in subsequent years of all courses	17 July - 26 Sept., 2017	by 28 September, 2017
Subsidies for the catering service available to - students enrolling in the first year or subsequent years of all courses	17 July - 26 Sept., 2017	by 28 September, 2017
University fees exemption/reduction TOP STUDENT - UNIMOIRE - first year students of first cycle degree or single cycle degree; - first year students of second cycle degree	17 July - 6 Nov., 2017 17 July – 21 December, 2017	By 8 November, 2017 by 22 December, 2017
No tax area exemption/tuition fee based on ISEE (UNIBO)	6 April – 15 December 2017	by 20 December 2017
No tax area exemption and reduced university fees (UNIMORE) No tax area exemption and reduced university fees (UNIMORE) - first year second cycle degree		

	17 July – 6 November, 2017	By 8 November, 2017
	17 July - 21 December, 2017	by 22 December, 2017
Application for personalized reduced university fees (UNIPR)	17 July – 31 October, 2017	by 3 November, 2017
Lodgings (*) for: - Students enrolled in subsequent years of single cycle degree , first and second cycle degrees - first year students of second cycle degrees - Specialisation Schools, PhD and S.P.I.S.A. first and second years	17 July – 11 August, 2017*	by 13 August, 2017
Lodgings for : - first year students of degree courses and single-cycle degrees-courses	17 July – 31 August, 2017 (other Universities and 1st Ranking only at Modena University) 1 September – 26 September 2017 (2nd Ranking only at Modena University)	By 1 September, 2017 (other Universities and 1st Ranking only at Modena University) By 28 September 2017 (2nd Ranking only at Modena University)
International mobility grants	17 July - 26 Sept., 2017	by 28 September, 2017
Paid internship/part-time	17 July - 26 Sept., 2017 (UNIBO and UNIMORE) 17 July – 31 October, 2017 (UNIPR)	by 28 September, 2017 (UNIBO and UNIMORE) by 3 November, 2017 (UNIPR)
Full or partial fee exemption for disabled students (Modena University and Reggio Emilia - UNIMORE)	17 July – 6 November, 2017	By 8 November, 2017
Paid internship for students with disabilities (Modena University and Reggio Emilia)	17 July - 26 September, 2017	by 28 September, 2017
Internships & Volunteering Opportunities	17 July - 28 August., 2017	By 30 August, 2017
Peer tutoring for disabled students	Downloadable form to submit from 17 July to 31 August, 2017	By 21 September, 2017
Self-certification of domicile **	17 July – 23 October, 2017 ***	Not necessary
Contract relative to self-certified domicile		By 31 January, 2018
Hardship awards	downloadable form	From 30 October 2016 to 29 December 2017
Grants for students with disabilities	downloadable form	From 10 January 2018 to 16 February 2018
Education allowances (vouchers)	downloadable form	From 12 September to 4 December

		2017
Grants and subsidies for students involved in postgraduate professional training related to sustainable regional development (pilot project only in Modena)	17 July – 11 August, 2017	By 13 August, 2017
Loans	downloadable form	From 2 October to 16 November 2017

* Further applications of extra lodgings should be submitted by the aforementioned deadlines

** Please check the Announcement for the Scholarship

*** For students eligible in Ranking lists but not called for the Lodging assignment by 17 October 2017, they can finalise their applications from 18 October to 14 November 2017. (From 26 October 2017, to 14 November 2017, only for Modena University freshmen assigned with a lodging from 2 November 2017, and not called for the assignment within 25 October 2017).

6. Ranking Lists

All the ranking lists are published on the website www.er-go.it, available in their entirety in the 'Dossier Studente' in accordance with the local Privacy Policy /Transparency Code

Service	Temporary ranking lists	Pre-definitive ranking lists
Lodgings: - Students enrolled in subsequent years of all the degree courses, single cycle degree and second cycle degree - first year students of second cycle degrees - first and second years students attending specialisation courses, Ph.D and S.P.I.S.A.	25 August, 2017	8 September, 2017
- Lodgings: - first year students of all degree courses, and single-cycle degrees	6 September, 2017 (other Universities and 1st Ranking only at Modena University) 9 October 2017 (2nd Ranking only at Modena University)	15 September, 2017 (other Universities and 1st Ranking only at Modena University) 16 October, 2017 (2nd Ranking only at Modena University)
Scholarship, full exemption from university fees (applicants for scholarship), paid internship/ part-time at UNIMORE, peer tutoring for disabled students at UNIMORE	31 October, 2017	12 December, 2017
Paid internship/part-time at UNIPR	20 November 2017	/
No tax area exemption and		

reduced university fees (UNIMORE)	Modena and Reggio Emilia University: 30 November 2017 (majority of students) 18 January, 2018 (first year students of second cycle degree)	Modena and Reggio Emilia University: 18 January, 2018 (majority of students) – 12 February, 2018 (first year students of second cycle degree - definitive lists for this benefit)
University fees exemption TOP STUDENT Modena and Reggio Emilia University: for all students	By 18 January, 2018	By 12 February, 2018
Education allowances (vouchers)	24 January 2018	15 February 2018
Loans	24 January 2018	15 February 2018 (definitive ranking lists for this benefit)

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

7. Scholarships

The minimum number of scholarships that ER.GO undertakes to pay for the A.Y. 2017/2018 is 8.000. The amount of scholarships goes from a maximum of € 5,192.56 to a minimum of € 1.097,55 and varies according to the economic conditions of the family unit and the place, where the student is resident.

Students can apply for converting a part of the scholarship into credit for the catering service. In this case, ER.GO will add a 50% extra amount.

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

Scholarship 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 amount of the scholarship is defined depending on the ISEE value and whether the student is non-resident (“fuori sede”), resident (“in sede”) or commuter (“pendolare”), as follows:

ISEE value brackets	non-resident Students	Commuters	Resident Students
Up to € 15.333,33	€ 5.192,56	€ 2.983,88	€ 2.195,11
From € 15.333,34 to € 16.866,66	€ 3.634,79	€ 2.088,72	€ 1.536,58
From € 16.866,67 to € 19.152,97	€ 2.751,88	€ 1.736,93	€ 1.342,53
From € 19.152,98 to € 23.000,00	€ 2.596,28	€ 1.491,94	€ 1.097,55

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

The scholarship will be paid in two annual instalments: the first instalment paid by 31/12/2017 to students, who will be by 17/11/2017 regularly enrolled at University for the A.Y. 2017/2018.

The second instalment will be paid monthly from June 2018 (except from August 2018) to those students who will have achieved the credits as noted in tables 1 (for first year students) and 4 (for students enrolled in subsequent years) of the Announcement.

8. Scholarship for non-resident students enrolled at Modena University (BAP)

The scholarships beneficiaries are those nonresidential students (as to say, non-resident in the towns “Comuni” listed in tables 6 and 7 annexed to the Announcement), enrolled at Modena University and eligible in the ranking lists for Scholarships and Lodgings, belonging to one of these categories:

- assignee of ER.GO Scholarship + Lodging + prepaid credit for the catering service (BAP) in a.y. 2016/2017;
- enrolled from a.y. A.Y. 2017/2018. in a First Cycle Degree Course (3 years) or in a Single Cycle Degree Course (5 or 6 years) or in an Academic First level Diploma A.F.A.M or in Specialisation Courses and PhD Courses;
- enrolled in a subsequent year or in the first year of a Second Cycle Degree course and of an Academic Second level Diploma A.F.A.M., applying for an accommodation by Ergo.

Students, as mentioned at the above points a) and b), are automatically considered as applying for Scholarship + lodging + subsidies for catering (BAP).

The amount of the scholarship is established by an **amount of money** and by the value given to the **lodging and catering free services**, and it is set as noted in the table below, according to the economic condition of the student’s family unit (ISEE):

ISEE value brackets	Amount for Scholarship + free Accommodation + prepaid credit for the catering service (BAP) for students enrolled in course progress at university
Up to € 15.333,33	€ 2.192,56 money amount + € 2.400,00 value of free lodging + € 900 for catering Total value: € 5.492,56
From € 15.333,34 to € 16.866,66	€ 1.536,58 money amount + € 2.400,00 value of free lodging + € 500 for catering Total value: € 4.436,58
From € 16.866,67 to € 19.152,97	€ 1.342,53 money amount + € 2.400,00 value of free lodging + € 400 for catering Total value: € 4.142,53
From € 9.152,98 to € 23.000,00	€ 1.097,55 money amount + € 2.400,00 value of free lodging + € 250 for catering Total value: € 3.747,56

Note: Scholarship amounts for students enrolled in a “further semester” are specified in the Announcement for Scholarships for Modena and Reggio Emilia, article 1.

Scholarship amounts for the other non-residential students (as to say: not resident in towns “Comuni” as listed in Tables 6 and 7, annexed to the Announcement), enrolled at Modena University, not applying for accommodation in a.y. A.Y. 2017/2018, are specified in articles 2, 5, 6 of the Announcement for Scholarships for Modena and Reggio Emilia.

For students as at letters a), b) and c):

The amount of money for students assignee of scholarship shall not exceed the sum as noted in the previous table, even in case of their giving up to accommodation and/or catering, or in the event of revoking the lodging as a consequence of the violation of the General Rules for University Residences.

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

Only in case of unavailability of lodgings in ER.GO Residences the amount of the scholarship is determined as in articles 2, 5, 6 of the Announcement for Scholarships of Modena and Reggio Emilia.

Free Accommodation service consists in being assigned of a bed for 11 months, (included fees for Christmas holidays accommodation and reduced fees for summer accommodation, 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 a regularly enrolled student.

Only those students enrolled from the a. y. 2017/2018 in a first cycle degree course or single cycle degree course or first cycle Diploma at A.F.A.M.(lett. b) and eligible in the provisional ranking list issued on 06/09/2017 and 09/10/2017 are required to pay € 100.00 as “pre-confirmation”, as provided for by article 8 of the Modena Announcement for Accommodation.

The other eligible students, will not be required to pay any amount as “pre-confirmation”: they have to follow directions as stated in article 13 of the Announcement for Accommodation in Modena.

Free catering service consists of the possibility of having a certain number of free meals, up to the total annual value, as specified in the table above (€ 900, € 500, € 400 and € 250 according to ISEE bracket). To eligible students the prepaid credit for catering will be given with lunch vouchers or pre-paid card.

In case of giving up to accommodation when eligible, the amount of catering will be halved.

If the scholarship will be revoked, the prepaid credit for catering service will be revoked as well, as specified in the Announcement For Catering Service, article 5.

The value of the credit for catering service will be defined proportionally to the length of the stay in Er.Go Residences for those students enrolled at courses issuing double or multi-degrees and who spend an exchange period abroad at the partner University. In case of a 6 months stay the amount of catering will be halved and it will be totally cancelled in case of stay longer than 6 months.

Only for non-EU students enrolling at Modena University and applying for lodging. Please see the following deadlines:

Non-EU students enrolling at Modena University and applying for lodging	Online application deadlines	Deadlines for submission of the original legalized documentation stating the economic and financial condition
Students enrolling for the first time at the first year of a First Level Degrees or of a single-cycle Degrees	From 17/07/2017 to 31/08/2017 (1st ranking) From 01/09/2017 to 26/09/2017 (2nd ranking)	By 07/09/2017 (1st ranking) By 28/09/2017 (2nd ranking)
Non-first-year Students enrolling at First Level or at a single-cycle Degrees, first year students enrolling at Second Level Degrees, Specialization courses, PhD and S.P.I.S.A. (first and second year)	From 17/07/2017 to 11/08/2017	By 13/08/2017

Students already assigned with Scholarship + lodging + Catering (BAP) in the academic year 2016/2017 or enrolling from the academic year 2017/2018 at First Cycle Courses or Single-Cycle Degree courses, First cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.), apply automatically for a benefit called BAP (Scholarship + Free Lodging + Subsidy for Catering Service).

9. Grants and subsidies for non-resident students enrolled at Modena University (BAP) involved in postgraduate professional trainings

A competition for grants is announced to support non-resident students, who undertake a postgraduate professional training in Emilia Romagna. The grants are experimentally for students:

- enrolled at the last year or at the first out-of-course year of all degrees (First cycle degree), Second cycle degree, Single cycle degree except for the degrees of School of Dentistry, School of Medicine and Surgery and of all other courses of the School of Medicine;
- eligible to the benefit “Scholarship + lodging + subsidies for catering (BAP)” provided for the non-resident students enrolled at Modena University, in the ranking lists published according to article 13 of the “General Rules” of ER.GO Announcement;
- eligible to scholarship in the ranking lists of the previous academic year;

- who undertake a professional training in Emilia Romagna after the graduation (First cycle degree, Second cycle degree, Single cycle degree), for a no less than 3 months period and for the maximum duration of six months.

The grant amount is in proportion to the professional training duration for a unit price of € 250,00 per month and can be given only once in the whole course of study.

To benefit from the grant it is required to fulfil all the following conditions:

- earn a degree (First cycle degree, Second cycle degree, Single cycle degree), within the legal duration of the course of study and however no more than the first out-of-course year and do not continue studies during A.Y. 2018/2019;
- earn, before to graduate, the certificate of attendance of the counselling service course issued by ER.GO;
- activate the professional training within 60 days from the date of graduation (First cycle degree, Second cycle degree, Single cycle degree). Only for whom graduates during the summer session (June/July 2018), the deadline for activating the professional training is 90 days from the date of graduation .

The counselling service course is held by the Job Counselling Service of ER.GO – Modena office – and it develops in at least 12 hours, of which 9 hours of Workshop about the job active research techniques and 3 hours of personal counselling service, for the professional targeting and for the identification of an operative plan to find the post-graduate professional training.

The professional trainings realized in Emilia Romagna, according to the Regional Law 1st August 2005, no. 17 as modified by Reg. Law 19th July 2013, no. 7 can be carried out in public corporations and in private companies as well. For the post-graduate professional trainings, the private/public company is compelled to pay the trainee attendance benefits for no less than € 450,00 per month. The grant of € 250,00 given by ER.GO adds up to the € 450,00 benefits paid by the public/private company.

The first instalment of grants will be given to the summer session (June/July 2018) graduates.

In case after the first instalment, other financial means will be available, grants will be assigned also to students graduating in the next sessions (autumnal September/October 2018; winter December 2018; extra session March/April 2019) to the end of the financial means available. The subsidy is paid in two instalments: the first one, equal to the 50% of the total amount, will be supplied within 30 days from the date of the professional training start up, while the final payment will be supplied within 30 days from the date of the end of the training.

For the period in which the professional training will take place, ER.GO, in case of accommodations availability, can offer to the students concerned an accommodation at the favourable price of € 220,00 per month in double room and € 250,00 per month in single room. Depending on the available rooms, the student concerned can stay in his/her lodging even 60 days before the starting up date of the professional training (90 days only for the graduates of the summer session), paying the guest rate (see table no.1 of the Accommodation Announcement – Modena). For the period in which the professional training will take place, the student concerned can also make use of the catering service at the conditions provided for all the University students.

10. Condition of Non-resident student, Commuter student and Resident student

Non-Resident Students

Students can get scholarship as “**Non-Resident Students**”, if :

They are resident at a distance, from the location of the course attended, that takes more than 90 minutes on public transport (in a municipality not included in either Table 6 or Table 7 of the Announcement) and if they meet one of the following conditions:

1) They are lodging assignee in ER.GO residences for at least 10 months, in the period going from 1st October 2017 to 30th September 2018;

2) They pay for accommodation in the university city attended, (or nearby, provided it is within the municipalities listed in Table 6), using public residential facilities or lodgings owned by private parties or authorities, for at least 10 months within the period from 1st October 2017 to 30th September 2018.

Students who intend to get the benefits for “Non-Resident Student” must:

- **fill in the online form “self-certification of domicile” during the period from 17th July to 23rd October 2017 after having filled in and confirmed the online scholarship application form; (Students are not required to send the printout of this form);**

Those, who will already have the documents about this paid or free accommodation, according to the rules stated in the Announcement, Cl. 5.12, (Cl. 6.12 in Modena and Reggio Emilia Announcement), may attach a scan of these documents to the online self certification of domicile Form.

- **Those, who, on the other hand, will not be able to attach the domicile documentation to the online self-certification form, will then have to send by registered post to ER.GO the documentation concerning their domicile address, as specified in the Announcement, by 31 January 2018.**

As regards stateless students, political refugees and students with international protection as defined by art. 2.3 - paragraph 6 and 7- of the General Rules of the Announcement, whose family unit is not resident in Italy, the amount of their scholarship is that provided for non-residential students (art. 1 and art. 2), regardless of their residence or domicile.

Commuter students

Students can get the scholarship as “**Commuters**”, if:

They are resident at a distance, from the location of the course attended, that takes between 45 and 90 minutes on public transport (in a municipality included in Table 7 of the Announcement)

or

though considered “non-resident” because of the distance from the University attended, they live however in a free accommodation in the university site, or nearby, provided it is within the municipalities included in Table 6 of the Announcement, for at least 10 months of the academic year (from 1st October 2015 to 30th September 2016).

The procedures and deadlines for sending the self-certification of domicile and relative documentation, required for “Non-resident Students” must be respected also in this latter case.

Resident Students

Students can get the scholarship as “**Resident Students**”, if:

they are resident at a distance, from the location of the course attended, that takes up to 45 minutes on public transport or if they 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 Announcement are considered as “Resident students”.

As far as their eligibility to scholarship is concerned, students are considered as residential students, if they have their domicile in a lodging owned by themselves or by one of their parents, if present in the student's family unit or in the ISEE requested in order to apply for Higher Education Benefits.

Self certification of domicile

Students who applied to get a scholarship as “Non-resident” or “Commuters” must fill in the online the self certification of domicile form, on the website www.er-go.it , after having filled in and confirmed the scholarship application form from 17th July 2017 to 23rd October 2017.

The self certification of domicile temporarily replaces the documents concerning the paid or free accommodation (such as the contract relative to the self-certified domicile) which have to be sent, exclusively, by registered post with return receipt (postmark date), 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 sites, 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”, in the area “Documents to send to ER.GO” (documenti da inviare/inviati all'Azienda) by 31 January 2018

Students who have already attached their complete documentation to the online self certification of domicile within 23rd October 2017., are not required to send it by post again.

Documentation about domicile

ACCOMODATION UPON PAYMENT:

- 1) If the student is the holder of a lease 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 lease agreement, he/she must provide, besides a copy of the agreement, a regularly registered sublease (*subentro*):

The agreement must be officially registered, hence it is also necessary to attach the receipt of payment of the registration tax for this academic year 2017/2018 (Form MOD. F24 ELIDE or other form, as provided by the Revenue Agency). In case of the flat rate tax option, students will have to submit the documentation issued by the Revenue Agency proving that the option is still valid for the current year.

If the agreement **sent by 31st January 2018, expires** after that date without covering the 10-month period, the student must provide the renewal documentation or a new registered lease.

- 3) In order to confirm the payment of the registration tax for the year in progress, students enrolled in the year subsequent to the first, who confirm the address documented in the previous academic year, must send documentation proving the registration of the agreement or of its renewal (Form MOD. F24 ELIDE, Form MOD. RLI 2017 or other form, as provided for by the Revenue Agency). In case of the flat rate tax option, students will have to submit the documentation issued by the Revenue Agency proving that the option is still valid for the current year.

ACCOMODATION FOR FREE

- 1) If the student lives free of charges in a flat, a registered gratuitous commodatum agreement must be provided.
- 2) In case that the provided gratuitous commodatum agreement for the A.Y. 2016/2017 has expired, the student must provide a document written by the flat's owner with attached a blueprint of the latter's ID, certifying the student's stay in that flat during the A.Y. /2017/2018 and specifying the beginning and end date of student's stay.
- 3) In case that the provided gratuitous commodatum agreement for the A.Y. 2016/2017 is an open-ended contract or a contract lasting for the whole student's period of studying, the student must provide a document written by the flat's owner with attached a blueprint of the latter's ID, certifying the student's stay in that flat during the A.Y. 2017/2018 and specifying the beginning and end date of student's stay.

Note:

In order to avoid omissions or lacking data, it is advisable to use ER.GO set of forms available on ER.GO website www.er-go.it, in the area “Modulistica”.

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

For any doubts or questions, please see the Announcement or contact our services PARLA CON ER.GO and ERGO RISPONDE/SCRIVICI.

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

11. International Scholarships

For students enrolled at University courses issuing double or multi-degrees and who spend an exchange period of six or more months abroad at the partner University, the scholarship amount is defined as follows, according to the below specified ISEE brackets:

ISEE BRACKET	INTERNATIONAL SCHOLARSHIP AMOUNT
	(no less than 6 months abroad staying)
Up to € 15.333,33	€ 5.495,11
From € 15.333,34 to € 16.866,66	€ 3.936,38

From € 16.866,67 to € 19.152,97	€ 3.042,53
From € 19.152,98 to € 23.000,00	€ 2.797,56

The International Scholarship amount is independent from the condition of “Non-resident, Commuter or Resident” student. The International Scholarship assignee students are not subject to the “self-certification of domicile” regulations.

The International Scholarship is incompatible with the Grants for International Mobility supplied by ER.GO and with any other type of grant provided by the University partner.

In case of concomitant allocation of both ER.GO International Mobility Grant and other grants awarded by national and foreign Institutions, aimed to complete students’ learning and research activity with exchange periods abroad (Erasmus, Socrates or similar), the total amount of the paid grants shall not exceed € 7,195.11.

For the students enrolled at University courses issuing double or multi-degrees, who spend an exchange period of less than six months abroad at the partner University, the scholarship amount is fixed according article 1 and following of ER.GO Announcement.

12 . Economic requirements

The economic condition of the student is assessed considering ISEE (Index of the Economic Condition) and ISPE (Index of Property Condition), two indexes measured according to the composition of the family, the incomes and assets owned by the family. The new regulation in force about ISEE (D.P.C.M. 5 Dec. 2013, n. 159 and M.D. 7 Nov. 2014, M.D. 29 Dec.2015, no. 363, and M.D. 1 June 2016, no. 146) introduces a specific ISEE as regards services connected to the right to university studies. Usually, in case of parents living with the applying student, the ISEE, issued for services connected to the right to university studies, corresponds with the ORDINARY ISEE, in this case, the ISEE certificate (Attestazione) must specify that it is applied to the supporting services of the right to University studies on behalf of the student concerned. In case of particular situations, please see the General Rules of the Announcement for the academic year 2017/2018 and the Guide to ISEE for the academic year 2017/2018.

Independent student

In case of parents not living with the student applying for an ISEE for services connected to the right to university studies, the applying student is member of the parent’s family unit, except in case both the following requirements occur.

- a) Official residence outside the family home for at least two years before the application for enrolment at the first year of each degree, in a housing not belonging to a member of the native family,
- b) Earned income or similar of at least € 6.500,00 per year in the last two years, declared by the student in his/her income tax return.
- c) If the student is married, it will be taken into account the student's new family unit, only if he/she meets the residence requirement (according to letter a) and in case the income requirements (according to letter b) are fully met, also considering the student's spouse income. In this case, to meet the income requirements, the spouse’s income (referred to the two previous years) can be taken into consideration, even if the student at that time was not yet married.

Rules for spouses are valid also for both parties of same-sex civil union, as provided for by the current regulations (law 20th May 2016, no. 76).

d) Only in case of a student enrolled at PhD courses, the family unit is composed of the student applying for benefits, his/her spouse, under-age children (younger than 18 years old) and adult children, according to the rules provided for by article 3, paragraph 2 and 5, of D.P.C.M. 5 Dec. 2013, no. 159. In this specific case, the ISEE is calculated on the basis of the so called “restricted family unit” and it is provided in a specific section of the ISEE certificate. The applying to benefits student, enrolled at PhD courses, can however reserve the chance to establish a family unit according to the ordinary rules provided for by article 3 of D.P.C.M. 5 Dec. 2013, no. 159. In this case, it is taken into account the “ISEE ORDINARIO” of the ISEE certificate.

In this case the student can be considered as independent student and we will consider only the economic condition of his/her new family unit, and not of his/her native family.

Students not resident with their native family, who do not have both the requirements indicated above, cannot be considered as independent students, but as members of their parents’ family unit and must fill in the application form with reference to the ISEE including their native family. To define the student’s condition as Resident Student, Non-Resident Student or Commuters, ER.GO will consider the residence of the native family.

13. Academic Achievement requirements

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

First year students:

- > gain access to scholarships, and receive payment of the first instalment on the basis of their incomes and asset conditions only and
- > must obtain specific and distinct academic achievements in order to maintain the allocation of the scholarship, and to receive the payment of the second instalment and/or to not have to give back the first instalment.

First year students without the relevant (4th column) requirements **on 30/11/2018 forfeit** their right to total exemption from university fees.

The credits obtained must not be less than:

Type of course	Access requirements for the 1st instalment of the scholarship	Requirements at 10/08/2018 for the 2nd instalment of the scholarship	Requirements at 30/11/2018 to confirm the award of the scholarship and to not refund the 1st instalment
Three-year degree courses, single-cycle degree courses	Economic condition	25 credits with the possibility to use up to 5 bonus credits	20 credits no bonus allowed
Master degrees	Economic condition	30 credits with the possibility to use the bonus not used before	20 credits no bonus allowed

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

- > gain access to scholarships and receive the first instalment,
- > confirm the allocation of the scholarship and receive the payment of the second instalment. If the scholarship 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 do not achieve the relevant requirements by 10/08/2018 maintain, nevertheless, their right to full exemption and to the reimbursement of the regional tax. The credits obtained must be no less than:

For first cycle degrees

Year of course	Requirements at 10/08/2017 for the 1st instalment of the scholarship	Requirements at 10/08/2018 to confirm the award of the scholarship and to receive the 2st instalment
Second (first enrolment in A.Y. , 2016/2017)	25 credits	80 credits
Third (first enrolment A.Y 2015/2016)	80 credits	135 credits
Extra semester (first enrolment A.Y 2014/2015)	135 credits	Not required

For single cycle degrees

Year of course	Requirements at 10/08/ 2017 for the 1st instalment of the scholarship	Requirements at 10/08/2018 to confirm the award of the scholarship and to receive the 2st instalment
Second (first enrollment A.Y. 2016/2017)	25 credits	80 credits
Third (first enrollment A.Y. 2015/2016)	80 credits	135 credits
Fourth (first enrollment A.Y. 2014/2015)	135 credits	190 credits
Fifth (first enrollment A.Y. 2013/2014)	190 credits	245 credits
Extra semester (first enrollment A.Y. 2012/2013)	245 credits	Not required
Sixth (Medicine only) (first enrollment A.Y. 2012/2013)	245 credits	300 credits
Extra semester for Medicine (first enrollment A.Y. 2011/2012)	300 credits	Not required

For second cycle degrees

Year of course	Requirements at 10/08/2017 for the 1st instalment of the scholarship	Requirements at 10/08/2018 to confirm the award of the scholarship and to receive the 2st instalment
Second year (first enrolment A.Y. 2016/2017)	30 credits	80 credits
Extra semester (first enrolment A.Y. 2015/2016)	80 credits	Not required

Students enrolled in courses at Higher Institutes for Arts and Music and at non-university higher education institutions must check the specific tables on the application Announcement.

For all other courses please check the Announcement to manage the evaluation process and evaluation criteria

BONUS

The bonus is a plafond of extra credits that can be used to reach the minimum achievement level required to get the benefits of the year in which the student is going to enrol. It has to be required in the online application form.

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

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 . Any remaining bonus credits can be used only over subsequent years . 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-can not be counted in subsequent years. (For example, if 2 bonus credits are used to reach the 25 credits required to access the second year benefits of a three-year degree course, at least 57 new credits must be obtained by August 10th of the following year, in order to reach the minimum of 80 credits for the confirmation achievement.

QUALIFICATIONS

There are special criteria to evaluate academic achievement in case of:

- Qualifications for educational activities after abandonment or forfeiture of studies, or by attending single or master courses.
- Qualifications for educational activities for foreign students who have attended study periods abroad;
- Qualifications for educational activities for students who move from former degree courses of the Faculty of Law to the single-cycle degree in Law; move or transfer from degree courses to single-cycle degrees; for graduates who request to shorten their courses in the single-cycle degree, or in the Primary Education Sciences.

For any doubts or question, please check the application Announcement – or contact our services “PARLA con ERGO” and ERGO RISPONDE/SCRIVICI.

14. Accommodation service

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

- a. **with admission by ranking list**, aimed at non-resident students with all the required income and academic achievements, who will stay in the same University branch for a continuous period of time, corresponding to the whole academic year. Only for the University branch of Modena, the admission by ranking list is free for those students eligible to Scholarship + lodging + subsidies for catering (BAP) – see paragraph no.8
- b. **with assisted admission**, aimed at non-resident students enrolled at University courses (which issue double or multiple degrees), coming from the partner University abroad, and who attend for a period of time the University of Bologna and Romagna and aimed also to students enrolled at the courses of the Polytechnic Institutes (ITS) or to other non-resident students belonging to specific conventions drawn up with ER.GO. About the monthly fees, please have a look to the specific tables in the Accommodation Announcements. Only for the University branch of Modena, the assisted admission can be aimed also to students assignee of grants for postgraduate professional trainings – see paragraph no. 9
- c. **with free admission**, aimed at students, researchers, recent graduates, who need to stay temporarily and occasionally at Emilia Romagna Universities. It isn't required any income and academic achievements.

ER.GO residential facilities are diversified in different types, arrangements, services offered and fees/prices, outlined on the website www.er-go.it.

Lodgings are managed by the Lodging Booking Desk (Sportello Unico Casa – in Italian) on the website www.er-go.it, where:

assigned students in the ranking list can

> pay their rent on-line

> book their bed at the residences open in each location during the Summer and Christmas closure

other guests can

> check the available rooms and book them for short and occasional stays

> pay for the accommodation on-line

Pre-confirmation of the service by students in the ranking list

Students in the ranking list, only if they have not been assigned a lodging in A.Y. 2016/2017, must use the following pre-confirmation procedure:

a) Check their position on the ranking list on the website www.er-go.it when the provisional ranking lists are published;

b) Students eligible (“idonei”) to a bedplace must pre-confirm their acceptance of the lodging by paying €100.00 within the deadlines indicated below:

- by September 1st 2017 students enrolled for subsequent years of all the degree courses and first year students of second level degree, specialization courses and SPISA must pay the pre-confirmation fee and complete the self-certification of the payment on the website www.er-go.it by the same date;

- by September 12th, 2017 first year students of first level courses and single-cycle degree courses must pay the pre-confirmation fee and complete the self-certification of the payment on the website www.er-go.it by the same date.

Failure to make the payment, late payment, failure to provide the on-line self-certification of the payment within the pre-confirmation payment deadlines shall automatically be considered as renunciation to the service.

Therefore the scholarship eventually assigned will be of the amount for Resident Students.

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

The payment of the pre-confirmation fee must be notified to ER.GO exclusively online, by completing the relevant form, that can be found on the website www.er-go.it, clicking on self-certification of the payment of the pre-confirmation 2017/2018.

A printed copy of the payment must be presented at the allocation of the lodging.

The amount paid for the pre-confirmation will be paid back in full to students to whom accommodation is not allocated by October 17th 2017, due to unavailability of lodgings.

Students not assigned an accommodation within October 17th, 2017 can self-certify a domicile from October 18th, 2017 to November 14th, 2017, in order to obtain a scholarship for Non-Resident Students (from 26th October 2017 to November 14th, 2017 only for the freshmen enrolled at Modena University, whose lodging assignment starts from 2nd November, 2017 and not called for the assignment before the 25th October, 2017).

For Non-Resident Students enrolled at Modena (See paragraph 8), the payment of the pre-confirmation is not required, with the exception of the students enrolled in the a. y. 2017/2018 in a first level degree course or single cycle degree course or first cycle diploma at AFAM (lett. b) and eligible in the provisional ranking lists issued on 06/09/2017 and 09/10/2017.

As regards stateless students, political refugees and students with international protection as defined by art. 2.3 – paragraph 6 and 7- of the General Rules of the Announcement, whose family unit is not resident in Italy, in case of application for lodging, the following special terms are given:

- Students eligible in the provisional lodgings ranking list (article 13 of the General Rules) must not pay the pre-confirmation (see the Lodgings Announcement);
- Students eligible in the pre-definitive lodgings ranking list (article 13 of the General Rules), and awarded with an Er.Go lodging, must not pay the monthly housing charges, since they will be totally deducted from their scholarships. Dispositions about free lodging apply to students enrolled in Modena and eligible to a B.A.P. Scholarship, as provided for by article 1 of Modena Scholarship Announcement and by article 2 of Modena Lodgings Announcement

On the website www.er-go.it, assigned student can find a service called ABITARE ER-GO, that can be used to:

- Arrange a private talk with the Lodging Service;
- Arrange a private talk with the Counselling Service;
- Request a transfer within the residence or from one residence to another;
- Read news and notices about the residential facilities;
- Apply to take part in events/meetings organized by the Authority or other institutions.

For any doubt or question, please see the application Announcement or contact our services PARLA CON ER.GO AND ERGO RISPONDE/SCRIVICI.

15. Facilitated access to the catering service

The catering service is open to all students.

Students awarded with a scholarship residing out of town (except from Students enrolled at Modena University assigned with BAP – scholarship, free lodging, subsidies for catering service) may ask to convert part of their scholarship into catering vouchers. In this case ER.GO will assign an additional contribution in the amount of the 50% of the student’s quota. You can apply for catering service while filling in the Benefits Application Form.

You can ask to convert into catering vouchers:

SCHOLARSHIP 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

The application for the catering service is irrevocable, except in cases of particular reason according to art. 3 of The Announcement for Catering Services.

Students eligible for scholarship, but not awarded because of lack of funds, will receive a contribution of € 500.00 for the catering service (except from Non-Resident Students enrolled at Modena University- see art 1 of The Scholarship Announcement for the Modena University and Reggio Emilia)

Only students enrolled at Modena University assigned with BAP (scholarship, free lodging, subsidies for catering service, as defined in Chapter 8, sub a) b) c), are entitled to the following contribution, according to their ISEE as declared in their application form:

ISEE BRACKETS	Students enrolled at regular course	Students enrolled at their extra semester
Up to € 15.333,33	€ 900,00	€ 450,00
From € 15.333,34 to € 16.866,66	€ 500,00	€ 250,00
from € 16.866,67 to € 19.152,97	€ 400,00	€ 200,00
From € 19.152,98 to € 23.000,00	€ 250,00	€ 125,00

In case these students renounce to the lodging service after the publishing of the Provisional ranking lists, their contribution will be halved.

In case scholarships are not paid because of lack of fund, these students are assigned a free lodging and free catering service as above indicated.

Students with ISEE up to € 28.000,00 and ISPE up to € 62.000,00 can be assigned a contribution of € 300,00 for the catering service, if they reached their achievement. This contribution will be assigned in case of availability of funds after the payment of the scholarships to all the eligible students. In case of lack of fund, the contribution of € 300,00 will be assigned primarily to those student assigned with a scholarship in academic year 2016/2017.

16. Grant for International Mobility

These are intended for all students enrolled at subsequent years of all course levels (second level courses can apply from the first year), eligible for an ER.GO scholarship for the academic year 2018 and awarded with a scholarship to take part in international mobility programs.

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

The amount of the grant is € 500.00 per month and it is assigned for the entire period spent abroad, up to a maximum of ten months, regardless of the destination country. The amount of the scholarship taken from European Union funds or other bilateral agreement (non-EU too) 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 round trip up to a maximum amount of € 50,00 for European Countries and € 250,00 for non-EU Countries.

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

The international mobility contribution can be assigned only once per degree course, and it is incompatible with the international scholarship.

17. Hardship Awards

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

Hardship awards are:

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

> Lodging with fee according to the ranking lists (only for students already assigned in the academic year 2016/2017).

The grants are meant only for students eligible/assignee with a scholarship in the academic year 2016/2017.

Hardship awards are granted only once, and they are incompatible one another. Hardship awards are also incompatible with money grants, with the same purposes, given by Universities in the A.Y. 2017/2018. In some cases, there can be grants integrated with Universities.

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

The hardship awards are assigned after evaluation of the produced documentation and taking into account the academic achievements; it's up to ER.GO asking for an informal interview in order to define better the student's situation. The benefit is assigned according at the incontestable discretion of ER.GO.

Er.Go reserves itself the right to take into consideration particular request of loan made by female students regularly enrolled at the University, who are mothers with a child under the age of one, exclusively if the student's family unit is composed only by the student and her child, in the absence of a parental support.

Annex: the self-certification of domicile

Contracts and its related deeds, such as transfers (cessione) and takeover (subentro) are subject to the payment of a registration fee.

It is possible to pay the registration fee with the so-called Mod. F24 Elide and with the so-called Mod. RLI, that can be found on the Revenue Agency website www.agenziaentrate.gov.it in the section **Forms - Payment forms**.

Cedolare secca (flat tax) is another way to pay the registration tax.

Owners renting a lodging may decide which payment methods they want to adopt.

In case owners decide to adopt the flat tax method (cedolare secca), the documentation proving the payment should be one of the following:

- Modello SIRIA
- Modello 69
- modello RLI
- a declaration issued by the Revenue Agency stating the option for the flat tax (cedolare secca)
- a declaration issued by the Revenue Agency stating the extension of the option for the flat tax (cedolare secca)

Please Note that as regards transfers (cessione), takeovers (subentro) and sublease (subaffitto) the registration can be paid with the so-called Mod. F 23. and Mod. RLI 12.

CONTACTS

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Certified electronic mail (PEC): info@postacert.er-go.it

PARLA CON ER.GO:

p. 051/6436900 for freshmen

p. 051/19907580 for all other students

For specific information about the Benefits Announcements, this service is working every day, from Monday to Friday, from 9.30 to 16.00.

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