

GUIDE FOR THE COMPILATION OF THE APPLICATION FOR THE REFUND OF THE HOUSE RENTAL

HOW TO ACCESS TO THE APPLICATION FOR THE REFUND OF THE HOUSE RENTAL

Before you enter in your online personal page for the compilation of the application for the refund of the house rental, be sure to have with you all the necessary information: the identification code of the registration of the rental contract at the "Agenzia delle Entrate" and the scans of your payment receipts/bank transfers.

Enter in your Edisu personal page at <http://clio.edisu-piemonte.it/login.aspx>, log in with SPID or with PIN code. Only for international students who have not yet resident permit to get SPID, it's possible to access with TEMPORARY LOG-IN CODE. If you fill the application with the temporary log-in code, it's recommended to authorize pop-ups from the site, in order to have a smoother browsing.

After accessing your personal page, look for the sidebar titled "Refund of house rental". It's the last pane at the bottom right, click on Request to log in.

COMPILATION OF THE REQUEST

In the first page you will be able to indicate your residence, domicile and your citizenship. If you are an Edisu applicant, you will find the page already filled.

The second page is made of 5 sections.

UNIVERSITY DATA SECTION – PERIOD OF REQUEST FOR THE REFUND OF THE HOUSE RENTAL

This section is about the request of the refund of the house rental and the university data. Attention: selecting the academic year for which you're requiring the refund, you are also selecting the period for which you are requiring the refund, that is, if you require it from February 2020 to September 2020 you will have to fill out the section about 19/20 university data. Otherwise, if you want to ask the refund from October 2020 to December 2020, then you will have to fill out only the 20/21 part. If you're going to request the refund for example from March 2020 to December 2020 you will have to fill both sections. For every year fill out the 3 fields: student number, university and city. This way we will be able to carry out the checks of the enrollment with your university. We remind you that the enrollment is an essential requirement for the request of the refund (except for the cases provided for by the regulations of the University for the year of graduation)

ECONOMIC DATA SECTION

The second section is about economic data. As stated in the Notice of Competition, your ISEE Universitario/ Parificato shall not exceed 15.000,00 euros. You have different options to transmit your economic data.

ISEE data from University: if in 19/20 or 20/21 you submitted your ISEE to your University for fee reduction, you can ask that these data are communicated to us directly from the University. Attention: if the University informs us that for the a.y. you indicated there are no ISEE data to transmit, then you will be excluded.

ISEE data submitted to EDISU for the purpose of requesting benefits or services in the academic year: if in the a.y. 2019/20 or in 2020/21 you required Edisu benefits (scholarship, accomodation service) or services such as the restaurant service, then you can indicate in the application to use the ISEE data we already hold.

Attention: if performing the checks in Edisu database, we detect that there are no ISEE data for the academic year you indicate, you will be excluded.

Data in INPS database for 2021 ISEE: if you prefer to present 2021 ISEE or 2021 ISEE CORRENTE, you can select the third option. We'll check in INPS database to find your ISEE. Attention: if performing the checks in the INPS database, we detect that there are no ISEE data linked to your fiscal code, then you will be excluded.

Trasmit 2021 ISEE PARIFICATO data: if you are an international student with foreign incomes or if you are an italian student with foreign incomes and you didn't transmit your economic data neither to the University nor to Edisu, then you'll have to make a 2021 PARIFICATO. You'll have to fill the required fields: protocol, date, Edisu affiliated caaf and ISEE value (in ISEE PARIFICATO you find the denomination "Campo T").

Remember to validate the inserted information in this section by ticking the last box and remember you will have to submit your Consular Documentation to Edisu Student Office.

RENTAL HOUSE CONTRACT SECTION

Click on the CONTRACTS button and a new page will open. You can insert at most three contracts in this page. If you had more than three (within the months in which you can apply for the refund), just open a ticket to get further instructions. Fill the boxes starting from the first at the top and write down all the required information. You must also attach a copy of the registration receipt of the contract in the AGENZIA DELLE ENTRATE. Each file must be at most 1 MB big and must be a .pdf.

Concerning the section PROVINCES (Province) you can select the ones in Piemonte only. If you attended your classes in another city outside Piemonte, just open a ticket: in this case, we can consider your application only if your university confirms that the city of your study is the same in your house contract.

Fill the page and click on SAVE, at the bottom right. The main page will open and you can go on filling the application.

PAYMENT RECEIPTS SECTION

You can upload the payment receipt in this section. Enter the section and click on the RECEIPTS button. A search button will open which allow you to upload the file directly from your PC. Remember to name the file properly: for instance, if you attach the February receipt, you can name the file "Feb.2020" before uploading it.

You can attach as many files as you want but remember that each file must be at most 1 MB big and it must be a .pdf. When you finish the upload, click on CONTINUE in order to return to the main page.

FINAL DECLARATIONS SECTION

That section refers to the declaration. There are three boxes and you must tick all of them in order to transmit the application. Finally, click on SAVE and TRANSMIT at the bottom right.

APPLICATION TRANSMISSION

If you logged in with **PIN** or **SPID**, the procedure will ask you to confirm the data. You can modify you data until you transmit it. You will not be able to change the information after the transmission. For students who submitted the application with **PIN** or **SPID**, there is no need to sign the application paper or upload the ID document.

On contrary, if you logged in with the **TEMPORARY LOGIN CODE**, after clicking on **SAVE** and **TRANSMIT** the procedure will open the transmission page with the **PRINT** button. After clicking on the **PRINT** button, it will be no longer possible to modify the application. Click on **PRINT** and open the pop-up in the page to download and print the related form that you must sign. After signing the form, scan it and attach it with a copy of your valid ID document in the transmission page of the application. Remember that each file must be at most 1 MB big and it must be a .pdf. After uploading the two files, click on **SAVE AND CONTINUE** at the bottom right and you will enter the page to confirm the transmission of the application.

Remember that the application can be considered correctly completed only if you receive two receipts at the email address you communicated during the registration. The first receipt name is **ACQUISIZIONE DAT VIA WEB**, the second one **RICEZIONE PRATICA**.

IBAN

In your personal page of the EDISU website there is a section called **IBAN CODE**. Remember to insert your IBAN here after submitting the application. The IBAN must be related to an Italian bank account and in the student's name.