

I, the undersigned, declare I have updated the data entered into the Segreteria online (Home/Master data: permanent address, bank account (refunds)), if they are other than those provided herewith.

I declare that the amount I request the reimbursement of has not been included in an Income tax declaration and that for the same amount no reimbursements, contributions or benefits have been requested or received for any reason, from public administrations, bodies or private parties, by either myself nor any member of my family or people I live with, even those without a family relationship.

I also declare that, if reimbursement is also made for previous years, I will deal with any obligations in relation to the regularization of my tax situation or that of my family, in the event that income tax deductions have been made in relation to the sum paid.

PLEASE NOTE:

“All amounts that were accidentally overpaid can be recovered by applying in writing for a fee refund (along with proof of payment) to the Rector of the Siena University within sixty days of the payment date. Should there be other fees to be paid, the request will be dealt with according to the methods established by the University of Siena” (*art. 5, Tuition Fees Regulations*).

This form must be e-mailed to gestione-tasse@unisi.it only using an institutional e-mail address @student.unisi.it

Cash refund at the *Tesoreria*: In accordance with rules and regulations in force, an amount exceeding € 1,000.00 can only be paid into a bank account/pre-paid card. Therefore, the refund of sums amounting to or exceeding € 1,000.00 can only be claimed if the student is in possession of an International Bank Account Number (IBAN).

Refund through payment into a bank account: in order to refund the amount due, the bank account must be in the name of the applicant; should he/she fail to indicate one element of IBAN, in accordance with the Italian Banking Association (ABI) circular no. 2797 of 23 May 2003, any sanctions will be charged to him/her.

Also, according to the Tuition Fees Regulations for the academic year 2019/2020, the following items are not refundable:

- Virtual stamp duty – *art. 2, par. 4, Tuition Fee Regulations*;
- Tax for the Regional Authority for Higher Education Grants (DSU) – *art. 2, par. 4, Tuition Fee Regulations*. Application for refund of regional tax is to submitted to the DSU. No refund of the regional tax will be due in case of a reimbursement for re-enrollment fees paid when examinations were taken within the last valid session;
- The amount of € 35.00 paid for pre-enrollment – *art. 8, Tuition Fee Regulations*.
- Fees and contributions paid before applying for a transfer to a different university – *art.11, par. 3, Tuition Fee Regulations*;
- Fees and contributions paid by those leaving the University or suspending their course for any reasons – *art.13, par. 3, Tuition Fee Regulations*;
- The contribution paid for taking a test assessing students’ prior knowledge – *art.18, par. 1, Tuition Fees Regulations*;
- The contribution paid for taking an admission test to limited access programmes – *art.18, par. 2, Tuition Fee Regulations*;
- The contribution paid for the recognition of a foreign academic degree – *art.20, par. 1, Tuition Fee Regulations*;
- The contribution paid for the assessment of foreign academic degrees - for admission to master’s degree courses - through the University of Siena online platform – *art.20, par. 3, Tuition Fee Regulations*.

Place and date _____

Legible signature _____