



**Declaration submission procedure for the
assignment of the contribution band
- ISEP form
for the academic year 2018/2019**

Currently enrolled students who believe they meet the requirements to qualify for a contribution band lower than the top band according to the “*Regulations governing university taxes and contributions academic year 2018/2019*” are required to submit an assignment application form – the ISEP form, by following the procedure indicated below **by the 23/11/2018**.

The regulations are available on the University website at the following link:
<https://www.hunimed.eu/>

The top band will automatically be assigned to all students who:

- **fail to complete the ISEP form according to the procedures and terms stipulated;**
- **fail to provide all the necessary documentation, and any additional documentation required by the University, according to the procedures and terms stipulated;**
- **provide false, partial or incomplete information or information that does not correspond to that obtained from the Tax Authorities or other bodies.**


Students are reminded that information supplied as part of the self-certification process may result in liability for the criminal sanctions provided for by art. 76 of the D.P.R. (Decree of the President of the Italian Republic) no. 445/2000, in the event of forged documentation and false declarations.

The ISEP form must be completed online by 23/11/2018 via the website <https://www.hunimed.eu/> in the Fees and Contributions section of the relevant degree course, accessing the application which calculates the band using the university email address as a username. The password needed to complete access will be immediately generated and sent to the user’s email address.

Student will then need to:

1. complete the declaration – ISEP form;
2. upload the supporting documentation;
3. make an appointment to establish the band in accordance with the abovementioned regulations.

Students are advised to read the regulations and the “*further indications*” (see pg. 4 of this document) carefully before filling out the form online.

Whilst completing the form online, carefully read the information provided in the explanatory pop-ups, which can be activated by clicking on this symbol: 

For further details please get in touch with the contacts provided (see pg. 6 of this document).

Students must follow this procedure at the beginning of each academic year.

The self-certification procedure – ISEP Form

Students must complete the form online with their personal details regarding the composition of their family, the income of the members of their family, the movable and immovable assets of the members of their family, as well as any deductions, as provided for by the current regulations.

Students are advised to check the details completed on the screen before confirming the procedure.

Confirming the self-certification process provides confirmation of the details entered and sends the student to the page where they are required to upload their supporting documentation.

Uploading documentation

Once the details required to calculate the ISEP indicator have been entered, students are requested to attach specific documents relating to the fields that were filled out in the previous step. Uploading the supporting documents is a **compulsory** step to complete the procedure online. Only one file with a maximum dimension of 20 MB

can be uploaded for each field. If necessary, additional documentation can be attached at the bottom of the page.

Confirmation and appointment booking

Once confirmation has been made regarding the uploaded documentation, it is no longer possible to make changes online. Students will be sent to a page which summarises the details provided and also specifies the contribution band assigned on the basis of the information supplied by the students. **Final confirmation of the contribution band assigned will only be made once the student documentation provided according to the terms stipulated in the current regulations has been verified by the University.**

In addition to completing the self-certification process, students will also need to make an appointment to establish their contribution band by selecting an available date. This date must be arranged **at least five days after** completing the online procedure.

Submission of documentation

On the date arranged, students must submit all the documentation required to enable the university to carry out the necessary checks to the office located in building A, as specified in the current regulations.

During the five-day interval between the completion of the online procedure and the appointment for the submission of the documentation, the university will make a preliminary check to verify whether the data entered and documentation attached is correct.

- If the online form has been completed correctly and all the required documentation has been attached, students will receive confirmation of the appointment by email.
- If any mistakes are found, students will be receive email notification informing them that the appointment has been cancelled and providing details of any additional documentation to be uploaded. Students are then required to access the online service again, upload the documents and select another appointment from the dates suggested.

N.B. The verification procedure will only be complete once the university has checked that the data and documentation provided is appropriate, allowing students to make an appointment to establish their band. The student's

contribution band will only be considered definitive once the documentation has been submitted on the day of the appointment and confirmation has been received from the staff in charge.

Further indications

Documentation to attach to the certification

Students are required to submit a **copy of the tax returns**, which must be attached to the ISEP form.

N.B. Copies of the tax returns will only be accepted if they are duly signed by the individual concerned (father, mother, student, etc.) and are the definitive version (signed draft or facsimile copies will not be accepted).

As provided for by the regulations, please note that only **self-certifications** relating to the registered family status and/or past certificate and for the self-certification of the movable assets owned by the household **with a completion date not prior to September 1st 2018 will be accepted.** The **forms** concerning the abovementioned self-certifications can be **downloaded** next to the respective fields.

Deadlines

Students must complete the ISEP Form requesting the assignment of the contribution band by the scheduled deadline of **23/11/2018. Once this deadline has passed, it will no longer be possible – for any reason – to accept requests for the assignment of the contribution band** and, as provided for by current regulations, **students will be automatically assigned the top band.**

Students with foreign documentation

In the event of any queries, students with foreign documentation are invited to go to the student office located on the ground floor of building A with all their documentation for advice on how to proceed before completing the online form.

N.B. Please note that foreign documentation will only be accepted if accompanied by a certified translation in Italian language (documents in original language only will not be accepted).

Independent students

Students can only and exclusively be considered independent (see pg. 10 of the current regulations) if they meet all three of the following requirements:

- belonging to a household other than that of the parents;
- actual autonomous residence, documented by self-certification of the registered family status, which is not in property owned by the parents or more generally by relatives or other related people up to the fourth degree owned by these people under any title, as well in property where these people are resident, as of 01/09/2016;
- having earned an income of at least €30,000 in 2017.

In the event that students do not meet all three of the specified requirements, the Conventional Family Household will include the student and all those belonging to the parents' registered household. They will therefore be required to produce: the student's family status and that of the registered household to which the student belonged; when the income is calculated, that of both the student and the members of their original registered household will be included.

Registered data of the members of the household

In the process of completing the form online, the members of the household must be indicated, specifying the data of both those generating an income and those registered as dependents.

Applications for review

As provided for by point 4.6 of the current regulations, students who think they have been assigned the wrong contribution band will be able to appeal by the 31st of January 2019. Students' failure to submit the self-certification, or failure to complete or submit the same before the deadline has passed, are not considered valid grounds for the presentation of an appeal.



In the event that an appeal is unsuccessful, students will be charged € 200.00 for the administrative costs incurred.

Technical problems and/or further explanation

For technical problems and/or further explanation relating to the submission of the self-certification, please contact Luca Timoniere at the following e-mail address: luca.timoniere@hunimed.eu, indicating:

- **in the subject: matriculation number, surname and name;**
- **in the message: the reason for the request and a telephone number in the event the office needs to contact the student directly.**