

- Scholarships
- Extraordinary Granted Funds



## Application Requirements and Regulations of the Call

2017-2018

## Riferimenti degli UFFICI AGEVOLAZIONI ECONOMICHE per le varie Sedi

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| Sede<br>Universitaria | INDIRIZZO                          | N° TELEFONO      | N° FAX           | INDIRIZZO e-mail   |
|-----------------------|------------------------------------|------------------|------------------|--|
| MILANO                | Largo A. Gemelli, 1 20123 MILANO   | +39.02.8645.0740 | +39.02.8718.1067 | <a href="mailto:info.dsu@educatt.it">info.dsu@educatt.it</a>       |
| BRESCIA               | Via Tosio, 1 25100 BRESCIA         | +39.02.7217.2604 | +39.02.8718.1067 | <a href="mailto:info.bs.dsu@educatt.it">info.bs.dsu@educatt.it</a> |
| PIACENZA              | Via dell'Anselma, 7 29100 PIACENZA | +39.0523.62.1111 | +39.0523.579416  | <a href="mailto:info.pc.dsu@educatt.it">info.pc.dsu@educatt.it</a> |
| ROMA                  | Largo Francesco Vito, 1 00168 ROMA | +39.06.305.0120  | +39.06.3015.5708 | <a href="mailto:info.rm.dsu@educatt.it">info.rm.dsu@educatt.it</a> |

[www.educatt.it](http://www.educatt.it)

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# APPLICATION REQUIREMENTS AND REGULATIONS OF THE CALL FOR SCHOLARSHIPS AND EXTRAORDINARY GRANTED FUNDS A.A. 2017/2018

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## DISCLAIMER

This document aims at summing up the main foreseen requirements to receive EDUCatt scholarships and extraordinary granted funds.

Nevertheless, it doesn't substitute the Italian document "Bando di concorso per borse di studio e sovvenzioni straordinarie a.a. 2017/2018", which remains the only legally valid reference as to the definition of the criteria of admissibility in the rankings for EDUCatt scholarships and extraordinary granted funds.

## SCHOLARSHIPS

### 1. FORESEEN NUMBER OF SCHOLARSHIPS PROVIDED AND INCLUDED BENEFITS<sup>1</sup>

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Pursuant the Italian law on the Students Support Services, the amount of scholarships to be assigned for the academic year 2017/18 will be approximately:

- 500 scholarships for students enrolling in the first class for a.y. 2017/18
- 1200 scholarships for students enrolling in classes subsequent the first one for a.y. 2017/18

In this document, you will find a list of requirements foreseen for those who want to apply for EDUCatt scholarships. After having submitted the application, the students will receive the communication about their outcome. The positive outcomes are divided into two categories: "beneficiary" and "admissible but non-beneficiary".

The students who result "beneficiary" gets:

1. a money contribution,
2. the exemption from the university tuition fees,
3. a meal per day.

The students who result "admissible but non-beneficiary" gets:

1. the exemption from the university tuition fees,
2. a meal per day (for students enrolled in classes subsequent the first one)

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<sup>1</sup> EDUCatt scholarship is tax-free according to the Italian law.

## 2. GENERAL CONDITIONS FOR THE SUBMISSION OF THE APPLICATION

### 2.1 WHO CAN APPLY:

Students enrolled or intending to enroll<sup>2</sup> in Università Cattolica **for the very first time** in a.y. 2017/2018:

1. **in a regular class** of a bachelor degree, a single-cycle degree (only if they don't have a degree yet) and a master degree (after a bachelor degree, only if they don't have an equal degree yet);
2. **in the first class** after the regular duration of the degree course, as foreseen by the Faculty;
3. **for the only students with a disability level equal to or higher than 66%: in the second class** after the regular duration<sup>3</sup> of the degree course, as foreseen by the Faculty;
4. in a specialization program for the period foreseen by the Faculty (excluding the medical area);
5. PhD programs<sup>4</sup>.

The **deadline** for the application is set **for 28 September 2017**.

By the deadline set, the students whose family unit generates an income or holds capitals in Italy must be in possession of a document certifying their economic situation, called "**attestazione ISEE per le prestazioni agevolate per il diritto allo studio universitario**". This must have been issued in solar year 2017. You can refer to any center specialized in fiscal assistance in the area where you reside (also known as "CAAF Centro Autorizzato di Assistenza Fiscale").

### 2.2 WHO CANNOT APPLY:

- a. students who already have a degree belonging to a level equal to or higher than the degree course they are enrolling in and requesting the scholarship in a.y.2017/2018;
- b. students who benefit or have already benefited from another scholarship (even partially) provided by other private or public institutions for the same academic (if you have any doubts, please contact EDUCatt offices in your campus);
- c. students enrolling in Università Cattolica after having waived the studies in Università Cattolica or in another a.y. before a.y.2017/2018;
- d. students enrolled as intermediate or as intermediate repeating student after the regular duration of the degree course as foreseen by the Faculty;
- e. students who transfer from another campus, faculty or degree course, repeating the enrolment in an already attended class;
- f. international students living abroad (outside Italy) and benefiting from specific financial aids as indicated in the following web page <http://www.ucscinternational.it/academics/undergraduate-programs/bachelor-degrees-in-italian#tasse-e-borse-di-studio>;
- g. students enrolled in a PhD benefiting from a scholarship or from grant money;
- h. students enrolled part-time;

<sup>2</sup> The application for the scholarship can be submitted also before the enrolment in Università Cattolica. The enrolment must be regularized by the deadline set by the Faculty. In any case, the actual assignment of the benefit is subordinated to the enrolment in university.

<sup>3</sup> The first class after the regular duration of a degree course is calculated from the very first year of enrolment in compliance with the Faculty regulation.

<sup>4</sup> Only the courses named "Dottorati di ricerca" in Italian are included in the scholarships funded.

- i. students attending courses in Università Cattolica, related to presently active international projects, who are NOT formally enrolled in the university though.

### 2.3 Particular conditions

The students who belong for a.y. 2017/2018 to one of the aforementioned categories in the section "who can apply", but couldn't apply during previous academic years because they found themselves in one of the situations reported in paragraph 2.2 must refer to the Italian version of the application requirements and regulation in paragraph 3.3. In case of need, please contact EDUCatt offices in your campus.

## 3. REQUIREMENTS TO BE ADMITTED IN THE RANKING FOR THE SCHOLARSHIPS

In order to be admitted in the definitive rankings for EDUCatt scholarships, the applicants must be correctly enrolled in Università Cattolica in a.y. 2017/2018 by the deadline set by the Faculty. Furthermore, the applicant must respond to income-based and merit-based criteria, as follows.

### 3.1 Merit-based requirements

The merit-based requirements must be distinguished into requirements for students enrolled for the very first time in a first class and requirements for students enrolled for the very first time in a class subsequent the first one.

#### 3.1.1 Students enrolled for the very first time in a first class

The students enrolling for the very first time in a first class of a bachelor degree, a master degree, a single-cycle degree, a PhD program, a specialization program (excluded the medical area) must be correctly enrolled in the courses according to the modalities foreseen by their Faculty.



**N.B.:** these students must have the following merit-based requirements (except for the students enrolled in PhD and specialization programs):

- a. they must have a baccalaureate grade which is equal to or higher than 70/100, when converted according to the Italian grade system (except for students enrolling in the first year of a master degree and for students with a disability level equal to or higher than 66%);
- b. they must reach a minimum level of academic credits, recorded by **10 August 2018**, as specified in the Italian version of the application requirements and regulation (paragraphs 10 and 15).

The students enrolled in a single-cycle degree course of the Faculty of Medicine must record 25 academic credits by 10 August 2018; for the students enrolled in all other faculties the required number of recorded credits is 30.

#### 3.1.2 Students enrolled for the very first time in a class subsequent the first one

##### 3.1.2.a Bachelor degree, master degree, single-cycle degree courses

The students enrolling in a class subsequent the first one of bachelor degree, master degree and single-cycle degree courses must:

- acquire and record the minimum amount of academic credits in their curriculum by **10 August 2017** as foreseen in the chart below;
- can benefit from bonus credits, if needed, to reach the number of academic credits required, as specified in the following chart:

## CHART OF REFERENCE FOR THE ACADEMIC CREDITS

| FACULTY                               | DEGREE COURSE   | ACADEMIC CREDITS |     |     |     |     |       |
|---------------------------------------|---|------------------|-----|-----|-----|-----|-------|
|                                       |   | 2°               | 3°  | 4°  | 5°  | 6°  | 1° fc |
|                                       | CLASS   |                  |     |     |     |     |       |
| All                                   | Bachelor degree   | 35               | 80  | ==  | ==  | ==  | 135   |
| All                                   | Master degree   | 35               | ==  | ==  | ==  | ==  | 80    |
| All                                   | Single-cycle degree   | 35               | 80  | 135 | 190 | ==  | 245   |
| EXCEPT FOR:                           |   |                  |     |     |     |     |       |
| "Psicologia" e "Medicina e Chirurgia" | Bachelor degree   | 35               | 88  | ==  | ==  | ==  | 148   |
| "Psicologia" e "Medicina e Chirurgia" | Master degree   | 35               | ==  | ==  | ==  | ==  | 88    |
| "Medicina e Chirurgia"                | Single-cycle degree in "Odontoiatria"                                   | 35               | 103 | 165 | 211 | 273 | 333   |
| "Medicina e Chirurgia"                | Single-cycle degree in "Medicina"                                       | 30               | 69  | 127 | 180 | 236 | 296   |
| "Medicina e Chirurgia"                | Single-cycle degree in English language ( <i>Medicine and Surgery</i> ) | 35               | 78  | 149 | 192 | ==  | ==    |

N.B. Not all the subjects in a student's curriculum can be considered as to the satisfaction of the merit-based requirement. You can check the accepted academic courses in the Italian version of the Application Requirements and Regulation. If you have any doubts, please contact EDUCatt offices in your campus.

The students with a disability level equal to or higher than 66% can have individualized requirements according to their typology of disability. The requirements can change in this case up to 40%. EDUCatt will commit to establish appropriate merit-based criteria for the single cases, also thanks to the cooperation with experts.

#### How to use Bonus Credits

In order to acquire the minimum requirements to be admitted in the ranking, all the students enrolled in a class subsequent the first one have the possibility to benefit from bonus credits according to the following modalities to reach the foreseen amount of recorded academic credits by 10 August 2017. This chance is given in the only case the student never benefited from the use of bonus credits before (not even in other universities).

#### Bachelor degree

1° class: no bonus credits

2° class: 5 bonus credits

3° class: 12 bonus credits, if never used before

1° class after the regular duration of the degree course: 15 bonus credits, if never benefited before

#### Master degree (two-year course)

1° class: no bonus credits

2° class: 15 bonus credits, if never benefited before

1° class after the regular duration of the degree course: 15 bonus credits, if never used before

#### Single-cycle degree

1° class: no bonus credits

2° class: 5 bonus credits

3° class: 12 bonus credits, if never used before

4° class: 15 bonus credits, if never used before

5° class: 15 bonus credits, if never used before

1° class after the regular duration of the degree course: 15 bonus credits, if never used before

## 3.2 Income-based requirements

### 3.2.1. Family unit and parameters

The income-based requirements are related to the family unit, as interpreted by the Italian law. For the students whose family unit generates an income and/or hold capitals in Italy, there are two parameters of reference: the so-called "ISEE" (concerning the economic conditions) and the "ISPE" (concerning the capital)

The foreseen limits of these parameters for a.y. 2017/2018 are:

I.S.E.E.: 23000 €

I.S.P.E.: 50000 €

### 3.2.2. Economically independent students

To be classified as “independent students” according to the official Italian version of this document (paragraph 4.2.1.), there are two conditions to be met:

- a) They must have been living on their own, in a property not related to the family unit's real estate for two years or more
- b) They must have been working, not for a member of the family unit, for two years or more with a yearly **fiscally declared** income of 6500 € at least.

In order to be recognized as such, the students must provide some documents, as better specified in the official Italian version of “Bando di concorso per borse di studio e sovvenzioni straordinarie a.a. 2017/2018”.

If you have any doubts, please don't hesitate to contact EDUCatt offices in your campus.

### 3.2.3. Students with incomes and/or capitals abroad (outside Italy)

The students whose family unit generates an income or hold capitals abroad must provide the following documentation to EDUCatt, translated into Italian by the competent authorities. The aforementioned documentation must certify:

- the family unit's members number
- the total income of all the family unit's members referred to solar year 2016
- the economic value of the real estate owned by the family unit by 31 December 2016, together with the number of square meters
- the economic value of the movable heritage (average deposit of 2016).

It will be responsibility of EDUCatt to calculate the corresponding income range.

Students coming from particularly poor countries who find difficulties in providing these documents should contact EDUCatt offices in their campus.

N.B.: Students coming from non-EU countries are kindly invited to get in touch with UCSC International Office (phone: +39 02 7234.5257/5258/5259, e-mail [international.admissions@unicatt.it](mailto:international.admissions@unicatt.it)), to check if there are financial aids, as described in the following web-page <http://www.ucscinternational.it/academics/undergraduate-programs/bachelor-degrees-in-italian#tasse-e-borse-di-studio>.

## 4. AMOUNT OF THE SCHOLARSHIPS

The amount of the scholarship depends both on the income range (according to the documentation provided, either ISEE or the foreign documents certifying the income and the capital) of the student's family unit and on their municipality of residence.

### 4.1 Income ranges

According to the value ISEE

| 1 <sup>a</sup> range |           | 2 <sup>a</sup> range |           | 3 <sup>a</sup> range |           |
|----------------------|-----------|----------------------|-----------|----------------------|-----------|
| from €               | 0,00      | from €               | 14.420,32 | from €               | 17.709,35 |
| to €                 | 14.420,31 | to €                 | 17.709,34 | to €                 | 23.000,00 |

### 4.2 Municipality of residence

In order to establish the amount of the scholarships, the municipalities of residence are divided into three categories, according to what reported in the following page [www.educatt.it/agevolazioni](http://www.educatt.it/agevolazioni):

- **Local students**;
- **Commuting students**;
- **Away from home students**<sup>5</sup>.

<sup>5</sup> Pursuant the Italian law, extra-EU students are included in the category “away from home”, independently from where they reside in Italy, except if . By the way, those who can receive a scholarship calculated for “away from home” are still obliged to provide a regular contract of accommodation for a fee.

The "away from home students" are considered as such only if they take an accommodation in the city where the campus is located or in the nearby municipalities, for a fee.

In order to be recognized as such, these students must provide a lease contract regularly registered in their own name for a period of **10 months at least (included between 01/09/2017 and 31/08/2018)** and for an overall fee not lower than € 1000. The contract must be uploaded **BY 28 SEPTEMBER** through the personal web area MyEDUCatt.

Furthermore, they must provide a fiscally valid certification of the payment of this fee for the stay in a private or public structure, referred to a period of 10 month at least, as aforementioned.

The following data will be required as well: owner's contacts, the address and contacts of the apartment or the residential college and the monthly cost for accommodation, if not staying in one of EDUCatt structures. **If this requirement and the related data are missing, the concerned student will be considered commuting.**

The amount of the scholarships is defined as follows:

#### 4.2.1 Local students

- 1<sup>a</sup> income range: € **1.954,00** (\*) + a meal per day.
- 2<sup>a</sup> income range: € **1.503,00** (\*) + a meal per day.
- 3<sup>a</sup> income range: € **1.188,00** (\*) + a meal per day.

#### 4.2.2 Commuting students

- 1<sup>a</sup> income range: € **2.155,00** (\*) + a meal per day.
- 2<sup>a</sup> income range: € **1.702,00** (\*) + a meal per day.
- 3<sup>a</sup> income range: € **1.384,00** (\*) + a meal per day.

#### 4.2.3 Away from home students

- 1<sup>a</sup> income range: € **4.447,00** (\*) + a meal per day.
- 2<sup>a</sup> income range: € **3.876,00** (\*) + a meal per day.
- 3<sup>a</sup> income range: € **3.328,00** (\*) + a meal per day.

(\*) The amounts include 50 € as a forfeit contribution for the services, which will be automatically deducted from the scholarship.

### 4.3 Warnings

- The opportunity to benefit from a meal per day ends with the conclusion of the university career for any reason.
- The meal can be consumed only by the beneficiary and cannot be transferred to third parties.
- The students not benefiting from the food service cannot be refunded, except for those who are on international mobility, if properly certified.
- The payment of the scholarships to beneficiary students living in one of EDUCatt colleges will be adjusted to the "income range C" as better specified in the application requirements and regulation for the access in EDUCatt Residential Colleges for a. y. 2017/2018.
- For beneficiary students enrolled in the first class after the regular duration of the degree course, **all the amounts must be interpreted as halved as well as the value of the meals and the period of benefit.**

### 4.4 Admissible but non-beneficiary students

The admissible but non-beneficiary students *enrolled in an class subsequent the first one* benefit from the exemption from the university tuition fees and from one meal per day from 1 January to 31 December 2018 EDUCatt canteens; for those not benefiting from the food service no refund is foreseen.



The admissible but non-beneficiary students *enrolled in a first class* can benefit from the exemption from the exemption university tuition fees and from the first meal per day (either lunch or dinner) at the reduced rate foreseen for the students belonging to the first income range.

## 5. INTEGRATION OF THE SCHOLARSHIPS

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There are three cases of money integration:

- students with disability;
- students on international mobility;
- students graduating within the legal duration of their course as foreseen by their faculty.

### 5.1 Students with disability

In case the beneficiary for a.y. 2017/2018 is a student with a disability level higher than 66%, the amounts of the scholarship can be increased up to € 2.054,00 for local students and up to € 3.216,00 for commuting students and up to € 6.465,00 for away from home students. The scholarship can also be converted in special equipment according to the student's disability under agreement with the office in charge for the integration of the students with disability within Università Cattolica.

### 5.2 Students on international mobility

All admissible students, both beneficiary and non-beneficiary can apply for an integration of their scholarship, if they take part in mobility programs abroad in a.y. 2017/2018.

The maximum monthly contribution is € 550,00 for the duration of their period of mobility abroad for a maximum of 10 months. The period abroad must be of 3 months at least. The participation in a mobility program abroad must be properly certified by the office in charge for the international students in Università Cattolica. The possible funds provided to the students by the European Union will be deducted from the amount of the integration of EDUCatt scholarship. The students can also access a refund for their travel expenses: up to € 150,00 (for EU countries) and up to € 500,00 (for extra-EU countries). The integration for mobility can be granted only once for degree course.

If the applications represent an amount higher than the total funds, the scholarship integration will be proportionally reduced.

The application for the mobility integration shall be done in conjunction with the application for scholarship, but the students will be paid only when they are back in Italy, if they fulfill the obligations related to the participation in the program.

**N.B.:** The amounts of EDUCatt scholarship for commuting and away from home students will be adjusted to the amounts for local students during the months spent abroad.

For the students enrolled in the first class after the regular duration of the degree course as foreseen by their Faculty, the amounts will be halved.

### 5.3 Students graduating by the legal duration of their course as foreseen by their faculty. € 1.000 graduation award.

This integration only concerns students enrolled in the last class of a master degree course or a single-cycle degree course in a.y. 2017/2018, who resulted beneficiary for the same academic year. As a matter of fact, admissible but non-beneficiary students **cannot** access this scholarship integration.

For these students, the integration can be awarded only if all the following conditions take place:

1. they must graduate within the legal duration of their degree course as foreseen by the faculty without any interruption during their university career;
2. it must be the first time they ever benefit from a graduation award, even if they come from another university.

The students must apply within 60 days after the date of their graduation, by filling in the form available at EDUCatt offices.

## 6. RANKINGS

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The rankings are formed according to the class the student is enrolled in:

- For the students enrolled in a first class, the ranking is formed on the basis of the ISEE related to the maximum limit of **€ 23.000,00**. The order of the ranking varies from 1000 (ISEE = € 0,00) to 0 points (ISEE = € 23.000,00).
- For the students enrolled in a class subsequent the first one, the calculation focuses on the academic credits acquired and recorded by 10 August 2017. The order of the ranking varies from 1000 (highest merit level) to 0 points (lowest merit level).

For further information concerning the criteria for the rankings, please consult the official Italian version of the Application Requirements and Regulation ("Bando di concorso per borse di studio e sovvenzioni straordinarie a.a. 2017/2018"), paragraph 7.

## 7. PUBLICATION OF THE RANKINGS, POSSIBLE SUBMISSION OF APPEALS AND SIGNING OF THE SUBMITTED APPLICATION

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EDUCatt will communicate the publication of the "temporary" rankings approximately **by the end of October 2017** via e-mail. The outcomes will be available in the student's personal area MyEDUCatt <http://myeducatt.unicatt.it>.

Any possible appeal concerning mistakes done by EDUCatt during the evaluation can be submitted within 15 days after the publication of the rankings.

Later on, the applicants will receive a communication concerning the "definitive" rankings, with the same modalities of the temporary rankings. There is still the possibility that, after the publication of the definitive rankings, the local institutions in charge for university and research allocate more funds. In this case, EDUCatt will inform the students about the availability of the "final" rankings, including possible changes of status from "admissible but non-beneficiary" to "beneficiary". In order to receive the assigned benefit, the students will be called to sign the overview of the submitted application by the deadline set, according to the modalities that will be indicated by EDUCatt.

The students will lose all the rights to the financial aids in the following cases:

- if they don't sign the overview of the submitted application;
- in case of foreign students, if they don't provide the documentation requested in the Italian official version of this document, paragraph 4.2.4.

## 8. ASSIGNMENT OF THE SCHOLARSHIPS – MODALITIES

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The amount of the scholarships is assigned in compliance with paragraph 1 of this document.

The ranking is formed in connection with the income data provided by the student.

For the students enrolled in a first class, the actual assignment of the benefit is subordinated to the acquirement of the foreseen academic credits recorded by 10

August 2018, as better specified in paragraph 10 of the Italian official document "Bando di concorso per borse di studio e sovvenzioni straordinarie a.a. 2017/2018". The scholarship consists in two installments: the first one is represented by the possibility to benefit from a meal per day in EDUCatt canteens; the second one is the scholarship itself.

Admissible but non-beneficiary students enrolled in the first class of a degree course can benefit from a meal per day at the reduced rate foreseen for the first income range.

Admissible but non-beneficiary students enrolled in a class subsequent the first one and all beneficiary students receive the first installment of the scholarship by the end of December 2017 and can benefit from it for all solar year 2018.

Beneficiary students enrolled in a first class will receive the net amount of the scholarship only after the verification about the recorded academic credits, which takes place starting from the month of September.

Beneficiary students enrolled in a class subsequent the first one will receive the net amount of the scholarship by the end of July.

In order not to lose the possibility of benefiting from the scholarship, the students must sign the data overview by the deadline that will be set and communicated.

## **9. PROVISION AND REVOCATION**

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EDUCatt scholarship cannot be cumulated with other forms of financial aids. There are some small exceptions though, as better specified in paragraph 11 of the Italian official version of this document.

If you think you have benefited from a financial aid that could be included in these exceptions, please contact our offices for further explanations or clarifications.

The students lose the benefit they were assigned in the following cases:

1. if they commit serious infractions towards EDUCatt or the university implying penalties;
2. if they don't provide the requested documents to EDUCatt as to the verification of truthful declarations by the deadline set;
3. if they don't sign the overview of the submitted application by the deadline and according to the modalities set;
4. if they waive the studies.

## **10. TRANSFERS TO/FROM OTHER UNIVERSITIES**

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In case of students transferring to another university after 28 September 2017, EDUCatt will send the application to the Student Support Services of the new university after explicit request by the student. Therefore, the students will have to pay back what they had been exempted from.

In the opposite case of transfer from another university to Università Cattolica after 28 September 2017, the students will have to provide the submitted application to EDUCatt by 30 November 2017.

The enrolment in a.y. 2017/2018 must be regularly concluded by the deadlines set by the Faculty. The payment of the scholarship is subordinated to the regular enrolment in a degree course.

## **11. VERIFICATIONS ABOUT THE ECONOMIC CONDITIONS**

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EDUCatt has the right to verify the students' declarations in compliance with the Italian law. The verifications can be made within 5 years from the infraction, as better specified in the Italian official version of this document, "Bando di concorso per borse di studio e sovvenzioni straordinarie a.a. 2017/2018".

The penalties consist in giving back twice the money benefited to the institution providing the benefit.

## 12. PRIVACY POLICY

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The students must provide personal data through the web procedure must be provided as to the economic situation of the family unit. These data are used only for aims related to the benefit the students apply for, for possible checks by the authorities and anyway for aims foreseen by the law. The applicant can contact EDUCatt, owner of the data, anytime to verify the inserted data, possibly modify, integrate or delete them. In case of violation of the law, the student can also request that they are blocked and not treated (pursuant the Italian law: art. 7 legge 196/2003).

Updates, modifications, integrations or deletions can affect the rankings only if they take place by **15 November 2017**.

## EXTRAORDINARY GRANTED FUNDS

The extraordinary granted funds are benefits, consisting in money or services, aiming at helping the student overcome temporary or exceptional situation of need. They are exclusively dedicated to students who didn't result beneficiary of any benefit, provided by EDUCatt, Università Cattolica or other public or private institutions.

The application for this typology of benefit is to be submitted started from January 2018 to the office in charge for Financial Aids, through an interview with the representative of this function for each campus. In the application, the student must certify the reasons for such a request. The student can be requested a specific documentation as a proof of the economic situation, in order to receive the granted funds.

Possible modifications or integrations to this document will be published on EDUCatt website: [www.educatt.it/agevolazioni](http://www.educatt.it/agevolazioni)

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