The Chancellor

The University of Macerata

I, the undersigned,

**APPLICATION FOR TAX REIMBURSEMENT**

 student registration No.

born on at Province on with permanent address at No. Postcode Town Province Tax Code No. \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Telephone No.

enrolled for academic year 20 /20 in year *within/beyond* the specified time limit for completion *(circle as appropriate)* of the degree course \_\_\_\_\_\_\_\_\_\_

Degree Class

E-mail address

**APPLY**

for the reimbursement of € ........................................, paid for academic year ............................. as ........................................................................................................................................................

***(specify details of payment for which application is being submitted – e.g. first instalment, second instalment, arrears, etc.)***

**Reimbursement Method:**

(**NOTE**: The method of payment is to be specified in the page '**Personal Details** [= *Anagrafica*]' – Section: '**Reimbursement by Direct Deposit** [= *Domiciliazione bancaria rimborsi***]'** in the log-in area [= *Area riservata*] of the on-line service – [http://studenti.unimc.it](http://studenti.unimc.it/))

 Bank transfer to bank account IBAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BIC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank Branch Name of holder: \_\_\_ Name of possible joint-holder **(NOTE:** the applicant must be the holder or joint-holder of the bank account above – use block capitals).

The motive for applying for reimbursement is (*please note: specifying articles in the 'Administration Handbook for Students' in force is mandatory*):

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**I DECLARE:**

- I am aware that revenue stamp worth € 16,00, possibly included in the payment, under no circumstances may be reimbursed and that any charge related to the bank transfer is borne by the applicant and shall be deducted from reimbursement;

- I have not gained any advantage as a consequence of the payment I have made (e.g.: reimbursement by other operators, tax deductions, etc.) and I am fully aware that providing untrue statements is a criminal offence.

**I ENCLOSE:**

- a copy of receipts of payment;

- a copy of my Identification Document (if application is submitted by post).

Macerata, ....................................... Signature of applicant ..........................................

**For Office Use Only**

**Student Administration Office of the Department of**

**…………………………………………………………………………………………………………...**

Having considered that on \_\_\_\_\_\_\_\_\_ applicant

paid € for

as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for academic year ,

and on he/she submitted application for reimbursement of monies paid, due to

the following motive:

it is the advisory opinion of the Student Administration Office of the Department of

that the applicant is/is not *(delete as appropriate)* entitled to reimbursement for the following reason:

1) It is provided for by Art. …. of the Student Administration Handbook;

2) Applicant is/is not (*delete as appropriate)* to bear the cost of € 75,00 paid in connection to the reimbursement application;

3) Other

Macerata, ....................................... Signature.....................................................................

**RECEIPT OF APPLICATION FOR TAX REIMBURSEMENT**

The student…………………………………….(Name) …………………………………………(Surmane), enrolled for academic year 20.…/20…. in the undergraduate/specialization degree course ………………………………………………….., *applied for* **TAX REIMBURSEMENT** on ………………….

The Clerk……………………………….