

APPLICATION FOR FEE REDUCTION
FOR MULTIPLE FAMILY MEMBERS ENROLLED AT THE SAME TIME
(only students with their permanent address abroad)
(for students with permanent address in Italy the reduction is applied automatically)
For bachelor's and master's degrees

For the APPLICANT:

Once you have filled out and signed this application, please scan it and send it via email to: tasse.studenti@amm.units.it within 30 days of enrolment along with the required documentation and a copy of both sides of your identity document.

PLEASE NOTE:

You must submit your application for a fee reduction within **30 days of enrolment** (payment of the first instalment).
The deadline for applications is non-negotiable. There is no option to pay a late fee.

**For the Rector
of the University of Trieste**

The undersigned _____ student ID number _____.

HAVING THEIR PERMANENT
ADDRESS ABROAD,
REQUESTS

a reduction in fees for academic year 2025-2026 on the grounds of multiple family members enrolled at the same time in so far as the following family members live together (give details in the table below) and are all enrolled at the University of Trieste for the academic year 2025-2026 in a bachelor's or master's degree.

SURNAME	NAME	STUDENT ID NUMBER

Please note: each family member enrolled must submit an individual application for a reduction in fees, listing the names of their other family members.

Lastly, the undersigned declares that they are aware of the provisions and regulations in force and, in particular, that they are aware of Articles 38, 46 and 47 of Italian Presidential Decree No 445/2000 and subsequent additions and amendments. The undersigned equally declares that they are aware of the sanctions provided for in Article 76 and of the dispositions of Article 75 of the same Decree which cover false declarations, the creation or use of false documents and assumes full responsibility.

Trieste, _____

(signature)

ACCESS TO DOCUMENTS, DATA PROCESSING, STAFF MEMBER IN CHARGE OF ADMINISTRATIVE PROCEDURE

Pursuant to Article 13 of EU Regulation 2016/679, the personal data provided by candidates will be processed, stored and archived, either physically or digitally, by the University of Trieste, for purposes related to the management of this procedure for fee waivers / reductions. The provision of this data is required for the purposes of assessing the application and failure to provide the required data will result in exclusion from the procedure. The data controller is the University of Trieste, with registered office in Trieste, Piazzale Europa 1.

The data processed for the purposes described above will be communicated to or will, in any case, be accessible to the employees and collaborators of the relevant University offices. These staff members and collaborators are adequately instructed by the Controller.

The University may also communicate personal data it keeps on file to other public administrations should they have to process this data for any procedures falling within their own institutional competence. Similarly, the University is obliged to communicate its data to public entities when mandatorily provided for by EU provisions, laws or regulations, when the relevant prerequisites apply.

The management and storage of personal data collected by the University is conducted using both physical documents and digital documents on servers located within the University and/or on external servers belonging to the suppliers of services necessary for the administrative management. These suppliers may become aware of the personal data of interested parties for the sole purpose of the service they provide and will be duly appointed as Data Processors in accordance with Article 28 of the Regulation.

Students are granted the rights set out in Articles 15-21 of the aforementioned Regulation and, in particular, the right to access their personal data, to ask for it to be rectified, completed and erased, or for restrictions to be placed on its processing. To do this, students may send an e-mail to the Data Controller or the Data Protection Officer at one of the following addresses: ateneo@pec.units.it or dpo@units.it.

Students are guaranteed access to the documentation of the proceedings, in accordance with current legislation (Italian Law No 241/90 and Italian Presidential Decree No 184/2006).

Pursuant to Italian Law No 241/90, the staff member in charge of the administrative procedure is the Head of the Online Student Services and University Fees Unit at the University of Trieste.