

## CALL FOR THE ALLOCATION OF MINI-LODGINGS FOR STUDENTS WITH A REQUIREMENT OF REGISTRATION ONLY FOR THE A.Y. 2023/2024

9 mini-lodgings located on the 6th floor of the E3 student house in Trieste are available to university students enrolled in Trieste or in Tartini Conservatory or ITS Academy in Trieste for the a.y. 2023/2024, **with effect from 05/02/2024.**

These mini-lodgings are fully furnished for single use only. Each one is equipped with a single room with living area, kitchenette, french bed and private bathroom. A mini-lodging is equipped for students with disabilities.

The cleaning of the mini-lodging is carried out monthly; a basic linen kit with blanket, pillow, pillow cover and mattress cover is provided; sheets and towels are not included.

**Students who are regularly enrolled for the academic year 2023/2024 at the University of Trieste (or assimilated to it), at the Tartini Conservatory and at the ITS Academy of Trieste or that intend to enroll within the terms scheduled by the single aforementioned Institutions can apply for mini-lodgings in Trieste. Lack of enrollment will result in immediate forfeiture of the benefit.**

### PROCEDURE FOR SUBMITTING THE APPLICATION

The application must be submitted by filling in the appropriate form, available on the ARDiS website, in which the exact period of required assignment must be indicated (check in and check out dates).

A scanned copy of the filled form should be sent, with affixed a stamp of € 16.00 and a valid identity document (passport if non-EU citizen), **exclusively** to the certified e-mail address [ardis@certregione.fvg.it](mailto:ardis@certregione.fvg.it)

**The deadline for sending a scan of the stamped paper form is 25 January 2024.**

**The application deadline remains 25 January 2024** even if the stamp cannot be applied as a resident abroad. In this case it is necessary to activate in the module the appropriate flag:

**does not attach** the stamp from € 16,00

and send, **upon arrival in Italy**, to the e-mail [alloggi.trieste@ardis.fvg.it](mailto:alloggi.trieste@ardis.fvg.it) the scanned copy of the paper application complete with the stamp.

**Lack in sending the correctly completed form, including a valid identity document, within the period indicated above, will exclude the assignment of the mini-lodgings.**

### ASSIGNMENTS

The mini-lodgings will be assigned to those who have sent the form at the time and in the manner indicated above, **according to the chronological order of arrival of requests** and until the availability

of accommodation is exhausted. The date and time of arrival to the above mentioned certified email ardis@certregione.fvg.it determine the chronological order of arrival of the application.

If it is not possible to satisfy all the requests, a specific ranking will be published on the ARDIS website, according to the chronological order of arrival of the requests. Students who will be beneficiaries (beneficiario) will receive a specific communication via e-mail. Students who will result "eligible non-beneficiaries" (idoneo non beneficiario) will be offered a mini-lodging if it should be freed due to forfeiture, waiver, revocation or end of the assignment period.

The assignment may cover at most the period from the date of admission communicated (which can not be later than 01 March 2024) until 31 July 2024, summer closure of the ARDIS Residences.

### **The minimum duration of the stay is 2 consecutive months.**

The period of assignment, also for the purposes of calculating the due accommodation fees, starts from the date of the communicated assignment, regardless of the effective occupation of the mini-lodging. Any postponed entry communication must be sent to the email alloggi.trieste@ardis.fvg.it **by the day of assignment**, using the postponed admission form, available on the ARDIS website. Failure to occupy the mini-lodging within the maximum period of 30 days, provided by the postponed admission form, entails the forfeiture of the benefit and the obligation to pay the fee for the period in which the mini-accommodation was reserved.

The assignee who does not present himself to the ARDIS concierge on the day of assignment communicated, without having sent the postponed admission form, lapses from the benefit. The forfeiture communication is sent to the e-mail indicated by the student in the application form.

Please note that each assignee is required to comply with the rules contained in the ARDIS Regulation for the use of housing at the Student Houses (available on the website [www.ardis.fvg.it](http://www.ardis.fvg.it)) and any other provisions relating to student housing adopted by ARDIS. Upon entry into the ARDIS Residence, the assignee of the mini-lodging must deliver to the concierge **the original of the stamped paper form.**

### FEES AND DEPOSIT

The monthly rate for mini-lodging for single use located on floor 6 of E3 Student House, as defined by Decree No. 1848/22 of the Director General, is equal to:

- **EUR 399.00 per month, with no possibility of fee reductions per part of the month.** The monthly rate starts from the date of assignment communicated, regardless of the effective entry in the mini-lodging.

The accommodation fee for the first month must be paid within 5 days from the date of entry, indicating the period to which the fee refers (e.g. 05 February - 04 March), using the payment system PagoPA which is accessible from the following link:

[https://servizi.regione.fvg.it/SERVIZIFVG\\_Pagamenti/ingresso/ardiss/sedets](https://servizi.regione.fvg.it/SERVIZIFVG_Pagamenti/ingresso/ardiss/sedets)

As an alternative, payments can also be made by cash at Intesa Sanpaolo S.p.A. bank branches located in Italy, indicating to the counter staff the ARDIS treasury code (2919) and the reason for the payment.

The accommodation fee for the following months must be paid by the end of the reference period.

Failure to pay 3 accommodation fees, even non-consecutive, entails the revocation of the benefit.

It is also required to pay a **security deposit of € 250.00** to be made in the same manner mentioned above for the fees and before access to the mini-lodging. **The proof of payment must be sent to ARDIS within the deadline indicated in the application form.** The amount will be refunded after the final exit from the mini-lodging, according to the terms and conditions provided by the Regulation for the use of the housing service at the student's homes.

#### CANCELLATION / FORFEITURE / EARLY CANCELLATION OF MINI-LODGING

Any cancellation of the mini-lodging assigned must be communicated to the email [alloggi.trieste@ardis.fvg.it](mailto:alloggi.trieste@ardis.fvg.it) within 15 days before the date of the assignment. Otherwise the accommodation fee for the first month will still be due.

In case of forfeiture for failure of presentation on the day of assignment communicated, without justification, or within the maximum period of 30 days provided by the postponed admission form, the assignee is required to pay the accommodation fee related to the first month. The forfeiture for lack of the requirement of registration only involves the obligation to pay the accommodation fees for the period of assignment, in compliance with the minimum period of two months.

The assignee of mini-lodging who intends to give up the benefit in advance, must give written notice in advance to the email [alloggi.trieste@ardis.fvg.it](mailto:alloggi.trieste@ardis.fvg.it) using the appropriate form, available on the ARDIS website. The effects of the renounce occur after 10 days from receipt of the filled form. In case of graduation during the academic year, the assignee gives early notice with the above modalities and may request to continue to use the mini-lodging until the fifteenth day following the graduation date, continuing to pay the tuition fee. Even in the case of early withdrawal, the minimum period of stay is 2 consecutive months and the corresponding fee will still be due. Until receipt of the communication of waiver, the assignee is considered in accommodation and therefore required to pay the relevant fees.

#### REVOCAZIONE OF THE ASSIGNMENT

Considering that the assignee is obliged to comply with the rules contained in the aforementioned Regulation for the use of the housing service and any other provision relating to the student's homes adopted by ARDIS, the Agency may determine, in the case of manifest or serious non-compliance with the conditions of assignment, the immediate revocation of the assignment without prejudice to any other form of protection of its interests.

In case of revocation, the accommodation fees will still be due for the assignment period, in compliance with the minimum period of two months.

#### PROCESSING OF PERSONAL DATA

The processing of personal data collected for the purposes referred to in this notice takes place in compliance with the provisions of the European Regulation of 27 April 2016, n. 679 (GDPR).

The Data Controller of personal data is the Regional Agency for the right to study- ARDIS, in person of the Director General (tel. +39 040 3595326/328; e-mail: [direzione@ardis.fvg.it](mailto:direzione@ardis.fvg.it); PEC: [ardis@certregione.fvg.it](mailto:ardis@certregione.fvg.it)).

The complete information is available on [this page](#)

#### INITIATION OF PROCEEDINGS COMMUNICATION

The competent administration is: ARDIS Regional Agency for the right to study;

the object of the procedure is: allocation of mini-lodgings at the E3 student house in Trieste for students with only registration requirement - Academic year 2023/2024;

the competent structure is: the Intervention Service for the right to study - PEC ardis@certregione.fvg.it;

The person responsible for the procedure is: Dr Raffaella Pengue, Director of Service, and her replacement is Dr. Pierpaolo Olla, General Manager; the head of the procedure is Cristiana Cattunar, e-mail cristiana.cattunar@regione.fvg.it;

the closing date of the procedure: 120 days from the date of initiation, with reference to the deadline for the submission of applications, subject to any suspension of time limits; The holder of the power to substitute in case of inertia in the adoption of the final procedure is the Director General, pursuant to Article 19, paragraph 10, of the Rules of Organization of the Regional Administration.

The office where you can view the documents is: Intervention Service for the right to study at the headquarters of Trieste.

Il Direttore del Servizio  
interventi per il diritto allo  
studio

Raffaella Pengue

*Digital signed*