



To the Rector

Student no. _____

I, the undersigned, _____ Tax ID (*codice fiscale*) _____

Born in _____ Country _____ on _____

Resident in (*full address*) _____ Postal code _____ Country _____

REQUEST THE REIMBURSEMENT OF FEES AND DUES FOR THE FOLLOWING REASON:

- course cancellation for failure to reach the minimum number of participants indicated in the call for applications
- ascertained failure to meet admission requirements after normal course registration and online enrolment online
- Double payment of fees
- Other:

This form must be emailed to **gestione-tasse@unisi.it** using your personal university email account only (.....@student.unisi.it).

If possible, the administration shall make any reimbursements by deducting the appropriate amount from the next instalment of university fees.

Should this not be possible, students shall be reimbursed in accordance with the instructions they provide on their *Segreteria online* page (Home / *Anagrafica* (personal details): place of residence (address), administrative data, method of reimbursement and bank details, etc.).

The following reimbursement options are available:

RBB	Bank transfer	Only current accounts or cards with an IBAN of which the requesting party is the sole or joint account holder
RBP	Post office transfer	Only current accounts or cards with an IBAN of which the requesting party is the sole or joint account holder

Failure to provide all the information required shall preclude reimbursement.

Place _____, date _____

Legible Signature _____