



HOW TO APPLY TO HAVE THE TUITION FEES REIMBURSED

ACADEMIC YEAR 2016-17

For the current academic year (2016-17) all students are exempted from the payment of tuition fees including the regional fees of 140€

Matriculations and enrollments for next year will be completed by paying MAV 16€

Very soon, the updated MAV (with the amount of 16€ corresponding to the virtual revenue stamp) will be available on line.

Students who have already paid the tuition fees and the regional fees will be automatically reimbursed (excluding the revenue stamp of 16€).

Students already enrolled for the current academic year must communicate the chosen modality using their login and password.

New students are required to enter their personal profile to check if they enrollment has been finalized i.e. if you have a student number (matricola) and follow the same instructions

The deadline for enrollments and matriculations has been postponed to 13 January 2017.

To activate the reimbursement procedure, please follow the following steps:

1. Connect at <https://didattica.unicam.it>.
2. Select **LOGIN** and enter using your credentials (login and password)



The credentials are the same you use for other online services (ex email adress, exams registrations etc). If you have lost the password, you can change it using the online procedure available at <https://vela.unicam.it/recuperapwd>

3. In the menu on the left, at the bottom, select **MASTER DATA**

The screenshot shows a student dashboard. On the left is a vertical menu with categories: RESERVED AREA, HOME, REGISTRAR'S OFFICE, STUDY PLAN, QUESTIONNAIRES, CAREER, EXAMS, DEGREE, INTERNATIONAL MOBILITY, GUIDE, and UNIVERSITY INFO. The 'HOME' category is expanded, and 'master data' is circled in red. The main content area is titled 'Benvenuto' and contains sections for 'Dati Personali', 'Pannello di controllo', and a table of processes.

Processo	Stato	Da fare
Tasse	da pagare - 1Mav disponibile	visualizza
Piano carriera	non modificabile	
Appelli disponibili	8 appelli disponibili	pre nota
Iscrizioni appelli	1 pre notazione	visualizza

4. On the display all the personal data will be visualized . Browse the page, at the bottom of the page, you will find the voice related to the reimbursement

The screenshot shows a personal data page. The left menu is partially visible, showing 'GUIDE', 'UNIVERSITY INFO', and 'SERVICES AND FACILITIES'. The main content area is divided into sections: 'Town/City', 'Delivery Details', and 'Data Bank Account (Refunds)'. The 'Data Bank Account (Refunds)' section is expanded, and 'Edit Bank Account Refund Data' is circled in red.

Field	Value
Town/City	Belforte del Chienti
ZIP CODE	62020
Locality	
Address	Via Cavour
Street no.	27
Phone number	0733906733
Current address is the same as permanent address	Y

[Edit Permanent Address](#) Use the link to edit Permanent Address

Field	Value
Correspondence address	Current address
Email	danie.le.quadran@facebook.com
Certified email	
Fax	
Mobile phone	+39 3396630838
Mobile phone operator	TIM
I agree to receive, on my mobile phone, SMS about University activities like events and presentations	Enabled
I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003	Y
I agree to the transmission of my Personal Data in compliance with current legislation	Y
I agree to the disclosure of my Personal details in accordance with current legislation	Y

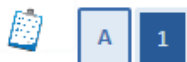
[Edit Delivery Details](#) Use the link to edit Delivery Details

Field	Value
Refund methods	

[Edit Bank Account Refund Data](#) Use the link to edit Bank Account Refund Details

To digit the dates useful to get the reimbursement, click on **EDIT BANK ACCOUNT REFUND DATA**

5. On the display it will appear a screen in which you must chose the modality for the reimbursement



Registration: Data Bank Account (Refunds)

The page shows the form for entering and modifying the user's Data Bank Account.

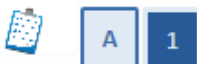
Data Bank Account (Refunds)

Payment methods* Seleziona...

HERE A LIST OF THE AVAILABLE MODALITIES

- **BANK TRANSFER**

YOU MUST SPECIFY THE COUNTRY, THE BANK AND THE BANK ACCOUNT COORDINATES



Registration: Data Bank Account (Refunds)

The page shows the form for entering and modifying the user's Data Bank Account.

Data Bank Account (Refunds)

Payment methods* Rimborso Bonifico Bancario ▼

Nazione Italy ▼

Bank*

Bank Account Details

IBAN*

Inserire cin, abi, cab e c/c



To get the reimbursement, it is mandatory that the bank account is a personal one. It is possible also to communicate the data and IBAN code of the personal "carta conto" (pre-paid or rechargeable) -

- **ENJOY MY UNICAM**

You must specify the data and IBAN code of your personal card.

You can receive the reimbursement ONLY on your personal card



- **Cash reimbursement**

In this case you must personally go to any **branch of BANCA MARCHE all over in Italy**
(<http://www.bancamarche.it>)



This modality can be chosen only for an amount lower than 1000€