

SERVIZIO ABITATIVO

NOTICE FOR THE ALLOCATION OF THE **ACCOMMODATIONS WITH FEE** FOR STUDENTS ENROLLED AT THE UNIVERSITY OF GENOA, STUDENTS ENROLLED AT INSTITUTIONS FOR HIGH ARTISTIC, MUSICAL AND COREUTICAL TRAINING (A.F.A.M.) LOCATED IN THE REGION OF LIGURIA AND STUDENTS ATTENDING INTERNATIONAL MOBILITY

ACADEMIC YEAR 2026 – 2027

ART. 1 – FEE – PAYING BEDS

1. For the academic year 2026-2027 ALISEO provides **50** accommodations with fee in Genoa in the period between **September 1st 2026 and July 30th 2027**.
Taking into consideration student requests and the overall availability, the beds are allocated in the following facilities:

APARTMENTS:

- **Balbi Residence**, located in via Balbi 34A.....(bed places 17)
apartments with single and double rooms, Internet connection.

RESIDENCES:

- **Garibaldi Residence**, located in Salita della Neve 17 (bed places 19)
single or double rooms with services and provided with Internet connection, common refreshment area, IT room, gym, TV area.
- **Gastaldi Residence**, located in Corso Gastaldi 24(bed places 14)
single and double rooms with services and interne connection, study hall, IT room, reception service and Canteen Service at the ground floor.

All university students can have access to the catering centres by downloading the application 'Aliseo Risto' at the rates stipulated in the catering service regulations which can be consulted on the website of Aliseo.

The above mentioned structures can be visited using the following link:
<https://www.aliseo.liguria.it/alloggi/il-servizio-abitativo/#toggle-id-1>

ART. 2 – APPLICATION REQUIREMENTS

1. Applications for the accommodations with fee may be submitted, limited to the achievement of the first degree for each level of study respectively by students:
 - a) do not reside in the Municipality of Genoa and are regularly enrolled at or intend to enroll for the academic year 2026 – 2027 respectively at:
 - the University of Genoa or at AFAM Institution located in Liguria;
 - the University of Genoa to post-graduate course, PhD course, Master degree II level;
 - b) do not reside in Genoa who do not intend to enroll for the a. y 2026 - 2027 due to their condition of “graduating student”;
 - c) participate in International mobility program for university students (ERASMUS, ERSAMUS+, CINDA etc) aimed at higher education and classified as students falling within the 3 cycles of university study.
 - d) Residents of the municipality of Genoa as “care leaver” (those who, upon reaching the age of majority, live outside their family of origin on the basis of a court order that placed them in residential communities or heterofamily foster care) who meet the other requirements of subparagraphs a) and b).
2. Students who apply for the accommodation with fee have to meet the following requirements:
 - a) be eighteen years of age or older and not having reached 40 year by September 1st, 2026;
 - b) not having applied/not to apply for the accommodation with the notice for the of benefits for the academic year 2026-2027, with the ARTE call for applications or not to have resulted eligible or to have withdrawn the accommodation service with the same notice of competition;
 - c) to apply for the accommodation for a minimum period of 4 months;
 - d) to have achieved minimum 20 credits starting from September 2025 until the deadline of the submission of the application of this Notice (exception made for students who are enrolled at PhD courses or Masters’s Degree II level, students who participate in International mobility programs and first year students).

ART. 3 – SUBMISSION OF THE APPLICATION AND ENCLOSED DOCUMENTS

1. The application for the participation in the allocation of the accommodation with fee must be submitted exclusively through the procedure by logging on to the ALiSEO website www.aliseo.liguria.it starting **from June 15th 2026 and expiring at 12 pm on July 15th 2026.**

Pursuant to Decree-Law No. 76 of 16 July 2020, converted into Law No. 120 of 11 September 2020, as of 1 March 2021, in order to access the services and benefits offered by the Public Administration it is necessary to be in possession of SPID credentials (at least level 2) or of the Electronic Identity Card (CIE).

It is exempt from possessing SPID credentials (at least level 2) or the Identity Card (CIE) and can therefore access the on-line 'Accreditation' procedure (registration on the ALiSEO website) students who on the date of application are not in possession of Italian citizenship and a valid Italian identity document.

Students must upload the following valid documents during accreditation:

- a) for EU citizens: identity card (front and back);
- b) for non-EU citizens: passport and residence permit or request to be issued.

Underage students with Italian citizenship can access the online procedure by using the Electronic Identity Card (CIE).

At the end of the accreditation process, a personal code (user code) is sent to the e-mail address indicated by the student, which is only used when logging in for the first time. By using this code, students can access to the accommodation with fee application forms by logging in and then clicking on 'Accommodation with fee'. For subsequent access to the on-line procedure, students must use his or her tax code (as user name) and the password he or she entered in the the 'Accreditation' procedure.

Once logged in students have to:

- fill – in the online application by attaching the requested certifications/attestations;
- verify the correctness of the submitted data;
- submit the application;
- verify the successful submission of the application by receiving the e-mail confirming the application protocol number;
- print or save the receipt of the application.

During the online registration, the student is asked to enter an e-mail address. It is recommended that this address is directly assigned to the student and not to any other party, and that it is directly managed by the student himself/herself, as any communication from ALiSEO will be made through this e-mail address. The student must be aware that failure to read communications from ALiSEO does not constitute acceptable grounds for any dispute. Any change of e-mail address

must be made by the student through the appropriate procedure available on the student's personal 'Student Desk' page.

The application is considered to have been correctly transmitted if the student is in possession of the receipt of the accommodation with fee application showing the application's protocol number itself. This receipt does not imply eligibility for the benefit: the outcome of the application will be available with the publication of the ranking list.

The student is responsible for checking that the attached files are correct. Please note that the document must be scanned in its entirety and readable in all its parts. PDF, JPEG, PNG and GIF formats are accepted and each must not exceed a maximum size of 5 MByte. If the student attaches a damaged and therefore unreadable file, it is not considered valid for the purposes of the application. The access codes for the submission of the application for the accommodation with fee are strictly personal and therefore the application must be completed exclusively by the student applicant who assumes full responsibility for what is declared.

Modifications to data entered in the application for the accommodation with fee:

Students may modify the data entered in the online application by the deadline of the accommodation with fee application.

After the deadline for the accommodation with fee application, only changes related to personal details and changes to the IBAN code will be accepted, by accessing the 'Student Desk' page. Any other event occurring after the application for the accommodation with fee deadline must be promptly communicated to ALISEO at alloggi.pagamento@aliseo.liguria.it which will verify the maintenance of the requirements or will adopt the eventual measure. Otherwise ALISEO reserves the right to take measures in relation to the omission of the communication.

2. Students already accommodated in the 2025-2026 academic year who wish to exercise their **right of pre-emption** in the accommodation used during the previous academic year must indicate this when submitting their application.

3. The following documents must be attached to the application:

- for EU citizens: identity card;
- or non-EU citizens holding a visa: passport and valid residence permit;
- for non-EU citizens not in possession of a visa: passport;
- for Non-EU citizens holding an unlimited residence permit: identity card and residence permit;

- valid Italian certification attesting the recognition of disability pursuant to art. 3 paragraph 1 of law no. 104 of 5 February 1992 or disability equal to or greater than 66%;
- For so-called "Careleavers" certification issued by Social Workers and/or municipality of reference attesting to their position;
- self-certification of examinations passed;

ARTICLE 4 - EXCLUSION GROUNDS

1. The following shall constitute grounds for exclusion from the acceptance of the application:

- owe a grant or other financial debt to the Agency or to other public authorities;
- having been subjected to the disciplinary sanction of suspension for more than 3 months, revocation or disqualification from the accommodation service;
- having been subject to the disciplinary sanction of permanent withdrawal of university benefits;
- failure to enrol or failure to complete the enrolment in the University of Studies of Genoa or to an A.F.A.M. Institution for the academic year 2026 - 2027 on the date of submission of the application.
- failure to sign the mandatory documentation by the closing date of the present call for applications.

ARTICLE 5 - RESIDENCY PROVISIONS, GROUNDS FOR REVOCATION (EXPULSION)

1. The student assigned to the accommodation place must observe all the Provisions on Student Residences, made available and downloadable on the ALiSEO institutional website at the following link: <https://www.aliseo.liguria.it/alloggi/il-servizio-abitativo/disposizioni-sulle-residenze-universitarie/>

2. The following shall constitute revocation of one's right to accommodation, as provided for in the aforementioned Provisions on Student Residences; in this regard, reference is made in particular to the delay in payments for any reason due to ALiSEO of more than 30 days from the written notification made by the Accommodation Service.

3. The student is required to communicate the achievement of the degree within 5 days.

ARTICLE 6 - EVALUATION OF APPLICATIONS AND ASSIGNMENT OF ACCOMMODATION

1. The ranking of applicants will be issued by the competent ALiSEO service **by July 31st 2026** after processing the received applications received according to the priority consisting in the following order:

- disability (recognition of disability pursuant to Art. 3 paragraph 1 of law no. 104 of February 5th 1992 no. 104 or disability equal to or greater than 66%) or coming from a particularly poor country
- pre – emption
- length of the required period
- seniority in university enrolment
- number of credits registered (by the date of the application submission).

2. Following the ranking formulated as set out above, the competent Service will send to the e-mail address provided by the student in the online application, the residence assigned on the basis of their preference until the available places are sufficient or, in the case of unavailability, in another similar residence, with the request for payment of the deposit provided for in article 8 below. It is specified that requests for changes related to the type of residence requested at the application stage or assigned by the relevant office will NOT BE ACCEPTED if the requested type of residence is unavailable.

3. The payment of the deposit following the above-mentioned communication, whether the student has visited the apartment/room or not, will entitle the student to the confirmation of the reservation.

4. After the expiry of three working days from the sending of the communication mentioned in paragraph 2 without having received no confirmation, the students shall be considered for all intents and purposes to have renounced their assigned place.

5. In case any applications remain unfulfilled due to unavailability of places, Aliseo reserves the possibility of scrolling the list, contacting eligible students who are not assigned according to the modalities foreseen by the Notice for applications.

6. It should also be noted that, in case of further vacancies after the closing date of this Notice, the Agency will publish on its institutional website an expression of interest for students applying for such places who meet the above-mentioned requirements.

ARTICLE 7 – REGISTRATION, CHECK – IN AND CHECK – OUT PROCEDURE

1. Registration and check – in procedure to the accommodation can be organised every weekday, with exception made for Saturdays, from 9 a.m. to 12 p.m. by appointment by Aliseo.

2. During the check – in procedure students must provide the following documents:
 - valid identification document (which must match the one submitted during the online application phase);
 - for students from outside the European Union: passport and residence permit or receipt of application for the issue or renewal of this document, presenting the permit as soon as it is issued by the competent authority (which must match the one entered in the online application);
 - receipt of payment of the first monthly fee.
3. At the moment of entering the assigned residence, the student will be required to sign a document of acceptance of the accommodation which commits him/her to comply with the Provisions on Student Residences.
4. The accommodation must be left by the scheduled closing date for the summer period and the accommodation must be vacated of people and personal belongings.

ARTICLE 8 – DEPOSIT

1. The amount of the deposit for the booking of the accommodation is € 500,00.
2. The deposit will be fully refunded by ALiSEO at the end of the staying period if no damage is found to the Agency's property. The student may request its return if he/she does not intend to use the accommodation for the following academic year following academic year, by sending an email to alloggi.pagamento@aliseo.liguria.it
3. The deposit must be replenished if it is used to cover any debts, sanctions and/or damages, no later than 15 days after the reinstatement request, sent by Aliseo to the student.

ARTICLE 9 - WITHDRAWAL OF THE ACCOMMODATION SERVICE

1. The early withdrawal and consequent early termination of the accommodation place, compared to the period requested at the application stage involves the request for payment of the entire period (and the collection of the deposit in case of non-payment).
2. Failure to enter on the date indicated for the check – in procedure in the accommodation or early departure from the accommodation motivated by serious and documented health problems of the student (certificates issued by the relevant National Health Service, part of the EU countries, evaluated by the offices of the Accommodation Service), for problems related to the issue of documents required for the entry into the country by Embassies and Consulates and for the early conclusion of the university career (degree) or of the study period in international mobility entitles the student to the refund of the deposit. The student is in any case obliged to

provide for the payment for the period in which he/she has used the accommodation and must provide a written justification for this duly documented by sending an email to protocollo@aliseo.liguria.it. In case of no check in, documentation must be received NO LATER than the end of the month prior to the scheduled check in date. In case of early check out related to the above, documentation must be received NO LATER than the date of check out.

ARTICLE 10- PENALTIES AND DEDUCTIONS

1. The student shall be subject to all the penalties provided for in the provisions of the residences and which may be imposed on him/her during the period of the accommodation assignment.
2. Any deductions may be applied to the return of the deposit in the event of violations of the specific rules laid down in the provisions of the residences.
3. The deposit will be retained in its entirety and at the sole discretion of ALISEO in the following cases:
 - renouncement of the accommodation after having exercised the reservation by making the appropriate payment;
 - serious infringement of the provisions of the regulations on student residences leading to suspension or revocation (expulsion);
 - contestation of non-payment of past monthly payments;
 - coverage of any unpaid debts during the period of stay.

ARTICLE 11 – MONTHLY FEES

1. The monthly fees correspond respectively to:

€ 300.00 per month single room in the University Residence
€ 260.00 per month double room in a University residence
€ 330.00 per month single room in apartment
€ 290.00 per month double room in apartment.

2. The fee is charged respectively:

- fully in the case **of check – in** to the accommodation by the 15th day of the month; otherwise the payment of half of the monthly rate indicated above;
- half of the monthly rate indicated above in the case of **leaving** the accommodation by the 16th morning; otherwise payment of the full monthly rate indicated above is required.

3. The fees in this Article are intended per person and include, in addition to the availability of the bed, the consumption of electricity, water and gas and of one sets of bed linen.

4. Payment of the monthly rent shall be due from the date of the request for use of the accommodation place expressed in the application for the accommodation with fee regardless of the date of actual entry into the accommodation and subject to the availability of the accommodation place.

ARTICLE 12 – PAYMENTS

1. Payment of the deposit and monthly fees must be made via the **PagoPa** platform, by logging in directly from the Student Desk.
2. Payment of the monthly fees must be made from the 5th day of the current month and no later than the 15th day of the current month.
3. Delays in payment of more than one month will be sanctioned by the application of late payment as established in the Provisions on Student Residences.
4. Delays of more than 2 months shall result in the revocation of the allocation from the accommodation with fee and the initiation of legal proceedings to recover the debt. Any debtors will be reported to the University of Genoa which, on the basis of agreements, may implement measures that will not allow the student to finish his/her career until the regularisation of the debt.

ARTICLE 13 - DATA PROTECTION PROVISIONS PERSONAL

1. The data will be processed in accordance with EU Regulation 2016/679 and decree Legislative Decree No. 196/03 as amended by Legislative Decree No. 101/18. In the application the student must sign the acknowledgement of the information notice; the provision of personal data as well as the declaration of having read the information notice is mandatory for the participation in the allocation of accommodation with fee.
2. The data requested in self-certification (personal data, residence, e-mail address, registration data, etc.) as well as those contained in the requested documentation are intended all the operations carried out, as a rule by electronic and automated means and paper based archives, suitable to guarantee maximum security and confidentiality, aimed at drawing up a list of those entitled to the allocation of university accommodation under these provisions, with reference to the regional legislation on the right to study. The legal basis of data processing is the performance of a task of public interest provided for by the regional legislation in force.
3. The data may be communicated to the Liguria Region, the University of Genoa, the AFAM Institutions, to the Revenue Agency, to the Ministry of Education, University and Research, the Ministry of the Interior, the Ministry of Defence, the National Association for organisations for the

Right to Study, as well as to other public or private entities for the purposes of control, statistics or research.

4. The data, with the exception of different determinations by the Region or MIUR, will be kept for ten years.

5. Data subjects are guaranteed the rights set out in Articles 15 et seq. of EU Regulation 2016/679; the data subject is also entitled to lodge a complaint with the data protection authority Personal Data Protection Authority.

6. ALiSEO - Agenzia Ligure per gli studenti e l'orientamento, as data controller, based in Via San Vincenzo no. 4, Genoa; email: dpo.privacy@aliseo.liguria.it PEC: direzione@pec.aliseo.liguria.it; switchboard: +39 01024911, provides the following information on about the personal data processed for the performance of its public interest tasks or however connected to the exercise of its public powers; ALiSEO has appointed pursuant to Art. 37 of Regulation (EU) 2016/679 the Personal Data Protection Officer Avv. Sofia Piermattei who may be contacted, also for the exercise of the rights of the data subjects, at the email address: privacy@wslegal.it) or by post at DPO C/O Aliseo Via San Vincenzo n. 4, 16121 Genova.

7. The extended information is available on the ALiSEO website www.aliseo.liguria.it within the application for paid accommodation referred to in these Provisions.