IED Istituto Europeo di Design S.p.A. - Società Benefit
Via Bezzecca 5, 20135 Milano - Italia

Codice Fiscale e Partita IVA: 06525850969
Cap. Soc. Int. Vers. € 3.000.000
Socio Unico
R.E.A. 1898168

INTERNATIONAL EDUCATION NETWORK

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INCOME BRACKET ASSIGNMENT GUIDE FOR THE A.Y. 27/28
HOW TO OBTAIN THE ISEE UNIVERSITÀ DECLARATION

IED assigns contribution brackets based on the income and asset situation of the student's family, as calculated with the ISE (Economic Situation Indicator) and certified by a third-party entity (typically a CAAF).

Such indicator can be obtained from the Equivalent Financial Situation Indicator.
The contribution bracket will be determined taking into account the income, asset and economic situation of the family integrated with that of the student, if pertinent.

In order to establish the contribution bracket, the income as calculated above will be reduced by 10,000 € for each child, starting from the 3rd, included in the student's family of origin. This, up to the limit of the contribution bracket immediately preceding it.

If the documentation required to establish the contribution bracket is not submitted, the highest tuition fee will be applied.

The Equivalent Financial Situation Indicator is a tool used according to standard criteria to assess the financial situation of people requesting social security benefits or access to public utilities under favorable conditions.

Pursuant to article 8 of Prime Ministerial Decree of 5 December 2013, paragraph 2, the Equivalent Financial Situation Indicator Abroad is calculated as the sum of the income earned and 20% of the assets held abroad and it is based on the average exchange rate of the Euro in the relevant year**.

The submission of the Equivalent Financial Situation Indicator documents is not compulsory. It is an opportunity IED provides students with in order to obtain a financial aid. The Equivalent Financial Situation Indicator documents shall be submitted each academic year.
The Equivalent Financial Situation Indicator is calculated by a local authority who has a partnership with IED.

Who can apply for the ISEE at IED

As per IED internal policy, only students residing in Italy and in the EEA* (European Economic Area) with income and assets held in Italy or within the EEA can apply.

Documents to be provided for the ISEE calculation

The Equivalent Financial Situation Indicator declaration is the outcome of the following documents:

- Family status declaration (i.e. a statement of all the family members living in the same house).
- Income tax return*** of each family member in the relevant year **. The figure must be converted to Euro taking into consideration the average exchange rate of the relevant year. **
- Properties nationally owned by the family (in square meters) at December 31st of the relevant year**.
- Personal estate of the family owned at December 31st of the relevant year** (assets, dividends, etc.).
- Bank account balance at December 31st of the relevant year.**
- Documentation related to any properties/income the student or the student's family might have in Italy.
- Processing of personal data: please find it at the end of this guide.

***EEA** (27 EU Countries + EFTA: Norway, Iceland, Liechtenstein) + Switzerland.*
*** Relevant Year:** the relevant year is 2025 for students applying for the first enrolment in a Bachelor of Arts or in a Master of Arts; the relevant year is 2026 for students applying for an enrolment renewal.*
**** Please be advised that documents issued by employers will not be accepted.** The official income tax return must be issued by the official government revenue agency of the student's country of residence.*

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All the documents must be:

- Translated into Italian by a recognized translator.
- Issued after January 1st 2026 for students applying for the first enrolment in a Bachelor of Arts or in a Master of Arts; issued after January 1st 2027 for students applying for an enrolment renewal.

Deadlines for students applying for the first enrolment in a Bachelor of Arts or in a Master of Arts:
The deadline to submit the Equivalent Financial Situation Indicator declaration and to be assigned to the corresponding income bracket is **October 15th 2027, for 1st intake Students, and no later than the Study start date for 2nd intake Students. For students who have been enrolled after September 30th the deadline for submitting the required documentation shall be November 15th 2027 for a 1st intake Student and February 15th 2028 for a 2nd intake Student**.
In case students intend to benefit from commercial promotions such as Early Bird discounts, Scholarship contests etc., the deadlines to submit all the Equivalent Financial Situation Indicator documents should be intended as the ones mentioned in the regulations of each promotion. Students should provide their IED advisor with all the documents necessary to produce the Equivalent Financial Situation Indicator declaration at least 15 days before the above-mentioned deadlines.

Deadlines for students applying for an enrolment renewal:
The deadline to submit the Equivalent Financial Situation Indicator declaration and to be assigned to the corresponding income bracket is September 30th 2027.

Where to submit the documents:

- students applying for the first enrolment shall send the Equivalent Financial Situation Indicator documents to their advisor;
- students applying for an enrolment renewal can send the Equivalent Financial Situation Indicator documents to the CAF office in charge: **documenti.ied@cgil.lombardia.it**
  In the email students will have to specify, along with their name and surname
  - that they are IED Students
  - the matriculation number
  - the name of the course.

Once ready, the Equivalent Financial Situation Indicator declaration shall be sent the Student Office in charge.

Document legalization

Document legalization practices differ from country to country.
Regulations can be simplified into broad areas; here following the groups involving the EU Countries or the ones belonging to the EFTA Countries:
Group A - Countries in which documentation is exempt from being legalized:
Austria, Belgium, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Norway, Netherland, Poland, Portugal, Czech Republic, Republic of San Marino, Slovakia, Slovenia, Spain, Switzerland.

Group B - Countries in which documentation is exempt from being stamped by the Italian Diplomatic Authorities, but still require the Apostille stamp in accordance with The Hague Convention of 1961.
If the necessary conditions to get the Apostille are not fulfilled, a legalized translation of the documentation will be sufficient: Bulgaria, Iceland, Romania, Sweden.
Students who are unable to obtain the documents in their country of origin, as a result of proven reasons only, may contact the foreign consular authority in Italy. In such event, the documents shall be legalized by the competent local Prefecture, namely the Prefecture of the city in which the foreign Consulate issuing the document is situated. The declaration of the Consul has to make explicit reference to the documents from the Country of origin (self- certifications relating to financial status written by students or by other subjects presented to the Consul will therefore not be valid), which shall be translated and a copy submitted to the dedicated office (see “Where to submit the documents”).

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Sweden: separate legislation is in force with regard to this country, signatory of the London Convention of 1968. Documentation issued only and exclusively by diplomatic and consular authorities (in Italy) is exempt from the legalization requirement.

Political refugees

Political refugees need only to submit an Equivalent Financial Situation Indicator declaration relevant to their family nucleus, income and assets held in Italy. The application is to be accompanied by a copy of the political refugee status certificate.

PROCESSING OF PERSONAL DATA

Pursuant to and for the purposes of the decree n. 196/03 of the Italian Civil Code for the protection of personal data, IED ensures that the processing of personal information provided by the Student (at enrolment and during attendance of the course) will be treated with the utmost discretion, legality, transparency, and protection of confidentiality, as described in the Annex within the meaning of Article 13 of the above mentioned Italian Civil Code.
In compliance with Legislative Decree 196/2003 the following information are provided: the owner of the data processor is IED, the controller is Ecoconsult S.r.l. - 1 C. Goldoni St., Milan - personal data shall be processed with the only purpose of enabling the didactics and complying with administrative and accounting schemes, available by law.
IED shall use demanded sensitive data as evidence in support of Equivalent Financial Situation Indicator declaration. For this reason, IED gathers sensitive personal data that will be handled by IED dedicated appointees and sent to selected CAF (i.e. government office for tax assistance and information). By signing this document, the Student authorizes the above- mentioned data processing.

Date .....

Legible signature of the Student .....

Signature of persons exercising parental authority over the Student and/or their authorised representatives in the event of minors

Name and Surname ..... parental relationship with the

Student .....

Type and number of identity document .....

Legible signature .....

Name and Surname ..... parental relationship with the

Student .....

Type and number of identity document .....

Legible signature .....