



Regulations for granting a full waiver of the University's annual single tuition fee to students with disabilities - 2025/2026 academic year

In order to assure the right to study and promote social and university inclusion, these Regulations set out the criteria and procedures for granting an exemption from payment of the University's annual single tuition fee to students with disabilities. The goal of Luiss University is to guarantee equal access to academic resources, fostering an inclusive environment and enhancing the potential of each student.

Article 1 - Recipients of the Tuition Fee Waiver

A full waiver of the University's annual single tuition fee is granted to students who, in accordance with the provisions of Article 9 of Legislative Decree 68/2012, have a disability recognised under Article 3(1) of Law 104/1992 as amended or a degree of disability equal to or greater than sixty-six percent.

The full waiver entails cancellation of the three instalments of the annual single tuition fee excluding the graduation charge and taxes levied by the State or the Lazio Region in accordance with the law in force from time to time.

Article 2 - Eligibility for the Tuition Fee Waiver

To be eligible to obtain the tuition fee waiver, students with disabilities must meet the following requirements:

- 1) if future undergraduate or graduate first-year students, be admitted to Luiss University;
- 2) if enrolled in years subsequent to the first, be regularly registered for a bachelor's, master's or single-cycle master's degree programme at Luiss University;
- 3) have disability certification, issued by the competent medical-legal commission and stating the recognised disability and the degree of disability.

Students who have already obtained an academic qualification at a level equivalent to or higher than the degree programme in which they are enrolled at Luiss University are not eligible for the waiver.

Article 3 - Method of Submitting Applications for the Tuition Fee Waiver

Applications for the tuition fee waiver must be submitted by **noon on 10 July 2025** using the online form available on the University's website: <https://www.luiss.edu/students/financial-aid>.

A disability certificate specifying the degree of disability must be attached to the application.

The University reserves the right to verify the truthfulness and completeness of the submitted documentation.

Full tuition fee waivers are awarded for the academic year in which the application is submitted and are not automatically renewed for subsequent academic years. Therefore, students who wish to obtain the aid must apply for it in each academic year of enrolment assuming that they are eligible therefor.

Non-Italian students must submit currently valid documentation issued in their country of residence, accompanied by a sworn translation in Italian or English.

Applications will be reviewed by the DSA and Disability Commission and the outcome will be communicated by 31 July of each year. Should the University require additional documents or clarification, the students concerned will be required to pay the first instalment by the deadlines set by the University subject to then receiving a refund after the application is successfully processed.

Article 4 - Duration of the Tuition Fee Waiver

The tuition fee waiver takes effect from the time of submission of the application concerned and cannot be retroactive.

For students who apply for the waiver for the first time starting from the 2025/2026 academic year, the aid is granted for:

- a. **9 semesters** for those enrolled in bachelor's degree programmes, starting from the year of first enrolment;
- b. **7 semesters** for those enrolled in master's degree programmes, starting from the year of first enrolment;
- c. **13 semesters** for those enrolled in single-cycle master's degree programmes, starting from the year of first enrolment.

Renewal of the waiver is contingent upon confirmation of the condition of disability. **In the event of enrolment for a period longer than the aforementioned number of semesters, the waiver will no longer be granted except in specific cases warranted by extraordinary circumstances.**

For students already receiving a waiver up to the 2024/2025 academic year, the provisions of these Regulations shall take effect from the 2028/2029 academic year.

Article 5 - Monitoring and Controls

The University reserves the right to conduct periodic checks to ensure that the information provided is correct and the conditions of disability actually exist. If any discrepancy comes to light, the waiver may be revoked.

The onus is on students to report any changes in their degree of disability or revocation of the recognition of disability under Law 104/1992 as amended that occurs during the academic year. In that case, the waiver will be revoked for the instalments following the date on which the revision is established.

The waiver will also be revoked if students do not comply with the conditions specified in these Regulations (for example, if the disability is no longer certified or if the documentation submitted has been forged).

Article 6 - Protection of Personal Data

Luiss University, as Data Controller, will process the personal data of the data subjects in accordance with the provisions of Regulation (EU) 2016/679 and Legislative Decree No 196/2003 as amended, arranging to fulfil its statutory obligations in this regard. Personal data will be processed solely for the purposes provided for in these Regulations and, where necessary, with the consent of the data subjects. The full text of the privacy notice is attached to these Regulations, of which it is an integral part.

Article 7 - Final Provisions

Luiss University is committed to providing adequate support for students with disabilities through dedicated services (tutoring, aids, adjustments to exam procedures, etc.) so as to ensure that the students concerned can fully enjoy the academic offering.

These Regulations apply in accordance with national and local laws on the rights of people with disabilities and access to higher education.

Information on services made available by Luiss University can be found on the dedicated page: <https://www.luiss.edu/students/tutoring-academic-gym/special-learning-support>.

Rome, May the 7th, 2025

Luiss Libera Università Internazionale
degli Studi Sociali Guido Carli

General Manager
Rita Paola Maria Carisano

Privacy Notice

Pursuant to Article 13 of Regulation (EU) 2016/679

Foreword

Luiss - Libera Università Internazionale degli Studi Sociali Guido Carli (hereinafter referred to as “Luiss University”) is an independent university with an advanced education model. This privacy notice describes the characteristics of the processing carried out by Luiss University on the personal data provided by applicants, highlighting the latter’s statutory rights. We periodically update this document to take account of regulatory developments and new methods of processing personal data, thus ensuring its transparency.

Data Controller and Data Protection Officer

The Data Controller is Luiss University, Viale Pola 12, 00198, Rome, telephone +39 06 852251. The contact details of the Data Protection Officer are as follows: privacy@luiss.it.

What personal data do we collect?

Luiss University, the Data Controller, collects and processes the following personal data:

- student identification data (first name, surname, student registration number and date of birth);
- contact data (e-mail address);
- data relating to one’s academic record;
- data relating to one’s knowledge of foreign languages (certifications);
- curriculum vitae;
- health data (e.g. SLD certifications).

Why do we collect your data and why is their processing lawful?

Luiss University collects and processes data subjects’ personal data in pursuit of the following purposes:

- a) to manage the applications of data subjects’ and enable the latter to submit an application (the legal basis for the processing lies in the contractual arrangements between the University and the data subject);
- b) to manage the services instrumental to the application (the legal basis for the processing lies in the contractual arrangements between the University and the data subject);
- c) to verify eligibility for the economic aid granted, by acquiring medical certificates (the legal basis for the processing lies in the contractual arrangements between the University and the data subject as well as in the consent given by the latter).

How does the Data Controller process your personal data and for how long are they stored?



Data subjects' personal data are processed both on paper and electronically (servers, cloud database, software, etc.). The Data Controller stores the data subjects' data for a period of time consistent with what the general civil law and specific sectoral legislation prescribe and having regard to the time required to correctly achieve the purposes stated above.

To whom do we communicate your personal data?

- internally

The personal data of enrolled students can be accessed solely by the University's employees and consultants on a need-to-know basis so as to be able to provide the requested services and limited solely to the data necessary to that end. In particular:

- administrative staff;
- academic staff;
- tutors and consultants.

Our employees and consultants have been informed and trained regarding the importance of observing the rules and principles governing the processing of personal data.

- externally

The Data Controller shares the personal data of data subjects with some suppliers that play a role in providing the requested services and that can act as independent controllers and that have been specifically appointed as external processors to that end. In particular:

- third parties whose services the Data Controller avails of to handle tax and accounting aspects of the relationship (for example, banks);
- third parties whose services the Data Controller avails of to provide insurance;
- third parties whose services the Data Controller avails of for the supply of services instrumental to managing the overall relationship with data subjects;
- third parties whose services the Data Controller avails of for the purposes of the granting of aid, if any;
- third parties (public or private) whose services the Data Controller avails of in order to offer and manage placement and internship services.

Should any suppliers access data, they will do so in compliance with applicable data protection law and the instructions given by the Data Controller.

The Data Controller shares data subjects' data with third parties, funders of scholarships: this processing is instrumental and strictly related to the disbursement of the financial aid concerned.

The Data Controller does not communicate personal data to other third parties without the data subject's consent unless communication is mandated by law or by the authorities:

- should such prove necessary on grounds of national security;
- for reasons of general interest;



- on foot of a request made by public authorities.

Are your data transferred abroad?

Data subjects' data are not, as a rule, transferred outside the European Economic Area. Should such a transfer be necessary, the mechanisms provided for in Chapter V GDPR will be applied.

What are your rights as a data subject and how can you exercise them?

The European Union's General Data Protection Regulation (2016/679 – GDPR) grants data subjects specific rights.

For each processing, you may exercise the following rights:

- **right of access:** you have the right to obtain a copy of the personal data we hold and process;
- **right to rectification:** you have the right to obtain the rectification of your personal data stored by the Data Controller if it is not up-to-date or correct;
- **right to object to the processing of personal data for commercial purposes:** you may request that the Data Controller cease sending commercial communications at any time;
- **right to object to decisions based on solely automated processes:** you can request not to be the addressees of decisions made on the basis of solely automated processes, including profiling;
- **right to revoke a consent given:** you have the right to revoke the consent given for a certain processing at any time;
- right to appeal to the **Data Protection Authority:** you have the right to turn to the Data Protection Authority if you have concerns about the processing of personal data by the Data Controller.

You may also exercise the following rights under certain circumstances:

- **right to erasure:** you may request that the Data Controller erase your personal data if the purposes of the processing have ceased and there are no legitimate interests or legal regulations requiring its continuation;
- **right to object to processing:** you can request that the Data Controller cease to carry out a certain processing on your personal data;
- **right to restrict processing:** you have the right to request that the Data Controller restrict processing operations on your personal data;
- **right to data portability:** you have the right to obtain a copy of your data in a structured and electronically transferable format to another Data Controller.

Any data subjects wishing to exercise their statutory rights may do so by sending an e-mail to privacy@luiss.it or by writing to the Data Controller, Luiss University, at Viale Pola 12, 00198 Rome, setting out their request and furnishing the information necessary to identify them.

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The contact details of the Data Protection Officer (DPO) can be found on the Data Controller's website www.luiss.it.

The Data Controller will arrange to reply within one month. Should the Data Controller be unable to reply by the above deadline, it will give you a detailed explanation as to why your request cannot be satisfied.