



APPLICATION FOR REFUND OF MEMBERSHIP FEE

With this form, you can apply for the refund of AYY's membership fee or FSHS share for a justified reason. When you apply for the refund for the autumn term or the entire academic year, you must submit the form by 30 Sept. For the spring term, you must apply for the refund by 31 Jan. Forms are submitted to AYY's Central Office (see contact details on the reverse side).

Name	<input type="text"/>	Email	<input type="text"/>
Address	<input type="text"/>	Phone number	<input type="text"/>
Postal code	<input type="text"/>	Bank account number (IBAN)	<input type="text"/>
Town / city	<input type="text"/>	BIC-code	<input type="text"/>
		Student number	<input type="text"/>

I apply for the refund of the following payment (choose one):

- Student union fee for the entire academic year (includes FSHS share)
- Student union fee for the entire autumn term (includes FSHS share)
- Student union fee for the entire spring term (includes FSHS share)
- FSHS health care fee for the entire academic year
- FSHS health care fee for the autumn term
- FSHS health care fee for the spring term

The applied amount

 €

Please make sure that the amount you apply for is correct! The amount should be either the amount of the membership fee or FSHS share or the same as the incorrectly paid amount.

Grounds for the refund (choose one):

- I have made the payment incorrectly.
- I have graduated.
- I have registered for non-attendance.
- Other reason. Please specify:
- I study at two universities and have already paid FSHS share as part of the membership fee of another student union.
- I am a doctoral student but paid the membership fee of undergraduate and graduate students by mistake.

Attachments:

- Receipt on the payment of AYY's membership fee (**compulsory**)
- Certificate on the attendance from the student service point of your school (**compulsory** only if you're applying refund for the entire membership fee; not if only FSHS share)
- Receipt on the payment of a membership fee of another student union (if you apply for the refund of FSHS share). Please note that AYY can only refund FSHS share in the case that you have paid the AYY's membership fee most recently.
- Copy of transactions (if you apply for the refund of FSHS share and have paid the membership fee to several student unions on the same day).
- Copy of your student card with the year tag removed.

Date _____ Place _____ Applicant's signature _____ Acceptor's signature _____

Filling instructions:

With this form, you can apply for the refund of Aalto University Student Union membership fee or the included FSHS share for a justified reason. Specific reasons include the payment of an incorrect amount, double payment, registration for non-attendance and the termination of studies. You may apply for the refund of FSHS health care fee if you study at two universities and have already paid the fee as part of the membership fee of the other student union.

You may only apply for the refund of FSHS share from the student union, to which you have paid the last membership fee. When you apply for the refund of FSHS share, you must prove the order of the student union membership fee payments with payment receipts or a bank statement.

If an undergraduate or graduate student graduates by the end of September, one is refunded the membership fee based on an application. Similarly, the share for the spring term is refunded if a student graduates by the end of January. The refund application for the autumn term or the entire academic year must be submitted to AYY by 30 Sept and the refund for the spring term must be applied for no later than 31 Jan. Late applications will not be processed. The refund of the membership fee is applied for in writing with this form and the payment will be refunded within one month after the previously-mentioned time limits.

The applicant must attach the receipt on the payment of the Student Union's membership fee with the application. The receipt must include the archiving code. A receipt printed out from online banking is valid if it includes the archiving code.

Aalto University students can only change their academic year registration status from attendance to non-attendance during the registration periods decided by the university in the autumn and the spring. Changes to registration must be made at the student service point of your school.

Please fill in this form and visit your student service point with your student card. The university staff will record the change of registration status and remove/change the academic year tag on your student card, after which you can deliver the form to the student union. You can also submit your student card and the form to your student service point by mail.

You can apply for a refund by email or by visiting the AYY cashier at the central office (Otakaari 11, 2nd floor), where you must present your student card, a refund application form, and the attachments requested in the form. Those who are going on an exchange must also present a valid document of their exchange. The membership fee, either the total sum or a part of it, can be refunded in other cases as well for particularly good reasons. In these cases you must apply for a refund from the Board of the Student Union. You should note that for students who have joined the Student Union voluntarily the membership fee will not be refunded in case they cancel their membership.

Return the form to:

Aalto University Student Union
Treasury - Membership fee refund
PL 69
02151 ESPOO

OR

arja.haverinen@ayy.fi