



With this form, you can apply for the refund of AYY's membership fee for a justified reason. 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 before applying for a refund from AYY. 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"/>	Bank account number (IBAN)	<input type="text"/>
Email	<input type="text"/>	BIC-code	<input type="text"/>
Phone number	<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
- Student union fee for the entire autumn term
- Student union fee for the entire 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 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.
- I am a doctoral student but paid the membership fee of undergraduate and graduate students by mistake.
- Other reason. Please specify:

Attachments:

- Receipt on the payment of AYY's membership fee (compulsory)
- Certificate on the attendance from the student service point of your school (compulsory)
- Copy of transactions
- 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 for a justified reason. Specific reasons include the payment of an incorrect amount, double payment, registration for non-attendance and the termination of studies.

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.

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.

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 before you apply for a refund from AYY.

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.

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.

You can apply for a refund by email or by visiting the AYY cashier at the central office (Otakaari II, 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.

Return the form to:

By email:
taloushallinto@ayy.fi

Or by mail:
Aalto University Student Union Treasury - Membership fee refund
PL 69
02151 ESPOO