



I apply for a membership refund regarding

The academic year	€ 69,00
The Autumn term	€ 34,50
The Spring term	€ 34,50

**Reason for the request**

I have not enrolled for the term in question

I am a doctoral student

I have paid the fee twice

Other reason: \_\_\_\_\_

Receipt of the payment made attached (and a certificate of absence)

I have read the terms and conditions for refund (next page)

**Personal details**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Bank account number (IBAN-format with BIC/SWIFT):

\_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ 20\_\_\_\_ Place: \_\_\_\_\_

Signature: \_\_\_\_\_

**Filled in by the Student Union:**

Date of arrival: \_\_\_\_ / \_\_\_\_ 20\_\_\_\_

The sticker:  has been replaced  
 has been removed

Refund approved:  yes, €\_\_\_\_\_  
 no

Signature: \_\_\_\_\_



### **Deadline**

Please bring the request form and the required attachments to a Student Union office, Tavastgatan 22, 20500 Åbo or Åbo Akademi Studentkår, Havtornen, Inre hamnen, 65100 Vasa no later than the **30 September** (Autumn term) and the **28 January** (Spring term). If the student has not registered as present during the regular time of enrolment, the request is to be handed in no later than **one month** from the date of the payment.

### **Graduation or discontinuing of studies**

The fee for the spring term is refunded in case of a discontinuance or graduation before the end of the year. The receipt of paid student union membership fee and a transcript of graduation or discontinuance of studies are needed in order to get the refund. Before the refund is granted, the student has to bring its student card to a student union office. The one-year sticker will be replaced with a half-year sticker or removed. The same procedure is to be followed if the student changes their mind after registration for the whole academic year no later than one month after the payment is made and wish to register as absent for one of the terms.

### **Wrongful payment**

In case of a wrongful payment the difference is refunded by request.

For more information, please contact The Student Union's office.