



Applicant information

Full name	Student number
Phone number	Email
Bank account	

I am applying for refund of the following:

Student union membership fee

Students: Academic year (142€) Autumn semester (76€) Spring semester (76€)

Doctoral students: Academic year (48€) Autumn semester (24€) Spring semester (24€)

FSHS (Finnish Student Health Service) health care fee

Academic year (54€) Autumn semester (27€) Spring semester (27€)

Grounds for refund

I have paid an incorrect amount

I have graduated/ended my studies

I have declared absence

I am studying in two universities and I have already paid the FSHS health care fee as part of the membership fee of another student union

I will participate in student exchange abroad

Other reason: _____

Attachments

Receipt of paid VYY membership fee (**required**)

Receipt of paid membership fee of another student union (if applying for refund of the FSHS health care fee)

Copy of account transactions (if you are applying for refund of the FSTS fee and you have paid the membership fee of more than one student union on the same day)

Student card for semester sticker removal (if you have graduated, ended your studies or declared absence)

Date

Location

Applicant signature

VYY fills in:

WebOodi: attending non-attending removed from student records

Sticker removed: yes no

application accepted, the sum of _____ € is refunded in cash to bank account

application denied

Decision made by (name and title): _____

Date

Location

Signature



Instructions for filling in the form:

This form allows you to apply, on justified grounds, for refund of the VYY membership fee or of the included FSHS fee. Justified reasons for applying include paying an incorrect amount, paying twice, declaration of absence or ending of studies. You can apply for refund of the FSHS health care fee if you study in two universities and you have paid it as part of the membership fee of another student union. The doctoral student membership fee does not include the FSHS fee.

You can apply for refund of the FSHS health care fee in the student union where you last paid the fee. When applying for the refund you must provide a payment receipt or a copy of transactions as proof of the order in which you have paid the membership fees of the different student unions.

Exemption from membership fee can be granted by the VYY secretary general and, in unclear cases, by the VYY board. You can appeal a decision made by the secretary general by presenting a written appeal to the executive board within 14 days of being informed of the decision. You cannot appeal the decision of the executive board.

If a basic degree student graduates by the end of September, they may apply for refund of their membership fee. If a basic degree student graduates by the end of January, they may apply for refund of the spring semester part of their membership fee.

If applying for refund of the autumn semester membership fee or that of the entire academic year, the application must be submitted by the end of September (30.9.). If applying for refund of the spring semester membership fee, the application must be submitted by the end of January (31.1.). Applications submitted after the deadline or with insufficient information will not be processed.

You must register yourself as attending student in the University of Vaasa also during your student exchange period. After registration and membership fee payment you can apply refund for your exchange period.

A receipt of paid membership fee must be attached to the application. The recipient of the application will remove the semester sticker from the student card if its validity expires (at the end of studies or if declaring absence). If a student sends their student card via mail and wants it back, they must enclose a return envelope with postage stamp. NOTE: A student card with the payment functionality cannot be mailed. It must be brought to the VYY office in person!

Please fill out your name and bank account details carefully.

Additional information and form submission:

Kaisa Paavola
Secretary General
The Student Union of the University of Vaasa (VYY)
Yliopistonranta 5
65200 Vaasa
+ 358 (0)44 324 8964
paasihteeri@vyy.fi