



Svenska Handelshögskolans Studentkår  
Sanduddsgatan 7A, II vån  
00100 Helsingfors, Finland  
info@shs.fi - www.shs.fi

## **REQUEST FOR REFUND OF THE STUDENT UNION FEE**

If you've registered as present before the semester starts but realize that you will not be able to study during the semester you can register as absent. You can then do a request for refund of the student union fee. Once the semester has started you are no longer able to switch a registration as present to absent.

If you register as absent because of military service, maternity, paternity or parental leave we'll refund you for the whole student union fee. In other cases we'll take a 5€ fee that we withdraw from the repaid sum.

You should attach a receipt of the original payment (for example a screenshot). This form should be filled and sent along with the receipt attached to [kansli@shs.fi](mailto:kansli@shs.fi) with the subject "Refund of student union fee".

Name:

Student number at Hanken (if you have one):

Military service, maternity, paternity or parental leave (yes/no):

Sum you apply for (60€ one semester, 120€ whole academic year):

IBAN bank account number to which the refund is to be made:

Place and date:

Signature: