



If you wish to apply for a refund of test fee from the Finnish National Agency for Education, fill in the application form and send it to the Finnish National Agency for Education (kirjaamo@oph.fi). Send the application form and the attachments two weeks after your test date at the latest.

You will find more detailed instructions for filling in the application form on pages 2 and 3.

1. PERSONAL AND CONTACT INFORMATION			
Last name:			
First names:			
Date of birth:			
Email address:			
Telephone number:			
Address:			
Postal code:			
City/town:			
Preferred language:	<input type="checkbox"/> Finnish	<input type="checkbox"/> Swedish	<input type="checkbox"/> English

2. YKI TEST FOR WHICH YOU HAVE REGISTERED			
Name of test centre:			
Test day:			
Language:			
Skill level:			

3. CANCELLATION OF REGISTRATION			
Your test fee can be refunded only if you cannot participate in the next available YKI test at the same test centre.			
Can you participate in the next YKI test at the same test centre? <input type="checkbox"/> yes <input type="checkbox"/> no			
Your test fee can be refunded only if you have informed your test centre that you cannot participate in the YKI test you have registered for.			
Have you informed your test centre before the beginning of the test that you cannot participate in the YKI test? <input type="checkbox"/> yes <input type="checkbox"/> no			

4. APPENDICES			
You will have to prove in a credible manner why you have not been able to participate in the YKI test. In addition to the application form, you will need an attachment, in other words, a certificate stating your illness or some other particularly weighty reason. See the instructions for sending the attachment on page 2.			
State, whether your attachment is:			
<input type="checkbox"/> a medical certificate			
<input type="checkbox"/> some other document, please specify:			

5. SIGNATURE			
I would like to receive the decision <input type="checkbox"/> in Finnish <input type="checkbox"/> in Swedish			
I give permission to the Finnish National Agency for Education to send me the decision by email: <input type="checkbox"/> yes <input type="checkbox"/> no			
I hereby certify that the information I have provided in this application and the enclosed attachments is true and accurate. If necessary, the Finnish National Agency for Education will verify the validity of the information provided (Administrative Procedure Act, section 31)			
Date	Signature or name		



Conditions

Your test fee can be refunded only if all four conditions are met:

1. You cannot participate in the next available YKI test at the same test centre.
2. You have sent the application to the Finnish National Agency for Education within two weeks after your test day.
3. You have informed your test centre before the beginning of the test that you are not able to participate in the YKI test.
4. You cannot participate in the YKI test because of an illness, or some other particularly weighty reason and you have been able to prove it in a credible manner, for example, with a medical certificate.

Fill in the following in the application form:

1. Your personal and contact details. We will need your contact details to be able to inform you of the decision.
2. Details of the YKI test for which you have registered.
3. Information on whether you can participate in the next YKI test at the same test centre. In the form, you will also be asked whether you have informed your test centre that you are not able to participate in the YKI test which you have registered for. You must inform the centre before the beginning of the test!
4. Information on whether your attachment is a medical certificate or some other document. See more detailed instructions for sending the attachment under *Sending the application form and the attachment*.
5. Your signature and choice of the language of the decision and the method of delivery.

Sending the application form and the attachment

You will have to prove in a credible manner why you have not been able to participate in the YKI test. In addition to the application form, you will need an attachment, in other words, a certificate stating your illness or some other particularly weighty reason. For example, the attachment may be a medical certificate stating the illness or other weighty reason.

A medical certificate is a confidential document because it contains personal health information. You must send it to the Finnish National Agency for Education as a secure email or in a letter. See the instructions below:

1. Sending the application form and the attachment by email

Fill in the application form and email it without the attachment to kirjaamo@oph.fi.

We will send you a secure message to the email address that you entered into the application form.

Reply to the secure message and attach the medical certificate to the reply.

2. Sending the application form and the attachment by post

Fill in the application form and send it with the attachment by post to the following address: Finnish National Agency for Education, PO Box 380, 00530 Helsinki.

If your attachment is not a confidential document, you can send it together with the application form without a secure message.

Decision

The Finnish National Agency for Education will make the decision based on your application. The decision will be issued in Finnish or Swedish and it will be signed electronically. The decision will be sent to you electronically if you give permission for it. The decision will be emailed to the address that you entered in the application form. Otherwise, the decision will be sent to you by post.

If your application is accepted, you will receive the details of the refund of the test fee with the decision. The Finnish National Agency for Education will refund your test fee to the same account from which it was paid.

If your application is not accepted, the Finnish National Agency for Education will not refund your test fee.

You have the right to claim for a review of the Finnish National Agency for Education's decision. You will receive the instructions for submitting a claim for a revised decision together with the decision.

More information: kielitutkinnot@oph.fi