



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: ☐ Finnish ☐ Swedish ☐ English	
2. YKI TEST FOR WHICH YOU HAVE REGISTERED	
Name of test centre:	
Test day:	
Language:	
Level:	
3. CANCELLATION OF REGISTRATION	
Your test fee can be refunded only if you cancelled your registration for the YKI test. You must cancel your registration no later than 8:00 on the morning of the test day.	
Did you cancel your registration for the YKI test no later than 8:00 on the morning of the test day? ☐ yes ☐ no	
4. APPENDICES	
You will have to prove in a credible manner why you have not been able to participate in the YKI test. This proof can be a medical certificate issued by a doctor or a certificate of illness issued by another health professional. If a doctor has given you sick leave, the sick leave must continue on the test day. See the instructions for sending the attachment on page 2.	
Do you have proof of your illness? ☐ yes ☐ no	
5. SIGNATURE	
I would like to receive the decision ☐ in Finnish ☐ in Swedish	
I give permission to the Finnish National Agency for Education to send me the decision by email: ☐ yes ☐ 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 three conditions are met:

1. You cannot participate in the YKI test due to your own illness and you have proof of your illness, such as a medical certificate issued by a doctor or a certificate of illness issued by another health professional. If a doctor has given you sick leave, the sick leave must continue on the test day.
2. You cancelled your registration for the YKI test no later than 8:00 on the morning of the test day.
3. You have sent the application to the Finnish National Agency for Education within two weeks after your test day.

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. Confirmation on whether you have cancelled your registration for the YKI test. You must cancel your registration no later than 8:00 on the morning of the test day!
4. Confirmation on whether you have proof of your illness. 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. To do so, you will need to attach proof of your illness to the application form. This proof can be a medical certificate issued by a doctor or a certificate of illness issued by another health professional.

The proof of your illness 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 proof of your illness 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 you indicated on the application form that you have no proof of your illness, the Finnish National Agency for Education will not send you 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