

Return address:

Karelia University of Applied Sciences
Student Services

The student has started his/her studies after 1st August 2015.
Use this form if your right to study or a discretionary extension period has ended/you have neglected your obligation to enroll as a student/you have resigned from the university of applied sciences.

Arrived

PERSONAL DETAILS

Surname	Social security number	
First names	Student number	
Address		
Postal code	City	
Phone	E-mail	
Degree programme		

ENCLOSURE to this application**to be filled in by the student**

APPENDIX 1	Up-to-date transcript of record	total	credit(s)
APPENDIX 2	Study plan accepted by student counsellor. The plan must include the titles of the courses, number of ECTS, and estimated time for completing the course	total	credit(s)
APPENDIX 3	Students who study at the international degree programmes and are liable to pay the tuition fee , please, attach a receipt of the paid tuition fee.		
APPENDIX 4	A statutory (Government Decree) processing fee is 50 €. Pay the processing fee at the Karelia shop. https://shop.karelia.fi/product/payment-for-readmissions/?lang=en Attach receipt to the application.		
All students who are registered as present belong to FSHS services and must pay the student healthcare fee. Read more on the KELA website or https://www.yths.fi/en/frontpage/			

Date

Student's signature

FINAL PROTOCOL OF SINGLE AUTHORITY**Matter and the
clarification for it****Application for readmissions to study****Applicant/the person
concerned**

Decision☐ I grant extension of study time until ____/____20____.☐ I do not grant extension of study time**Argumentation for the
decision****Signature**

Head of Educational Development

Notification☐ Party ☐ Student Counsellor

Date, signature and further information of the decision

____/____20____ _____

INSTRUCTIONS FOR A CLAIM FOR CORRECTION**Decision-maker**

KARELIA UNIVERSITY OF APPLIED SCIENCES
Head of Educational Development

The right to claim for a correction

A student who is dissatisfied with a judgment may claim for correction in writing. The person (party) at whom the decision has been directed or whose right, duty or benefit the decision directly influences has the right to claim for correction.

The authority of a claim for correction

Board of Karelia University of Applied Sciences, Tikkarinne 9, 80200 Joensuu

Time for a claim for correction and date for commencement

A claim for correction has to be made within 14 days from the receipt of the decision. A party is considered to have received information about the decision, unless otherwise shown, after seven (7) days the letter has been sent, at the time shown on an advice of receipt or at the time marked on a separate certificate of service/notification.

The content of a claim for correction and delivery

A claim for correction shall include a claim with statements of the reason and it has to be signed by the writer. A claim for correction has to be delivered to the authority of a claim for correction before the termination of the time of a claim for correction.