

I will complete the following studies in accordance with the planned schedule:

Student	Student's name	Student number	Group code
	Address	Postcode and post office	
	Degree programme	E-mail address	Phone
Duration of studies and ECTS	Extension applied for ____.____.____ - _____.____.____	Studies started on (date)	ECTS completed
Details			

A plan of study for the extra time ensuring the completion of the missing studies

Study module	Extent (cr)	Time of performance
		____.____.____ - _____.____.____
		____.____.____ - _____.____.____
		____.____.____ - _____.____.____
		____.____.____ - _____.____.____
		____.____.____ - _____.____.____
		____.____.____ - _____.____.____
		____.____.____ - _____.____.____
		____.____.____ - _____.____.____
Student's signature	Date and signature ____.____.____	

Decision by Degree Programme Manager	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	
	Details	Stamp of the University of Applied Sciences
	Date and signature ____.____.20____	
Copies to:	<input type="checkbox"/> Saimaan University of Applied Sciences, Student Office (original) <input type="checkbox"/> Student	

According to the legislation (1440/2014) a 50 euro handling fee is applicable.

Return the thoroughly filled application together with the receipt of the handling fee to the Student Affairs Office of your campus.

The fee of 50 euro is to be paid to account of Saimaa University of Applied Sciences

IBAN: FI47 5000 0120 4424 38

BIC: OKOYFIHH

Note: handling fee of right to study

The receipt of payment must include the name of the student and the bank archiving code which proves that the payment has been executed. **The applications will not be considered if the receipt of the handling fee is not attached.**