 **Suspension of Registration**

  **(Undergraduate Students)**

**TO THE REGISTRAR’S OFFICE OF**

**BAHÇEŞEHİR UNIVERSITY**

 **…./…./…….**

**Student’s;**

|  |  |
| --- | --- |
| Name Surname  |    |
| Turkish ID No  |    |
| Faculty/Department  |    |
| Phone  |    |
| Address  |    |
| Academic Year to be Suspended  |   |
| Semester to be Suspended  |   |
| Semester to be Suspended (**Check appropriate box)**  | Fall **O** Spring **O**  Fall+Spring **O**  |

I hereby request the suspension of my registration due to my excuse that I stated below.

Kindly submitted for necessary action.

Signature

  **.......................**

**Reason for Suspension of Registration:**

O Health Problems

O Military Service

O Other

Reason:…………………………………………………………………………………..……………….

# NOTES

**ARTICLE 16 –** (1) Students who have justified and valid excuses shall apply to the Registrar’s Office to suspend their registration provided that they provide evidence thereof. Application of a student for suspension of registration is resolved by the administrative board of relevant unit after the opinion of student’s adviser and head of department is taken. Applications for suspension of registration by students who still study at the foreign language preparatory program shall be made to the Registrar’s Office and resolved by the administrative board of relevant unit.

1. Students can suspend their registration up to two semesters at one time. During the maximum period of study, associate degree students and students of four-year or higher programs may be given the right to suspend registration for three semesters and four semesters, respectively. Students of the foreign language program or support class can suspend their registration for one year only and can exercise this right only once. When required, these periods may be extended with the resolution of the Administrative Board of the University. The periods that are spent for the suspension of registration do not count towards the maximum period of study.
2. Students can be granted the right to suspend registration for following reasons provided that they provide evidence thereof;
3. Illness: In case of an illness that may require suspension of registration for one semester/year, the student can be granted the right to suspend registration provided that the student evidences his/her condition with a health report. If at the end of suspension period the student evidences with health reports that his/her problem persists, relevant administrative board may extend this period. At the end of this period, students may be required to provide a health report evidencing that there is no inconvenience for studying at the university.
4. In case the student is conscripted due to failure to postpone military service for obligatory reasons, the student is granted to suspend registration throughout the period of military service.
5. Other evidenced justified and valid excuses.

d) The rules applicable to students who suspend registration;

1. No tuition fee shall be collected from students who suspend their registration for reasons of military service, illness and natural disasters. Students who suspend their registration for other reasons shall pay twenty five percent (25 %) of the tuition fee payable for the suspended period.
2. Courses taken by a student at another higher education institution during the suspension of registration may not be transferred to student’s program at the University.
3. Applications for the suspension of registration for reasons other than illness and evidenced obligatory situations shall be made within the first four weeks of the semester at the latest.
4. Students who are subject to a finalized conviction according to general provisions or who are imposed a temporary debarment

according to Student Disciplinary Regulation for Higher Education Institutions, published in the Official Gazette dated 18/8/2012 and numbered 28388, may not suspend their registration. The period of detention which ends upon a verdict of non-prosecution or release does not count towards maximum period of study of the students. No tuition fee shall be collected for that period.

1. The periods that are spend by students who are transferred to another institution through bilateral agreements, Erasmus, Farabi and similar exchange programs count towards the maximum period of study and their course or ECTS credits are evaluated by the administrative board of relevant unit and transferred exactly if suitable.