



TO THE REGISTRAR'S OFFICE OF  
BAHÇEŞEHİR UNIVERSITY

Form for Excused Late Registration

...../...../.....

I the Fall / Spring semester of ...../.....Academic Year, I registered late due to reasons I presented attached hereto. Therefore, I hereby want to select the following courses.

Kindly submitted for necessary action.

**Student's;**

Name Surname	
Turkish ID No	
Faculty/Department	
Class	
Phone	
Address	

**Information on Course(s) to be Taken:**

Course Code	Course Name	Section

(Signature)

.....

**ATTACHMENTS:**

- ATTACHMENT-1 Payment Receipt
- ATTACHMENT-2 Certificate of Excuse

**Registration renewals**

**ARTICLE 12 – (1)** From the date of final enrollment in the University to the end of maximum period of study set out in Article 16, students are obliged to make semester/academic year registration renewal within the dates specified in the academic calendar at the beginning of each semester/academic year. The student is entirely responsible for the registration renewal. Students who fail to renew their registration may not benefit from rights granted to the students throughout the period when they are unregistered, including suspension of military service and obtaining student identity card. Students who fail to renew their registration during the normal registration period announced in the academic calendar and whose excuses are not accepted by relevant administrative board may not use the Student Affairs System even if they have paid their tuition fees. (2) Students are required to finalize and approve their registered courses within the dates announced in the academic calendar until the end of add-drop period. Registrations are finalized upon the advisor's approval. If the student fails to get advisor's approval, his/her registration is invalid even financial obligations have been fulfilled. (3) Students who fail to renew their registration may exercise their right to suspend registration by paying ten percent (10%) of their relevant tuition fee according to the provisions of Article 17. The period when the registration is suspended for the students whose request of suspension of registration is accepted shall not count towards the maximum period of study. The period when a student who fails to renew their registration without suspension of registration is unregistered shall count towards the maximum period of study and these students are obliged to pay twenty percent (20%) of their tuition fees for the semester/year when they failed to renew their registration. (4) Students whose justified and valid excuses are accepted by relevant administrative board may renew their registration until the end of fourth week from the start of academic semester/year. No registration renewal can be made after that date for any reason whatsoever.