 **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 with valid reasons to suspend their registration must apply to the Registrar's Office within the first four weeks of the semester/year, and they must present the necessary documentation to support their claims. The student's application for suspension is evaluated by the board of directors of the relevant academic unit, after considering the views of the advisor and the department head.

(2) Students can freeze registration for a maximum of two semesters at a time. Associate degree students may freeze their registration for three semesters, and those studying in four-year or above programs may freeze registration for four semesters, throughout their maximum period of study. When necessary, these periods may be extended at the discretion of the Board of Directors. Foreign language preparatory or support class students can freeze their registration for a maximum of two semesters one time only. The time spent while registration is suspended does not count toward the maximum period of study.

​(3) Provided they have the necessary documents to support their claims, students may suspend their registration for the following reasons:

a) Illness: Registration may be suspended due to ill health provided the student can produce a medical report that would justify halting studies for the semester/year; if the student's condition continues beyond the term of suspension and they can provide documentation, an extension may be allowed at the discretion of the board of directors of the relevant academic unit. At the end of this period, students may be asked for a health report stating that continuing their education will not pose any risk or health concerns.

b) Military Service: If the student is drafted into the military as a result of their postponement or deferment being canceled due to unavoidable circumstances, the student is given the right to freeze his registration for the duration of his service.

c) (Added: OG-8/2/2024-32454) (2) Detention/Conviction: Provided the student can produce the necessary documents, if he/she is detained or convicted, his/her registration will be suspended for the duration of his/her detention, including the academic semester/year in which the request for suspension was made, at the discretion of the relevant academic board.

d) (Added: OG-8/2/2024-32454) (2) Natural disasters: Students who had to take a break from their studies because they were the victims of a natural disaster may request to have their studies frozen provided they can produce documentation from the relevant authorities. Approval and length of suspension are at the discretion of the relevant academic board.

e) Any other valid reason that is documented and accepted by the concerned academic board.

(4) The following rules apply to students who suspend their registration:

a) (Amended sentence:OG-8/2/2024-32454) Students who suspend their registration due to military service, illness, detention/conviction, or natural disasters do not pay tuition fees. Students who suspend their registration for other reasons pay twenty-five percent (25%) of the tuition fee for the relevant semester/year (Amended paragraph: OG-8/8/2022-31917).

b) Students may not transfer courses taken at other institutions to their curriculum at the University during the period of suspension.

c) Requests for suspending registration for reasons other than illness, or unavoidable circumstances with the necessary documentation, must be made within the first four weeks of the semester/year.

d) (Repealed:OG-8/2/2024-32454)