



ALTINBAŞ
UNIVERSİTESİ

ALTINBAŞ UNIVERSITY
ToDean's/Director's Office

Temporary Withdrawal (Leave of Absence) Request Form

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First Name/Last Name		Undergraduate School/Vocational School of Health Services	
Turkish Identification Number		Department/Programme	
Student No		I would like to take a leave of absence for	
Mobile Phone Number		Academic Year.....	Fall <input type="checkbox"/> Spring <input type="checkbox"/>
Email			

Due to my reason(s) provided below, I would appreciate it if you kindly give me the permission to take a leave of absence and oblige thereby.

Signature
Student First and Last Name

Reason for requesting a leave of absence:

- ☐ Health reasons
☐ Military service
☐ Financial and family-related reasons
☐ Other

Additional information:

LEAVE OF ABSENCE

ARTICLE 31 – (1) Students wishing to take a leave of absence may submit a request letter, which includes their reason for requesting a leave, to the relevant dean's/director's office by the end of the last business day of the add/drop week indicated in the academic calendar.

(2) By the decision of the relevant administrative board, and provided that the tuition fee is fully paid, associate degree students may be granted a minimum leave of one semester and a maximum leave of two semesters, while a maximum of four semesters of leave of absence may be granted to undergraduate students, not to exceed two semesters at a time.

(3) Students may also take a leave of absence after the add/drop week due to military service, illness, natural disaster, extraordinary circumstances, or other unforeseen reasons.

(4) Periods of leave are not counted towards the maximum duration of study.

(5) Students who have taken a leave of absence shall not benefit from their active student rights during the period of their temporary withdrawal of studies.

(6) Students whose leave period has expired can enrol in courses and continue their studies in the following semester.

(7) Students who have taken a two-semester leave can submit a letter to the relevant dean's/director's office when their reason for their leave disappears if they wish to continue with their studies at the end of the first semester. They shall include in the letter the reason why they wish to resume their studies.

Students who have taken a leave of absence shall not participate in learning activities and shall not take the midterm and final exams given in that semester.