**TO ALTINBAŞ UNIVERSITY BUDGET AND FINANCE OFFICE**

…………………………………….. (student number…………………………………), enrolled in Altınbaş University School of Economics, Administrative and Social Sciences, Bachelor’s Degree Programme in ………………………………………., has exceeded the regular length of studies as of academic year 20...-20... / ……………… term. Therefore, the student will take ………….. courses in ……………… term.

In this regard, I am requesting your office to offer the student a discount on tuition fees in accordance with the decision no. 2019-03 issued by the Board of Trustees.

***Decision No. 2019-03 by the Board of Trustees – Article 13***

*"In the event that students exceed their normal length of studies and take a maximum of 3 (three) courses per* ***term*** *as of the term when they have registered for classes, they shall be awarded a* ***discount corresponding to half of*** *the term tuition fees. Students shall benefit from the same discount for each following term."*