**TO ALTINBAŞ UNIVERSITY**

**SCHOOL OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES**

**DEPARTMENT OF …………………………………………….**

I am a current student at Altınbaş University School of Economics, Administrative and Social Sciences, majoring in ………………………....……….……My student number is …………...….

As Academic Year 20…/20…Fall 7 Spring semester, I have exceeded the standard duration of studies associated with my programme. I respectfully request that I be allowed to benefit from the ‘3-course discount’ since I will be taking …….. courses in Academic Year 20… -/ 20… Fall / Spring semester.

**Student’s Full Name**

**Date / Signature**

**Telephone: ................................................ e-mail : ...................................................**

**Courses the student will take in Academic Year 20… -/ 20… Fall / Spring semester**

|  |  |  |
| --- | --- | --- |
| **Course Code and Title** | **ECTS** | **Instructor of the Course** |
|  |  |  |
|  |  |  |
|  |  |  |

**APPROVED**

**….... /…… /2021**

**Advisor’s Full Name (Signature)**

**Advisor’s Remarks: ………………………………………..……………..**

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“Students, who exceed the standard duration of studies associated with their programme and take a maximum of 3 (three) courses as of the semester they are registered, will be offered fifty percent discount on the semester’s tuition fee. Such students will benefit from the discount for each following semester.”