

Republic of Turkey
BEYKOZ UNIVERSITY
PRINCIPLES AND PROCEDURES FOR IMPLEMENTATION OF FEE REFUNDING
IN CASES OF DEREGISTRATION AND SUSPENSION OF ENROLLMENT

Approving authority, date, and number: Senate, 18.06.2025 / 07

Additions and amendments:

Additions and amendments review date:

CHAPTER ONE

ARTICLE 1- (1) Students who have paid their tuition fees and have newly enrolled or renewed their registration in associate, undergraduate, or graduate programs, and who, for any reason, suspend their registration, withdraw from the university, or have their enrolment terminated, shall be subject to the tuition fee deduction/refund rates specified in **Articles 2, 3, and 4**.

(2) For students enrolled at the university under international student status, the tuition fee deduction/refund rates applicable in cases of registration suspension, withdrawal from the university, or termination of enrolment are specified in **Article 5**.

DEREGISTRATION / CANCELLATION OF ENROLLMENT (WITHDRAWAL)

For students enrolled in Associate and Undergraduate Programs;

ARTICLE 2- (1) If an application is submitted before the start of classes in the first semester of the academic year, 75% of the tuition fee for the first semester and the full tuition fee for the following semester shall be refunded.

(2) If an application is submitted by the end of the fourth week following the start of classes in the first semester, 50% of the tuition fee for the first semester and the full tuition fee for the following semester shall be refunded.

(3) If an application is submitted after the end of the fourth week following the start of classes in the first semester, no refund shall be made for the first semester tuition fee; however, the full tuition fee for the following semester shall be refunded.

(4) If an application is submitted before the start of classes in the second semester, 75% of the tuition fee for the second semester shall be refunded.

(5) If an application is submitted by the end of the fourth week following the start of classes in the second semester, 50% of the tuition fee for the second semester shall be refunded.

(6) If an application is submitted after the end of the fourth week following the start of classes in the second semester, no refund shall be made for the second semester tuition fee.

For students enrolled in Graduate Programs;

ARTICLE 3- (1) If an application is submitted before the start of the first semester, 75% of the tuition fee paid for the program shall be refunded.

(2) If an application is submitted during the first semester, 50% of the tuition fee paid for the program shall be refunded.

(3) If an application is submitted during the second semester, 25% of the tuition fee paid for the program shall be refunded.

(4) If an application is submitted during the third or subsequent semesters, no refund shall be made for the tuition fee paid for the program.

SUSPENSION OF ENROLLMENT

ARTICLE 4- (1) Students enrolled in Associate, Undergraduate, and Graduate Programs who, for any reason, wish to suspend their enrolment within the dates specified in the Academic Calendar and whose requests are approved by the University Administrative Board, shall pay tuition fees at the following rates:

a) If the application is submitted before the start of classes, 25% of the tuition fee determined for the semester(s) or year(s) suspended shall be paid (for graduate students, 25% of the portion of the total program tuition corresponding to the semester(s) or year(s) suspended).

b) If the application is submitted by the end of the fourth week following the start of classes, 50% of the tuition fee determined for the semester(s) or year(s) suspended shall be paid (for graduate students, 50% of the portion of the total program tuition corresponding to the semester(s) or year(s) suspended).

c) If the application is submitted after the fourth week following the start of classes, 75% of the tuition fee determined for the semester(s) or year(s) suspended shall be paid (for graduate students, 75% of the portion of the total program tuition corresponding to the semester(s) or year(s) suspended).

d) Students who have exceeded the normal period of study and are required to pay tuition on a per-credit basis shall pay the tuition calculated over the total credits of the courses they must take for the semester they wish to suspend, at the rates specified above. Graduate students in thesis programs who exceed the normal duration of study and suspend their enrolment in the **fifth (5th)** or **sixth (6th)** semester shall pay the tuition determined for the thesis course at the rates specified above.

e) Fees paid by students are not deducted from the fees payable in subsequent semesters/years.

REFUND AND SUSPENSION OF ENROLLMENT FOR INTERNATIONAL STUDENTS

ARTICLE 5- (1) Prepayments and/or tuition fees paid by international students to the university for the first year are non-refundable. However, partial refunds of the prepayment or tuition fee may be made only if the student's visa application for entry into Türkiye is rejected. The refund conditions applicable in such cases shall be clearly stated in the official offer letter issued to the student by the university. Visa rejection must be proven with an official document issued by **the Embassy or Consulate of the Republic of Türkiye** in the student's country of citizenship or residence, explicitly showing that the application has been refused. Beykoz University shall verify the authenticity of the submitted document through the relevant Turkish foreign mission. Once the visa rejection is confirmed by the University, the refund shall be made by deducting the administrative fee specified in the offer letter and any international bank transfer costs from the total amount paid by the student. Therefore, the amount received by the beneficiary may be less than the total amount originally paid. Except for the visa rejection situation described above, no fees paid by the student shall be refunded in the event that

registration is not completed or is cancelled for any reason. Prepayments or tuition fees paid by nationals of countries exempt from visa requirements shall also not be refunded under any circumstances.

(2) International students enrolled in Associate and Undergraduate Programs who wish to suspend their enrollment within the dates specified in the academic calendar and whose requests are approved by the University Administrative Board shall have their suspension fee calculated in accordance with the timeframes specified in **Article 4**. After the suspension fee is deducted, the remaining amount shall be credited toward the tuition fee for the following year. International students enrolled in Graduate Programs, who pay their tuition fees in a single payment, shall have their suspension fee calculated in accordance with the timeframes specified in **Article 4**, and the suspension fee shall be collected separately from the student.

WITHDRAWAL / TERMINATION OF ENROLLMENT IN CERTIFICATE PROGRAMS

ARTICLE 5- (1) Students who have paid the tuition fee and enrolled or renewed their enrollment in certificate programs, and who, for any reason, withdraw from the certificate program or have their enrollment terminated, shall receive a refund of the tuition fees paid at the rates specified below.

(2) Short-Term (Up to 4 Months)

No refund shall be made from the tuition fees paid by students enrolled in short-term certificate programs.

(3) Long-Term (Over 4 Months)

- a) If an application is submitted before the start of classes for any given semester, 75% of the tuition fee for that semester and the full tuition fee for any subsequent semester(s) already paid shall be refunded.
- b) If an application is submitted by the end of the fourth week following the start of classes for any given semester, 50% of the tuition fee for that semester and the full tuition fee for any subsequent semester(s) already paid shall be refunded.
- c) If an application is submitted after the end of the fourth week following the start of classes for any given semester, no refund shall be made for that semester's tuition fee; however, the full tuition fee for any subsequent semester(s) already paid shall be refunded.

CHAPTER TWO

Miscellaneous and Final Provisions

Cases Not Provided For

ARTICLE 6- (1) In cases not provided for in these Procedures and Principles, the provisions of the relevant Regulations, Directives, and Implementation Principles published by Beykoz University shall apply.

Repealed Provisions

ARTICLE 7- (1) Upon the publication of these principles, the "*Beykoz University Principles for the Refund of Deregistration and Suspension of Enrollment Fees*," adopted by the University Administrative Board decision dated 12/06/2024 and numbered 2024/09, has been repealed.

Entry into force

ARTICLE 8- (1) These procedures and principles shall enter into force on the date they are approved by the Senate.

Implementation

ARTICLE 9- These procedures and principles shall be executed by the Rector of Beykoz University.