

**ADMINISTRATIVE AND FINANCIAL TERMS AND CONDITIONS FOR REGISTERED STUDENTS UNDER THE INTERNATIONAL STUDENT QUOTA**

**Purpose and scope**

**ARTICLE 1** – (1) This regulation determines the administrative and financial terms and conditions applying to international students within the scope of IstinYE University Associate and Undergraduate Education-Training and Examination Regulations.

(2) Administrative and financial terms and conditions regarding the summer term are excluded.

**Basis**

**ARTICLE 2** – (1) These terms and conditions are in effect in accordance with paragraphs (c) and (g) of Article 7 of the IstinYE University Main Regulations.

**Definitions**

**ARTICLE 3** – (1) In these terms and conditions,

- a) “Week” refers to the weeks specified for the Fall Semester (first semester of the academic year) and Spring Semester (second semester of the academic year) in the Academic Calendar approved by the Senate,
- b) “First registration” refers to first-time registration at IstinYE University,
- c) “Final registration” refers to the completion of financial obligations, submission of documents required for registration and completion of first registration during the first registration period.
- ç) “Credit” refers to ECTS,
- d) “Board of Trustees” refers to the Board of Trustees of IstinYE University,
- e) “Normal Education Duration” refers to 12 semesters for the Faculty of Medicine, 10 semesters for the Faculty of Pharmacy, 8 semesters for other undergraduate programs, 4 semesters for vocational school programs (with an additional 2 semesters if the Foreign Language Preparatory Program is attended by the student),
- f) “Pre-registration” refers to quota allocation for the relevant department / program for candidates during the first registration process if their applications are successful,
- g) “Rector” refers to the Rector of IstinYE University,
- ğ) “Senate” refers to the Senate of IstinYE University,
- h) “University” refers to IstinYE University,
- ı) “Website” refers to the official website of IstinYE University at [www.istinye.edu.tr](http://www.istinye.edu.tr),
- i) “Foreign Language Preparatory Program” refers to the foreign language preparatory program for students studying in academic programs where instruction is in English; the program is mandatory for students who cannot meet the foreign language proficiency requirements,
- j) “Semester” refers to each of the fall (first) or spring (second) semesters of an academic year,
- k) “Annual tuition fee” refers to the annual fee determined by the Board of Trustees for the relevant academic year,
- l) “YÖKSİS” refers to Council of Higher Education Information System.

### **First Registration**

**ARTICLE 4 –** (1) International students who register at the University for the first time must complete initial registration according to the calendar announced by the Senate.

(2) The Board of Trustees determines academic year tuition fees and payments before the application and registration period and announced these on the website.

(3) Those who fulfill their financial obligations and complete initial registration are recorded as students with YÖKSİS.

(4) These students must also complete their academic (course) registrations between the dates specified in the academic calendar.

(5) Students who do not complete registration according to the calendar announced by the Senate will not be refunded pre-registration fees.

(6) The Board of Trustees has the authority to adjust tuition fees during fluctuations in exchange rates (Amended Senate 2023/03)

(7) If, after final registration, the student is referred to the Turkish/English language preparatory program, the semester/annual fee for the language preparatory program must be paid in addition to the amount already paid for registration. The paid final registration fee for the student's department/program will be applied for the year when the student begins department/program studies. (Amended Senate 2023/03)

### **Registration Renewal**

**ARTICLE 5 –** (1) International students in the process of studying at the University are required to renew their registration and complete their academic (course) registrations within the dates specified in the academic calendar.

(2) Fulfillment of student financial obligations is required for academic (course) registration.

### **Late Registration Reactivation**

**ARTICLE 6 –** (1) Those who do not renew their registration and do not complete their academic (course) registration by the dates specified in the academic calendar can apply to their academic unit for late registration until the end of the add-drop period. To register late, they must document their excuses. Applications are decided by the University Board of Directors, upon the recommendation of the relevant board of directors.

(2) Those whose excuses are accepted by the University Board of Directors may renew their registrations and enroll in courses once they have fulfilled their financial obligations.

(3) Those whose excuses are not accepted will be denied late registration even if they have fulfilled their financial obligations. Paid tuition fees paid are deducted from tuition for future semesters but are not refunded.

(4) Those whose excuses are not accepted and who have not fulfilled their financial obligations become passive students. Passive student status confers no student rights. Passive student status is officially documented in the student transcript and the status is reported to the Directorate of Migration Management and the relevant Embassies.

(5) Those whose excuses are accepted but have not fulfilled their financial obligations must fulfill their financial obligations and complete course registration within two weeks of the end of the add-drop period. Otherwise, they will be deemed not to have renewed their registration.

### **Suspended Registration**

**ARTICLE 7** – (1) Applications to suspend registration must be submitted in writing to the dean's office/directorate where the student is affiliated.

(2) Applications to suspend registration can be made no later than the start date of the final exams of the semester in which the student will freeze his or her registration.

(3) Applications to suspend registration are decided by the relevant academic board of directors.

(4) International students enrolled in the University for the first time are not obliged to pay any fee for suspending registration due to some reasons such as lengthy visa applications, the inability to predict when visa processing will be complete, and their possible requests to receive foreign language education in their own countries before starting their studies in their departments.

(5) Without prejudice to the provisions of paragraph 4 of this article, the following applies for students within the normal study period:

- a) The student who applies to suspend registration within 7 (seven) weeks of the start date of the semester is not considered to have continued that semester and is not obliged to pay tuition fees. If the student has already paid a fee for that semester, this fee is non-refundable but will be deducted from the tuition fee that must be paid to resume education after the suspended registration.
- b) The student who applies to suspend registration after the first 7 (seven) weeks of the semester and before the start date of final exams is deemed to have continued that semester and is obliged to pay 50% of the semester tuition fee. This fee is non-refundable but will be deducted from the tuition fee that must be paid to resume education after the suspended registration.
- c) Students who have not suspended their registration or selected courses are obliged to pay the tuition fee for the period in question during the academic year when registration suspension/course selection is not completed. (Amended Senate 2021-13)

(6) Applications to suspend registration will not be processed in the presence of unfulfilled financial obligations.

(7) The terms and conditions regarding disenrollment apply where disenrollment occurs during the registration suspension period.

### **Disenrollment**

**ARTICLE 8** – (1) Applications for disenrollment (exmatriculation) must be submitted in writing to the Student Registration Department. The terms and conditions of this article apply as of the date of the application.

(2) For students registering at the University for the first time:

a) Paid pre-registration deposits will be reduced. Then, a 50% deduction is made from the remaining annual tuition fee for these students. (Amended Senate 2023/03)

b) Students who apply for disenrollment at any time after the course start date of the fall semester (first semester) must pay the full annual tuition fee. (Amended Senate 2023/03)

c) In cases of disenrollment during the Turkish/English language preparatory education, the higher fee between the language preparatory education fee and the department/program fee will be taken into account. Deduction and offset will be made within the framework of paragraphs (a) and (b) of this article, depending on their relevance. The remaining amount will be refunded to the relevant person upon request. (Amended Senate 2023/03)

(3) For international students renewing their registration:

a) in cases of disenrollment before the start of the academic year - between the beginning of the registration renewal period and the beginning of the fall semester (first semester) - 30% of the current tuition fee must be paid. (Amended Senate 2023/03)

b) in cases of disenrollment after the course start date of the fall semester without registration renewal, 50% of the current tuition fee must be paid. (Amended Senate 2023/03)

c) in cases where registration is renewed, full annual tuition fee must be paid if disenrollment occurs at any time after the course start date of the fall semester (first semester). (Amended Senate 2023/03)

d) in cases of disenrollment after suspended registration and fee transfer to the next semester/academic year, the transferred fee is non-refundable.

(4) applications for disenrollment will not be processed in the presence of unfulfilled financial obligations.

### **Tuition Fee Refund**

**ARTICLE 9** – (1) In cases of disenrollment, after deduction under Article 8 from the tuition fee paid, the remainder, if any, is refunded upon written request. (Amended Senate 2023/03)

### **Informing Students and Documents to be Issued**

**ARTICLE 10** – (1) Students are informed of these terms and conditions in writing, via website announcement, SMS and/or e-mail when initially registering at the University and again upon registration renewal at the beginning of each academic semester.

(2) International prospective students apply to the university online via the official website. The final registration process is completed once the application documents are evaluated by the Department of International Relations and delivered to the Directorate of Student Registration Affairs, together with the documents required for final registration and the payment receipt. (Amended Senate 2023/03)

(3) The university's Financial Affairs Department issues invoices regarding tuition fees.

(4) Registration is void in the following cases: submission of falsified documents at any stage of registration; a forged result document regarding the central placement made by the Center for Assessment, Selection and Placement, other official institutions and/or secondary education graduation certificates; violations of legal regulations. Education will be terminated, offenders will be exmatriolated and proceedings will be initiated in accordance with the relevant legislation. If the offender has graduated, all certifications and diplomas will be cancelled. In such cases tuition fees paid are non-refundable and all installments for the current academic year are collected. (Amended Senate 2023/03)

### **Additional Courses and Additional Credit Load**

**ARTICLE 11** – (1) Except for those students pursuing double major / minor degrees, if a student takes up to twenty percent more courses than the total course load specified for that semester in the curriculum approved by the Senate for the program they are enrolled in, no extra course or credit fees will be charged other than the annual tuition fee they are obliged to pay. If the number of additional courses exceeds the rate of twenty percent, the exceeding number of courses will be additionally charged.

(2) The tuition charged for additional courses and credits is determined annually by the Board of Trustees.

### **Double Major and Minor**

**ARTICLE 12** – (1) A double major/minor does not require additional payment in the course of normal study other than the annual tuition fees and additional course and credit fees for the primary major.

### **Exceeding the Normal Study Period**

**ARTICLE 13** – (1) Students who exceed the normal study period are charged tuition per credit and per semester.

(2) Tuition per credit is calculated by dividing the annual program tuition by 60 ECTS. The total payment cannot exceed the annual tuition fee.

### **Early Graduation**

**ARTICLE 14** – (1) Students who graduate at the end of the semester preceding their normal study period will be refunded half the paid annual tuition.

### **Early completion of the foreign language preparatory program**

**ARTICLE 15** – (1) Students who complete their Turkish/English language preparatory education at the end of the fall semester will not be refunded fees paid for the spring semester. These fees will be applied to department/program tuition when the student begins department / program studies. (Amended Senate 2023/03)

### **Force**

**ARTICLE 16** – (1) These terms and conditions are effective upon approval by the Board of Trustees and are implemented from the beginning of the 2018-2019 academic year.

### **Executive**

**ARTICLE 17** – (1) These procedures and principles are executed by the Rector of Istinye University.