**STUDENT FINANCIAL PROCEDURES**

1. **TUITION FEE PAYMENT DATES**

Students shall pay tuition fees at the beginning of each academic year before the deadline specified in the academic calendar.

1. **DELAYED REGISTRATION**

Re-registration (registration renewal) dates are clearly indicated in the academic calendar. Students who fail to pay tuition fees before the deadline shall be subject to a 5% penalty for late payment.

1. **TUITION FEE PAYMENT METHODS**

**International (Foreign) Students;**

Shall pay their tuition fees at the beginning of each semester.

* Cash payment at a Denizbank branch (no discount available)
* Payment by credit card via sis.altinbas.edu.tr (no instalment available)

1. **MINOR PROGRAMS**

Minor programs are tuition-free.

1. **DOUBLE DEGREE PROGRAMS**

Double degree programs are tuition-free provided that the student successfully completes his/her second major within one academic year following the end of regular study period. If the student fails to complete his/her double degree program within the specified period of time, s/he shall pay the tuition fee for the relevant academic year.

1. **INTERNSHIP AND SINGLE COURSE EXAM**

Compulsory traineeships are free of charge. Students wishing to sit single-course examination are not required to pay any fee.

1. **REGARDING STUDENTS WHO CAN’T GRADUATE WITHIN NORMAL PERIOD OF STUDIES (3-Course Discount)**

In the event that a student fails to graduate within normal period of studies, s/he is offered a 50% discount on the semester tuition fee provided that s/he takes a maximum of 3 (three) courses per semester as of the semester when s/he was registered. The same amount of discount will be offered to such students for the following semesters.

Students wishing to benefit from the 3-Course discount may apply to their respective undergraduate schools*. Budget and Finance Department will implement the discount following the approval from the* undergraduate school administration. *Applications submitted after the add/drop period will not be accepted.*

1. **APPLICATION DEADLINE FOR SCHOLARSHIPS AND DISCOUNTS**

Application procedures for Sibling Tuition Discount, Spouse/Dependent Tuition Discount, Staff Tuition Discount, 3 Course Discount, Merit-based scholarships, master’s degree scholarships and for other discounts and grants, which are clearly set forth in University Scholarship Rules and Regulations as well as in other decisions currently in force, shall be completed before the end of add/drop period. **Applications submitted after the end of add/drop period will not be taken into consideration.**

1. **LEAVE OF ABSENCE (FREEZING REGISTRATION)**

In order for associate’s degree, undergraduate degree and graduate degree students can take a leave of absence (freeze registration), they should first re-register (renew registration) and pay tuition fee in full or pay the full tuition fee in instalments under bank guarantee. Students who wish to freeze registration should pay the all tuition fees for the relevant academic year. International student are required to pay tuition fee for each semester. The fee for taking a leave of absence (freezing registration) equals to the 50% of the semester tuition fee. The remaining 50% will be settled in the next semester tuition fee. In the event of cancellation of enrolment in the following semester, the receivable amount arising from the cancellation of enrolment will be refunded to the student.

1. **CANCELLATION OF ENROLMENT**
2. **International (Foreign) Students;**
3. **REGISTRATION RENEWAL (FOR CURRENT STUDENTS):** In the event of cancellation of enrolment before the start of classes (after the tuition payment is made), 5% of program tuition fee will not be refunded. In the event of cancellation of enrolment before the start of add-drop period specified on the University website (academic calendar), 50% of the relevant semester tuition fee will not be refunded to the student. In the event of cancellation of enrolment after the end of add-drop period, tuition fee for the relevant semester will not be refunded to the student.

 2)  **NEWLY REGISTERED STUDENTS**

* In order to keep proper track of the admission quota in Altınbaş University’s International Student application and admission processes, international students are required to make prepayments. The prepayment amounts are determined by the Office of the President at the beginning of each academic year. At the exact registration stage, prepayments made by international students will be deducted from the tuition fee of the relevant program. In the event of visa refusal, prepayments will not be refunded to the student regardless of enrollment and cancellation of enrollment dates. The remaining amount, however, will be returned to the student.

Prepayment amounts: Medical School 12.500 USD, Dental School 10.000 USD, School of Pharmacy 7.500 USD, for other schools 1.000 USD. Prepayment amount will not be refunded during cancellation of enrollment process even if the student applies for a leave of absence (freezing registration)

* In the event of cancellation of enrolment (after the tuition payment is made), before the start of add-drop period specified on the University website (academic calendar), 50% of the relevant semester tuition fee will not be refunded to the student. In the event of cancellation of enrolment after the end of add-drop period, tuition fee for the relevant semester will not be refunded to the student. (Please note that non-refundable amounts shall not be smaller than the prepayment amount.)

**Early Graduation**

Tuition fees previously paid for the second semester of the academic year will be refunded to students who are deemed eligible for early graduation from undergraduate and associate’s degree programs as of Academic Year 2018-2019 by taking upper level courses.