



STUDENT AFFAIRS DEPARTMENT
REQUEST FOR FREEZING FORM
OIDB F05

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ALTINBAŞ UNIVERSITY
TO THE DEAN'S
OFFICE / DIRECTORATE

Name Surname		Faculty	
ID Number		Department	
Student Number		Academic Year will be Frozen	
GSM Number		The term will be frozen	Güz <input type="checkbox"/> Bahar <input type="checkbox"/>
E-mail			

I request that my registration be suspended due to the reason(s) stated below.

Respectfully submitted.

Signature
Name Surname

Reason of Freezing:

- Health Conditions
- Military
- Financial and Family Issues
- Other

Additions:

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Registration Freeze

Article 31 - (1) Students who wish to freeze their registration submit a petition to the relevant dean's office/directorate stating their reasons until the last working day of the week specified in the academic calendar.

(2) Registration may be frozen for up to one semester in undergraduate programs and up to two semesters in graduate programs, provided that the tuition fee is paid, according to the decision of the relevant board of directors.

(3) Registration can also be frozen after the specified week for reasons such as military service, illness, natural disasters, extraordinary situations, or unforeseen circumstances.

(4) The periods during which registration is frozen are not counted towards the maximum duration of study.

(5) Students who freeze their registration cannot benefit from active student rights during the periods they have frozen their registration.

(6) Students whose registration freeze period ends continue their education by registering for courses in the following semester.

(7) Students who have frozen their registration for two semesters can apply to the relevant dean's office/directorate with a petition stating their reasons if they wish to continue their education at the end of the first semester.

Students who freeze their registration cannot participate in educational activities and cannot take mid-term or end-of-semester exams during that semester.