Istanbul Bilgi University
Financial Procedures and Principles
For Students
Subject to Credit System Undergraduate and Associate Degree Education and Regulation for Examination

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Basis and Scope

Article: 1 – This regulation, prepared by the Board of Directors of the University pursuant to the 2nd subparagraph of Article 5 and Article 4 of the Credit System Under-graduate and Associate Degree Education and Regulation for Examination and 2nd subparagraph of Article 31 and 3rd subparagraph of Article 32 of the Basic Regulation of the Istanbul Bilgi University and accepted by the Board of Trustees shall determine the Financial Procedures and Principles to be applicable to the students subject to the Credit System Under-graduate and Associate Degree Education and Regulation for Examination of the Istanbul Bilgi University.¹

Definitions

Article: 2 – For the purpose of these Procedures and Principles hereof, the following words and terms (expressions) shall have the meaning set forth herein below:
   a) “Week” means the weeks, determined for the Fall Semester (First Semester of the Academic Year) valid and applicable for the related Academic Year, and Spring Semester (Second Semester of the Academic Year) and their dates of commencement and completion;
   b) “Semester” means a Fall (First) Semester or Spring (Second) Semester of an academic year as the case may be;
   c) “Annual tuition fee” means the annual fee payable for education and to be determined by the Board of Trustees for the Academic Year pertaining thereto.
   d) “University” means the Istanbul Bilgi University.²

Financial Procedures and Principles To Be Applicable in Freezing the Registration

Article: 3 – The procedures and principles to be applicable in the requests for freezing the registration of the students in all classes and semesters including the Language Preparatory Program in English are indicated herein below:

   a) The date when the application is made for freezing the registration shall be taken as basis in the application of financial procedures and principles, envisaged at this article.

¹ Amended article: Board of Trustees, October 27, 2008 (406).
² Additional subparagraph: Board of Trustees, June 26, 2013 (992).
b) The application for freezing the registration can be made until the date of commencement of final examinations of the semester the latest when the procedure for freezing the registration will be made.

c) The student, who lodges application within the first seven weeks following the date of commencement of the semester the latest when the procedure for freezing the registration will be made, shall not be deemed as attended in that semester and not obliged to pay any tuition fee.

d) The student, who lodges application, after the first seven weeks following the date of commencement of the semester when the registration will be frozen and in advance of the date of commencement of the final examinations, shall be deemed as attended in that semester, however, be obliged to pay only half amount of the tuition fee of that semester. This fee shall be payable during the time the latest when the registration is frozen and the same neither be taken into consideration in the tuition fees of subsequent semesters nor returned.

e) The student, who lodges application for freezing the registration within the first seven weeks following the date of commencement of the semester when the student enrols in the University, shall be obliged to pay half amount of the tuition fee per semester where the application for freezing the registration is made. This fee shall be payable the latest at the application for freezing the registration and be deducted from the tuition fee due to be payable when the education is commenced following the registration freezing.

f) It is possible to get a note payable for the tuition fee that has to be payable by the student, who lodges an application for freezing the registration as a result of his financial conditions.

g) The applications of hose, who fail to fulfil their obligations, indicated at this article, shall not be taken into consideration.³

**Financial Procedures and Principles To Be Applicable in Dropping Out**

Article: 4 – The procedures and principles to be applicable for dropping out requests of the students in all classes and semesters including the Language Preparatory Class in English are indicated herein below.⁴

a) The date when the application for dropping out is made shall be taken as basis in the application of the financial procedures and principles, envisaged at this article.

b) The students, who lodge application for dropping out to the Bilgi University until the date of commencement of the semester when he/she enrolled in for the first time including the Language Preparatory Class in English and all classes, shall be obliged to pay 10 % of the annual tuition fee.⁵
(c) The students, who lodge their dropping out application to the Bilgi University until the date of commencement of the semester following the related semester when he/she enrolled in for the first time including the Language Preparatory Class in English and all classes, shall be obliged to pay 50% of the annual tuition fee. 

(d) The students, who repeat the Language Preparatory Class in English “Preparatory Program”:

(i) It is not necessary for the student, who lodges his dropping out application in advance of the date of commencement of the fall semester, to pay any tuition fee for the repeated preparatory program of the student.

(ii) The student, who lodges his dropping out application in advance of the date of commencement of the fall semester, but until the date of commencement of the spring semester, shall be obliged to pay 50% of the annual tuition fee.

(iii) The student, who lodges his dropping out application within the first seven weeks following the date of commencement of the spring semester, shall be obliged to pay 75% of the annual tuition fee, and the student due to make his application following the first seven weeks, however, the entire amount of the said fee.

(e) The students of the first, second, third and fourth classes, provided to reserve the provisions of the subparagraph nos. (b) and (c):

(i) The students, who lodge their dropping out application between the date of re-enrolment of the fall semester (first semester) and the date of commencement of the fall semester (first semester), shall be obliged to pay 10% of the annual tuition fee.

(ii) The students, who lodge their dropping out application after the date of commencement of the fall semester (first semester), but until the end of the course add-drop period of the fall semester (first semester), shall be obliged to pay 25% of the annual tuition fee.

(iii) The students, who lodge their dropping out application after the date of completion of the fall semester (first semester), but in advance of the date of

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3 Amended article: Board of Trustees, June 26, 2013 (992).
4 Commencement of the amended article: Board of Trustees, June 26, 2013 (992).
5 Amended subparagraph: Board of Trustees, June 26, 2013 (992).
6 Amended subparagraph: Board of Trustees, June 26, 2013 (992).
7 Amended subparagraph: Board of Trustees, June 26, 2013 (992).
commencement of the spring semester (second semester) shall be obliged to pay 50 % of the annual tuition fee.

(iv) The students, who lodge their dropping out application after the date of commencement of the spring semester (second semester), but until the end of the course add-drop period, shall be obliged to pay 75 % of the annual tuition fee.\(^8\)

(v) The students, who lodge their dropping out application after the add-drop period of the spring semester (second semester), shall be obliged to pay the annual tuition fee as a whole.\(^9\)

(vi) The spring semester (second semester) shall be taken as basis in the application of the provisions of this subparagraph in respect of irregular students, who commence their education in the spring semester (second semester) of the undergraduate program.\(^10\)

(f) The dropping out applications of those, who fail to fulfil their obligations being indicated in this Article, shall not be taken into consideration.\(^11\)

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\(^8\) Amended article: Board of Trustees, June 26, 2013 (992).

\(^9\) Commencement of the amended article: Board of Trustees, June 26, 2013 (992).

\(^10\) Subparagraph tag re-succession: Board of Trustees, June 26, 2013 (992).

\(^11\) (b) and subsequent subparagraph have been amended: Board of Trustees, October 27, 2008 (406).
Amount and currency to be taken as basis in the return of tuition fee

Article: 5 – The tuition fee returns under the circumstances of freezing of registration or dropping out shall be made out of the amount in the Turkish currency on the date when the tuition fee is collected in cash and be deposited into the account in Turkish Liras, notified by the student in writing.

Those of students, who have made payments more than the payment obligations, determined for the circumstance of freezing of registration or dropping out, the portion remaining after the deduction of the amount that they are obliged to pay shall be returned upon their written application.\textsuperscript{12}

Documents to be issued

Article: 6 – The Dean’s Office shall issue a form containing the matters on minimum basis, indicated herein below and bearing the title of the “Financial Procedures and Principles for the Undergraduate and Associate Degree Programs of the Istanbul Bilgi University”:

a) Explanation pertaining to the matters, arranged in these Financial Procedures and Principles.

b) A registration indicating that the student, guardian of him on the date of signing, person, who undertakes to pay the tuition fee and/or his guarantors are responsible for all payments such as interest, tax, fund, Source Utilization Support Fund (KKDF) and so on, due to arise in case of default in payment by the student, his guardian, if any, person guaranteeing the tuition fee, if any, and/or guarantors, if any, in this respect.

c) An explanation to be made by the student saying “I have read and understood the related articles of the Financial Procedures and Principles of the Undergraduate and Associate Degree Program and Regulation for Examination of the Istanbul Bilgi University for the Students Subject to the Undergraduate and Associate Degree Program and Regulation for Examination of the Istanbul Bilgi University. I agree with the terms and conditions of it the same as they are and am making my enrolment in order to continue the ........................................ Program.”

d) Name and surname of the student and in the meantime, the ÖSYM (Student Selection and Placement Centre ) number and name and surname of his guardian, if under guardianship.

e) Date.

\textsuperscript{12} Additional subparagraph: Board of Trustees, October 27, 2008 (406).
f) Article pertaining to the Financial Procedures and Principles of the Undergraduate and Associate Degree Program and Regulation for Examination of the Istanbul Bilgi University for the Students Subject to the Undergraduate and Associate Degree Program and Regulation for Examination of the Istanbul Bilgi University in the form of a supplement.

All of the pages of this form and its appendices shall be made to be signed up by the student, his guardian, if under guardianship, and guarantors of him, if any, during the enrolment procedures.

The invoices pertaining to the relevant tuition fee shall be issued within the scope of the rules to be determined by the Directorate for Financial Affairs of the Istanbul Bilgi University.\(^\text{13}\)

**Additional Article: 1 – (Former/Abrogated)**\(^\text{14}\)

**Financial Procedures and Principles To Be Applied for Additional Course and Credit Load**

**Additional Article: 2** – (1) Provided to exclude the dual major students, no additional course and credit fee shall be collected from the students, who take ordinary semester course and credit and course on the credit load of the program where they have been enrolled in and not completed their normal educational term apart from the annual tuition fee, provided not to exceed twenty percent of the total credit of the program where enrolled in.

(2) The tuition fee to be collected for additional course and credit shall be determined for each year by the Board of Trustees.\(^\text{15}\)

**Financial Procedures and Principles To Be Applicable for Dual Major Program**

**Additional Article: 3** – No fee shall be collected for dual major program for the annual tuition fees that the dual major students are obliged to pay for their major programs and additional course and credit fees.\(^\text{16}\)

**Financial Procedures and Principles To Be Applicable for Dual Major Program**

**Additional Article: 4** – Provided to exclude the Language Preparatory Class in English and durations for freezing the registration, the students, exceeding the normal

\(^{13}\) Amended article: Board of Trustees, August 12, 2010 (575); Appendix; Board of Trustees, October 27, 2008 (406).

\(^{14}\) Abrogated (Former) article: Board of Trustees, June 26, 2013 (992).

\(^{15}\) Amended article: Board of Trustees, June 26, 2013 (992).

\(^{16}\) Amended article: Board of Trustees, June 26, 2013 (992).
education period that refers to eight semesters for an undergraduate program and four semesters, however, for an associate degree, shall be charged with fee for a semester and tuition fee per credit. The tuition fee per credit shall be found by the division of annual tuition fee of the program where the student is enrolled in, into 60 credits.\footnote{Abrogated (Former) article: Board of Trustees, June 26, 2013 (992).}

**Financial Procedures and Principles To Be Applied in Case of Early Graduation**

**Additional Article: 2** – Half of the annual tuition fees, already paid up by the students being entitled to the right of graduation at the end of the seventh semester of the normal academic term, shall be returned to them pursuant to the provision of the last paragraph of Article 27 of the Regulation for the Credit System Undergraduate and Associate Degree Program and Examination of the Istanbul Bilgi University.\footnote{Amended article: Board of Trustees, June 26, 2013 (992).}

**Late Enrolment**

**Additional Article: 6** – (1) Those of students, who fail to realize their course enrolment, may apply to the Board of Directors of the University until the end of the add-drop period, provided to document their excuses.

(2) Those of students whose excuses are deemed to be convenient by the Board of Directors of the University may have their course enrolments be made provided that their excuses are eliminated and financial obligations of the same have been fulfilled.

(3) The course enrolment of those of students whose excuses are not deemed to be convenient, but who have fulfilled their obligations towards the University shall not be made, however, their status as a student shall keeps continuing. The tuition fee, paid by the student for the course enrolment application, shall be deducted from the tuition fee to be payable for subsequent semesters, but not returned.

(4) Those of students whose excuses are not deemed to be convenient and who fail to fulfil their obligations towards the University shall not take advantage of the rights of studentship, and no studentship certificate shall be granted upon them and their status shall be notified to the related military recruitment office in their procedures pertaining to the military service.

(5) It is necessary for those of students whose excuses are deemed to be convenient, to fulfil their financial obligations towards the University until the end of the seventh week of the Fall Semester, otherwise, their enrolments shall not be made.\footnote{Amended article: Board of Trustees, June 26, 2013 (992).}
Early Completion of the Preparatory Program in English Language

Additional Article: 7 – Half of the annual tuition fee of the students, who complete the Preparatory Program in English Language at the end of the Fall Semester and will not continue their education in the Spring Semester, shall be returned to them.\textsuperscript{20}

Effective Date

Article: 7 – Any amendments, made in these financial procedures and principles unless the Board of Trustees makes a decision otherwise, shall be effective as of the date of acceptance of them by the Board of Trustees and applied from the semester following the date of such decision.\textsuperscript{21}

Enforcement

Article: 8 – These procedures and principles shall be conducted by the Dean of the Istanbul Bilgi University.

\textit{(The appendix has been abrogated: Board of Trustees, October 27, 2008 (406))}

\textsuperscript{20} Additional article: Board of Trustees, June 26, 2013 (992).
\textsuperscript{21} Amended article: Board of Trustees, June 26, 2013 (992).