

Meeting Date	Meeting Time	SESSION NO
09/07/2025	13.30	15

Approving Authority	Chairman of the Board of Trustees
Approval Date	17.07.2025
Decision No	13

İSTİNYE UNIVERSITY
ADMINISTRATIVE AND FINANCIAL PROCEDURES AND PRINCIPLES
APPLICABLE TO STUDENTS REGISTERED UNDER THE INTERNATIONAL
STUDENT QUOTA

Purpose and Scope

ARTICLE 1 – (1) The purpose of this regulation is to determine the administrative and financial procedures and principles to be applied to international students enrolled in associate, undergraduate, and graduate education within the scope of the Istinye University Associate, Undergraduate and Graduate Education and Examination Regulation.

(2) The administrative and financial procedures and principles related to the summer term are excluded from the scope.

Basis

ARTICLE 2 – (1) These procedures and principles have been enacted pursuant to articles 7(c) and 7(g) of the Istinye University Main Regulation.

Definitions

ARTICLE 3 – (1) The terms used in these procedures and principles are defined as follows:

- a) Week: The weeks determined for the Fall Semester (the first semester of the academic year) and Spring Semester (the second semester of the academic year) in the Academic Calendar approved by the Senate,
- b) Initial registration: The process of registering at Istinye University for the first time,
- c) Final registration: The completion of initial registration, including financial obligations and submission of required documents,
- ç) Credit: Refers to ECTS,
- d) Board of Trustees: Refers to the Board of Trustees of Istinye University,
- e) Normal duration of education: 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 attending the Foreign Language Preparatory Program),
- f) Pre-registration: The allocation of quotas for the relevant department/program to candidates whose applications are positively evaluated during the initial registration process,
- g) Rector: Refers to the Rector of Istinye University,
- ğ) Senate: Refers to the Senate of Istinye University,

- h) University: Refers to Istinye University,
- i) Website: Refers to the official website of Istinye University at www.istinye.edu.tr,
- i) Foreign Language Preparatory Program: The preparatory program that students who do not meet the proficiency requirements in English-medium programs must attend,
- j) Semester: Each of the Fall (first) or Spring (second) semesters of an academic year,
- k) Annual tuition fee: The yearly fee determined by the Board of Trustees for the relevant academic year and payable by students,
- l) YÖKSİS: The Higher Education Council Information System.

Initial Registration

ARTICLE 4 –

- (1) International students registering at the University for the first time are required to complete their initial registration procedures according to the schedule announced by the Senate.
- (2) Tuition fees and payment terms for the academic year are determined by the Board of Trustees prior to the application and registration period and are announced on the website.
- (3) Students who fulfill their financial obligations and complete the initial registration process are registered as students in YÖKSİS.
- (4) These students are also required to complete their academic (course) registration within the dates specified in the academic calendar.
- (5) Pre-registration fees paid by students who do not complete their final registration according to the schedule announced by the Senate are non-refundable.
- (6) Adjustments to tuition fees due to fluctuations in exchange rates are within the authority of the Board of Trustees.
- (7) If it is confirmed after final registration that the student will attend the Turkish/English preparatory program, the preparatory program fee will be deducted from the total tuition fee paid. If the preparatory program fee exceeds the tuition fee of the registered program, the difference will be collected before the start of education. If the preparatory program fee is less than the tuition fee of the registered program, the difference will not be refunded but carried over to the next semester or academic year.
- (8) In graduate programs, if a student withdraws from a non-thesis program and re-registers in a thesis program, the current tuition fee of the new program will be charged regardless of the credit load to be taken in the new program due to quota usage. Any excess payment made in the previous program will not be transferred to the new program.

Registration Renewal

ARTICLE 5 –

- (1) International students currently enrolled at the University are required to renew their registration and complete their academic (course) registration within the dates specified in the academic calendar.
- (2) Students must fulfill their financial obligations before academic (course) registration; otherwise, course registration will not be processed.

Late Registration Renewal

ARTICLE 6 –

- (1) Students who fail to renew their registration and complete academic (course) registration within the dates specified in the academic calendar may apply to their academic unit for late registration until the end of the add-drop period, provided that they document their excuse. Applications are decided upon by the University Administrative Board upon the recommendation of the relevant management board.
- (2) Students whose excuses are accepted by the University Administrative Board and who have

fulfilled their financial obligations may renew their registration and complete course registration.

(3) Students whose excuses are not accepted but who have fulfilled their financial obligations will not be registered for courses. The tuition fees paid by these students will be deducted from tuition fees for subsequent semesters but will not be refunded.

(4) Students whose excuses are not accepted and who have not fulfilled their financial obligations will be assigned passive student status. Passive students cannot benefit from student rights. This status is indicated on their student documents and reported to the Directorate of Migration Management and relevant Embassies.

(5) Students whose excuses are accepted but have not fulfilled their financial obligations must fulfill these obligations and complete course registration within two weeks from the end of the add-drop period; otherwise, they will be considered as not having renewed registration.

Leave of Absence

ARTICLE 7 –

(1) Applications for leave of absence shall be submitted in writing to the relevant deanery/directorate.

(2) Applications must be made no later than the start date of the final exams of the semester for which leave is requested.

(3) The application shall be decided upon by the relevant academic board.

(4) International students registering for the first time who face long visa processing times or wish to complete required preparatory language education in their home countries before starting their programs are exempt from paying any fees for leave of absence. Tuition fees paid prior to the leave application shall be carried forward to the semester when the student begins their studies.

(5) Without prejudice to paragraph 4 of this article, students within their normal study period:

a) Students applying for leave within the first 7 weeks following the semester start date are considered not to have attended the semester but must pay 30% of the tuition fee for that semester. This amount is non-refundable and will be deducted from the tuition fee payable when education resumes.

b) Students applying for leave after the first 7 weeks and before the final exam start date are considered to have attended the semester and must pay 50% of the annual tuition fee. This amount is non-refundable and will be deducted from the tuition fee payable when education resumes.

c) In graduate programs, as the full program fee is paid at final registration, no additional fee is charged for leave of absence.

d) Students who neither apply for leave nor course selection during the academic year must pay the tuition fee for the relevant period. (Amended Senate Decision 2021-13)

(6) Leave of absence applications of students who do not fulfill their financial obligations will not be processed.

(7) If a student withdraws during the leave period, the provisions regarding withdrawal in these procedures shall apply.

Withdrawal

ARTICLE 8 –

(1) Withdrawal applications shall be submitted in writing to the Student Affairs Directorate. The date of application is decisive for the implementation of the related procedures and principles.

(2) Students registering for the first time:

- a) Those who withdraw before the course start date of their first registered semester shall have a 50% deduction applied to the remaining annual tuition fee after deducting the deposit fee, which is non-refundable.
 - b) Those who withdraw at any time after the start of courses in the Fall semester (first semester) are obliged to pay the full annual tuition fee.
 - c) If withdrawal occurs during the Turkish/English preparatory education, deductions and offsets are applied according to paragraphs (a) and (b) considering the higher fee between the preparatory program and the registered program. Any excess amount will be refunded upon request.
 - d) Withdrawal before starting education in the registered school/faculty/institute, after attending the preparatory program, considers the fee payable for the registered school/faculty/institute rather than the preparatory fee for deductions.
- (3) Without prejudice to paragraph 2 of this article, currently enrolled international students:
- a) Those withdrawing before the academic year starts and before the Fall semester course start date without renewing registration must pay 40% of the current tuition fee.
 - b) Those withdrawing after the Fall semester course start date without renewing registration must pay 60% of the current tuition fee.
 - c) Those who have renewed registration and withdraw at any time after the Fall semester course start date must pay the full annual tuition fee.
 - d) In graduate programs, as the full program fee is paid at final registration, no additional fee or refund applies for withdrawal.
 - e) Students who have frozen registration and transferred fees to the next semester/academic year will not be refunded for the transferred fees upon withdrawal.
 - f) Students withdrawing to re-register in another department/program within the institution will not be charged an additional withdrawal fee after paying the current tuition fee of the new department/program. Any excess payment from the previous department/program will be transferred to the new one.
- Applications of students who fail to fulfill financial obligations shall not be processed.

Tuition Fee Refund

ARTICLE 9 –

- (1) Upon withdrawal, after deductions stipulated in Article 8, any remaining tuition fee amount will be refunded upon written request.

Student Information and Documentation

ARTICLE 10 –

- (1) Students are informed in writing and/or via announcements on the website, SMS, or email regarding these procedures both at first registration and at the beginning of each academic semester.
- (2) International applicants apply online via the University's official website. Application documents evaluated by the International Relations Office are submitted along with required documents and payment receipts to the Student Affairs Directorate for final registration.
- (3) Tuition fee invoices are issued by the University Financial Affairs Directorate according to relevant regulations.
- (4) Students found to have submitted forged or altered documents at any registration stage or proven to have engaged in forgery or violation of legal provisions in placement results or graduation documents will have their registration canceled, and relevant legal action will be initiated. If already graduated, all issued documents, including diplomas, are invalidated. Paid tuition fees will not be refunded, and all installment payments for the current academic year will be collected.

Additional Courses and Credit Load

ARTICLE 11 –

- (1) Except for double major/minor situations, students who take up to 20% more courses than the curriculum approved by the Senate for that semester will not be charged extra tuition beyond the annual fee. Any excess above 20% will be charged additionally.
- (2) Fees for additional courses and credits are determined annually by the Board of Trustees.

Double Major and Minor

ARTICLE 12 –

- (1) Students enrolled in double major/minor programs do not have to pay additional fees beyond the annual tuition and fees for additional courses and credits for their main major during the normal education period.

Exceeding Normal Study Duration

ARTICLE 13 –

- (1) Students exceeding the normal study duration are charged tuition fees on a per semester and per credit basis. In graduate programs, project/thesis work beyond the normal period is charged according to current credit fees.
- (2) The per-credit tuition fee is calculated by dividing the annual tuition fee of the registered program by 60 ECTS credits. The total payment in this manner cannot exceed the annual tuition fee.

Early Graduation

ARTICLE 14 –

- (1) Students who graduate at the end of the semester prior to the normal graduation semester will be refunded half of the annual tuition fee they have paid.

Early Completion of Foreign Language Preparatory Program

ARTICLE 15 –

- (1) Students who complete the Turkish/English preparatory program at the end of the Fall semester and do not continue their education in the Spring semester will have half of their paid fees transferred to the next academic year. No refund is made. The transferred amount is deducted from the tuition fee payable when education resumes in the relevant program.

Enforcement

ARTICLE 16 –

- (1) These procedures and principles come into effect on the date of approval by the Board of Trustees and will be implemented starting from the 2025-2026 academic year.

Execution

ARTICLE 17 –

- (1) These procedures and principles are executed by the Rector of İstinye University.