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| C:\Users\Çankaya\Desktop\TEZ\Şablonlar\logo-A-ENG-yeni.png | **LEAVE OF ABSENCE REQUEST FORM** |  |
| **TO ………………. DEPARTMENT**I am a student with student number in the ……….. program. Because of the reason I have mentioned below, I hereby request to be granted a leave of absence for **one/two semester**, starting from the **Fall/Spring semester of the 20..–20.. Academic Year**.Respectfully submitted for your consideration........... / .......... / 20..........**Name – Surname:****Signature:****Student Number:** ............................**NOTE:** STUDENTS MAY BE GRANTED A LEAVE OF ABSENCE FOR A MAXIMUM OF TWO SEMESTERS DURING THEIR GRADUATE STUDY. |
| **REASON FOR LEAVE OF ABSENCE:**[Please specify your reason here.] |
| **Attachments:** Justification Document, Payment Receipt**NOTE:** THE LEAVE OF ABSENCE FEE MUST BE PAID ON TIME IN ORDER TO BE ELIGIBLE FOR A LEAVE OF ABSENCE.[Click here for detailed information regarding the official semester leave fee.](https://registrar.cankaya.edu.tr/fees/graduate/)**Relevant regulation****Article 48**1. With the approval of the relevant institute's administrative board, students may be granted a leave of absence for a total of **no more than two semesters**, due to valid and documented reasons such as illness, military service, education abroad, or personal/family-related difficulties. Leave cannot be granted for a period shorter than one semester, and the leave period is **not counted** toward the maximum duration of study.
2. Students on leave are required to pay the leave of absence fee as determined by the Board of Trustees.
3. Students who fail to pay the required fee within the specified period may have their leave of absence status revoked by decision of the institute’s board. In such cases, the time spent on leave will be counted toward the maximum period of study.
4. Leave requests must be submitted at the beginning of the semester and before the course add/drop period begins. Except in cases of sudden illness or unforeseen events, requests submitted after this period will not be considered.
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