

I would like to take a leave of absence from the University due to the reason I have specified below.

Attached you may find my supporting documents.

I hereby accept and acknowledge that I know my rights and responsibilities pertaining to leave of absence.

Student Number	
Name and Surname	
Faculty/School/Graduate School	
Program	
Level	<input type="checkbox"/> English Preparatory Program <input type="checkbox"/> Undergraduate <input type="checkbox"/> Master's <input type="checkbox"/> PhD
For how long do you wish to take a leave of absence?	<input type="checkbox"/> 2025-2026 Fall Semester (1 semester) <input type="checkbox"/> 2025-2026 Spring Semester (1 semester)
Mobile Number	
OzU E-Mail	
Signature	...../...../..... Date (day/month/year)

**REASON FOR LEAVE OF ABSENCE**

Please mark the box that best corresponds to your reason for taking a leave of absence with an **(X)**.

<input type="checkbox"/> Medical Reasons	<input type="checkbox"/> Military Service
<input type="checkbox"/> Financial Reasons	<input type="checkbox"/> Family Reasons
<input type="checkbox"/> Dissatisfaction	<input type="checkbox"/> Transportation
<input type="checkbox"/> Academic Reasons	<input type="checkbox"/> Study Abroad
<input type="checkbox"/> Unforeseen and compelling circumstances (Please specify)	

**IMPORTANT REMINDERS FOR LEAVE OF ABSENCE:**

- Undergraduate and graduate students can be granted a leave of absence for at most two semesters at one time and for a total of four semesters throughout their maximum period of study. English Preparatory Program students can take a leave of absence for at most an academic year.
- The time that the student spends on a leave of absence is not deducted from the student's maximum period of study.
- To process a leave of absence application, students must have paid 50 percent of the tuition for semesters to be spent on a leave of absence, must have no outstanding debts to the University, and must have returned all items and equipment issued for their use by the University in good working condition. Failure to fulfill all of the leave of absence obligations will result in the forfeiture of leave of absence even if the application is previously accepted. Therefore, students whose applications are accepted but have not fulfilled their obligations yet are not be granted a leave of absence even though their leave of absence applications are previously accepted. These students are also deemed to have failed to renew their registrations, and therefore receive the status of "unregistered student".
- Students on leave of absence cannot retain their additional scholarship (cash stipends, housing/transportation and dining support) during the time they spend on leave of absence.
- Tuition and fees paid for the semesters during which the student will be on leave of absence may not be deducted from the tuition and fees for subsequent semesters.
- If any, courses registered by the student who is granted a leave of absence in the respective semester are dropped from the student's course registration.
- Students who are granted a leave of absence before they start the English Language Preparatory Program are required to sit for the English Level Assessment Test and English Proficiency Examination administered at the beginning of the academic year along with newly admitted students unless they submit a document that proves their English proficiency.
- Students who request a leave of absence to complete their military service must submit their military discharge certificate to Student Services at the beginning of the first semester in which they renew their registrations.