****

**T.C.**

**YAŞAR UNIVERSITY**

**REQUEST FOR LEAVE OF ABSENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **STUDENT INFORMATION** | | | |
| **Name / Surname** | | **Name / Surname** | |
| **Student No** | | **Student No** | |
| **Faculty / School – Department** | | **Faculty / School – Department** | |
| **Signature** | **Signature** | **Signature** | **Signature** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INFORMATION REGARDING THE REQUEST** | | | | |
| **Type and Duration of Leave of Absence** | | | | |
|  | | **Leave of absence for one semester** | | |
|  | | **Semester / Academic Year: ............................ / ..................................** | | |
|  | | **Leave of absence for a short period** | | |
|  | | **From (Date): ......................................... To (Date): ...........................................** | | |
| **Reason For Request** | | | | |
|  | **Education out of country** | |  | **Medical report** |
|  | **Military duty** | |  | **Detention / Arrest** |
|  | **Natural disaster** | |  | **Family issues** |
|  | **Completion of language preparation class in mid-year** | | | |
|  | **Internship / research etc. opportunities out of country** | | | |
|  | **Sportive / cultural / artistic activities** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **EVALUATION RESULT**  (Requires decision of Faculty/School Administrative Board) | | | |
|  | **Accepted** |  | **Rejected** |

Notes: 1) Apply within the period stated by Rules and Regulations

2) Attach all supporting documents