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| **STUDENT FEE/ TUITION REFUND APPLICATION FORM** |

**IT WILL BE FILLED BY THE STUDENT / GRADUATE**

Your documents must be wet signed and original in order to avoid problems in repayments. The originals of the documents written below should be sent to ITU Registrar’s Office by cargo.)

Address; İTÜ Öğrenci İşleri Daire Başkanlığı

Ayazağa Kampüsü Maslak/Sarıyer/İSTANBUL

Postal Code: 34499

Tel : (212) 365 78 00 (99 lines)

Fax : (212) 285 66 58

<http://www.sis.itu.edu.tr/EN/>

**TO THE REGISTRAR’S OFFICE**

I respectfully request the refund of the Student Fee/ Tuition Fee I have paid extra in the

Fall / Spring semester of the ………………. Academic Year.

Name Surname: Student Number:

Identity Card Number/Foreign National Identity Number:

Department / Program Registered at ITU:

Faculty Registered at ITU:

Bank Information to Be Refunded (The account to be refunded must be the student's own account.)

Tax Number: Bank Name:

Bank Branch Name: Bank Branch Code:

Bank Account Number: İban No:

Address:

Mobile Phone Number: E-mail:

Date: Signature:

**Documents to be added to the application form:**

1.Photocopy of the Identity Card (For Turkish citizens), Photocopy of Passport (For Foreign Nationals)

2.Original and Photocopy of the Bank Receipt

3.2 copies of wet-signed application form

4.Blue card both side copy ( Students who have blue card)

**II. REGISTRAR’S OFFICE**

**NAME, SURNAME, SIGNATURE, DATE (**Student / alumni information was checked, refund procedures were made, and sent to the relevant department for Payment Transactions.)



\* Registrar's Office processes your personal data limited to the purposes specified in the Law within the scope of the Law No. 6698 on the Protection of Personal Data. You can reach the clarification text on the subject by using the QR code or the link below.

<http://www.sis.itu.edu.tr/EN/KVKK/clarification-text.php>