	TC **TOKAT GAZIOSMANPASA UNIVERSITY** **PAZAR VOCATIONAL SCHOOL of HIGHER EDUCATION** **Process Chart**	**Publication Date: 15.11.216**
		Revised Date: 10.04.2023
	Student affairs	**Workflow Number: İ.A.Ş. 011**

FEES or TUITION REFUND PROCEDURES WORKFLOW PROCESS	Responsible	Legislation/Documents
Students who pay fees or tuition fees outside the conditions specified in the Presidential Decree or when they should not have deposited them, will be sent to the academic unit by stating their IBAN numbers along with their petitions and receipts. applies to the registrar for a fee or tuition refund.	* Student *Academic Unit **Editorial Office**	*Presidential Decision *Petition *Receipt
After the necessary checks are carried out by the academic units, the fee or tuition refund request is notified to the Strategy Development Department with a cover letter.	*Dean/Director	
Fees deemed eligible for refund by the Strategy Development Department are refunded to the relevant IBAN numbers.	*Strategy Development Flat Presidency	*Cover Letter and Attachments
Student petitions and attachments are archived.	*Unit Student Affairs	