**TO ATILIM UNIVERSITY**

**SCHOOL OF FINE ARTS, DESIGN AND ARCHITECTURE**

**HEAD OF DEPARTMENT OF FINE ARTS AND ELECTIVE COURSES**

…./…/……

I am the student numbered ................. of the Department of .................................. under the School of ................................. . Due to reasons relevant to Item ............, I request a quota increase for the Department of Fine Arts & Elective Courses course titled ............................................. and coded ............... to be able to attend the course in question.

Regards.

Student’s Full Name

Remarks:

1. The student appears to be Graduating and is unable to take the other courses since these courses do not fit their timetable.
2. The student is expected to repeat the course due to having failed the course previously.

APPROVED.

Student’s Academic Advisor

Full Name