



Request for Withdrawal of Study

Date..... Month.....Year.....

Subject: Request for Approval of Study Withdrawal for Semester Academic Year

To: The Director, The Institute of International Studies

I, (Mr., Mrs., Miss) Student ID
Program of Study..... Major in
presently residing at No. Village No..... Lane/ Soi Road.....
Sub-district DistrictProvince..... Postal Code
Telephone Number Nationality.....

wishes to apply for withdrawal of study for a period of one semester, during the

1st / 2nd semester of academic year

The reason/s for the withdrawal is/are
.....
.....

The supporting documents enclosed are

(The supporting documents enclosed must be consistent with the regulations and the reasons for the withdrawal.)

Kindly consider approval accordingly.

Yours faithfully,

(Signed)
(.....)
Applicant

Instructions of the Director

Ramkhamhaeng University Regulations of the Institute of International Studies for Bachelor’s Degree B.E. 2547

Approved according to the number [] 51.1 [] 51.2 [] 51.3 [] 51.4

Disapproved due to
.....

(Signed)
(.....) Director of IIS-RU
...../...../.....

Ramkhamhaeng University Regulations
of the Institute of International Studies for Bachelor's Degree

B.E. 2547

Section 12

Withdrawal of Study

51. A student may submit a request for approval of his/her withdrawal of study in the following cases:

51.1 The student is recruited by the military or train as a reserve.

51.2 The student receives an exchange scholarship or other scholarships which the University approves of.

51.3 The student is ill and has to take medical leave, having obtained a medical certificate from either a public or private health care unit.

51.4 Have justifiable reasons to request for withdrawal of study.

The student must make a request for the withdrawal of study, which has to be approved by the Director.

52. In the case that the student received the approval to withdraw from the study, the period of withdrawal shall be counted as an academic period also unless the student withdraws due to No. 51.1.

53. The student must pay for the retaining of student status for every semester while being away from the approved withdrawal period.

54. If the withdrawal of study takes place after the registration, the registration is annulled. The University will not refund both the registration fee and course fees.

2. Action by Finance Official

Received payment for retention of student status amounting to Thai Baht

per receipt number

(Signed)

(.....)

Finance Official