

Request for Deferment Form

Date...../...../.....

To: Dean

I, Mr./Mrs./Ms.....Identification No.....The student yearFaculty of.....Major..... wish to have deferment in the.....semester of the academic year of.....for.....semester My address..... is.....Telephone.....

The reasons for my deferment are as follows:.....

It is noted that I have enrolled the following courses for the.....semester of the academic year of.....

Code Number	Name of the Course	Credits

The student is instructed to take the following steps:

<p>1. Library</p> <p><input type="checkbox"/> No unreturned books</p> <p><input type="checkbox"/> Number of unreturned books.....</p> <p>Signature of the Librarian.....</p> <p>...../...../.....</p>	<p>4. Accounting and Financial Department</p> <p><input type="checkbox"/> The student has paid the deferment fee in the amount of.....baht</p> <p><input type="checkbox"/> The student has paid the accident insurance for the.....semester in the amount of.....baht</p> <p><input type="checkbox"/> Others.....</p> <p>And the student is entitled to receive back the following amounts of money:</p> <p><input type="checkbox"/> Tuition fees in the amount of.....baht</p> <p><input type="checkbox"/> Others.....</p> <p>Signature</p> <p>...../...../.....</p>
<p>2. Adviser</p> <p>Adviser's comments.....</p> <p>.....</p> <p>.....</p> <p>Signature of the Adviser.....</p> <p>...../...../.....</p>	<p>5. Registration Department</p> <p><input type="checkbox"/> Acknowledged</p> <p>Signature of Registrar.....</p> <p>...../...../.....</p>
<p>3. Dean</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Not approved because.....</p> <p>Signature of Dean.....</p> <p>...../...../.....</p>	

Signature of the requesting student..... Date...../...../.....

The time when the result of the request for deferment is notified: Date...../...../..... Time.....

Signature of the Official.....

The student is instructed to sign his or her name to acknowledge the result of the request for deferment.

Signature..... Date...../...../.....

Note: If the student fails to go and receive the result of the request within the deadline, the request will be treated as null and void.

The student is instructed to write a request at least one week prior to his and her comeback to study in the following semester.