

## Criteria for the tuition fee refunding process for the new undergraduate students who resign A.D. 2023

Dusit Thani College announces the criteria for the tuition fee refunding process of the undergraduate students who resign AD 2023 consistent with 'Section 34t2) of the Private Institution of Higher Education Act, B.E 2546 (2003), The Second Amendment, B.E. 2550 (2007) to ensure of the refunding process for the undergraduate students. The details are presented as follow:

1. The refund process covers:
  - 1.1 Tuition fee, which consists of credit fees for each registered subject.
  - 1.2 Maintenance fees, which include educational surcharge, laboratory fees, and consumption materials fees.
  - 1.3 Intensive Course Fees
    - 1) Intensive Courses (Thai Program), including Basic English 1, Basic English 2 and Intensive Mathematics.
    - 2) Pathway Program (International Program), including Intensive English Pathway 1, 2, 3 and Intensive Mathematics 1 and 2.
  - 1.4 Matriculation Fees
2. Refunding process regarding student resignation
  - 2.1 Students, who resign more than 30 days before the beginning of intensive courses or before the beginning of credited classes for subjects provided during the fundamental study period, are entitled to receive a 75% refund on tuition fees, maintenance fees, intensive fees, and matriculation fees.
  - 2.2 Students who resign between 15-29 days before the beginning of classes or while studying in the intensive courses will receive a 75% refund on tuition fees, maintenance fees, and matriculation fees.
  - 2.3 Students who resign less than 14 days (including weekends and public holidays) before the beginning of the regular semester will not be eligible for a refund.
  - 2.4 International students, who do not reside in Thailand and have already paid their tuition fees, will receive a full refund if their visa application is rejected (evidence

required). However, an administrative fee of 50,000 baht will be deducted from the tuition fees before the refund is complete. This administrative fee can be transferred and used to pay-off the tuition fees for the next semester (only for students who are admitted in the next academic period).

2.5 Scholarship grantees who resign must adhere to the same refunding criteria.

2.6 Students who have paid their tuition fees in the form of instalments (items 1.1-1.4) will receive a refund of the remaining balance after the deduction of 25% first semester fee.

3. Refunding process will not cover the following cases:

3.1 The case of using fraudulent credentials for the application process (which has been subsequently discovered by the college).

3.2 The case in which students fail to graduate from previous institution.

3.3 The case in which students violate Dusit Thani College' s regulations, resulting in disciplinary action and damage to the college's reputation.

4. Payment Method

The college will issue a refund cheque to student's registered parents or guardians, consistent with the registration documents. They are required to present resignation documents and a copy of their parent or guardian's Thai National ID card or passport. For international students who are not residing in Thailand, the refunding process will adhere to the guidelines announced by the college.

5. Other resignation cases shall rely on the discretion of the Academic Affairs Committee.

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