For ID.61- ID.67

1. STUDENT INFORMATION

Name:	Student ID. No.:
Major:	Mobile No.:

Email:

I would like to take a leave of absence as following details;

Duration of leave	☐ The 1st Trimester	☐ The 2nd Trimester	☐ The 3rd Trimester	of Academic Year 20_ _ - 20_ _
	☐ The 1st Trimester	☐ The 2nd Trimester	☐ The 3rd Trimester	of Academic Year 20_ _ - 20_ _

Reason for request:
(Please specify)

....
....
....

Note: 1) Student can request to take a leave of absence for a maximum of one academic year to maintain their MUIC student status.

2) The period of taking a leave of absence is also counted towards the total study time. (Except for the students who were being conscripted into the army or military service and exchange student)

3) The request for the leave of absence will be effective only after at least one trimester, with CUM-GPA of 2.00 or above.

4) Once the students would like to return in order to continue their studies, they have to submit the re-admission request form to the Registrar Unit, OAA, at least one week before the registration day.

5) If students cannot submit the form in person, they must authorize a representative to submit the form.

STUDENT	GUARDIAN
I have read and acknowledged the above information, and I confirm that I would like to take leave of absence from Mahidol University International College.	I have acknowledged the leave of absence request of the student. *Relationship to student ....
_____ Student ..../.............../...............	_____ Guardian ..../.............../...............

2. DIVISION

_____ Authorized person from the Curriculum Committee ..../.............../...............	_____ Divisional Chairman ..../.............../...............

3. REGISTRAR UNIT

For students who have completed registration ☐ 1,000 Baht fee for students who have completed registration (paid status) **For students who have not completed the registration** ☐ 21,000 Baht fee for students who have not registered for courses or have registered courses with unpaid status (1,000 Baht for student status maintenance and 20,000 Baht for Education Service fee)	Verified by _____ Registrar Unit ..../.............../...............

REMARK

For ID.68 onwards

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1. STUDENT INFORMATION

Name:	Student ID. No.:
Major:	Mobile No.:

Email:

I would like to take a leave of absence as following details;

Duration of leave	☐ The 1st Trimester	☐ The 2nd Trimester	☐ The 3rd Trimester	of Academic Year 20_ _ - 20 _ _
	☐ The 1st Trimester	☐ The 2nd Trimester	☐ The 3rd Trimester	of Academic Year 20_ _ - 20 _ _

Reason for request:
(Please specify)

....
....
....

Note:
1) Student can request to take a leave of absence for a maximum of one academic year to maintain their MUIC student status.
2) The period of taking a leave of absence is also counted towards the total study time. (Except for the students who were being conscripted into the army or military service and exchange student)
3) The request for the leave of absence will be effective only after at least one trimester, with CUM-GPA of 2.00 or above.
4) Once the students would like to return in order to continue their studies, they have to submit the re-admission request form to the Registrar Unit, OAA, at least one week before the registration day.
5) If students cannot submit the form in person, they must authorize a representative to submit the form.

STUDENT	GUARDIAN
I have read and acknowledged the above information, and I confirm that I would like to take leave of absence from Mahidol University International College.	I have acknowledged the leave of absence request of the student. *Relationship to student ....
_____ Student ..../.............../..............	_____ Guardian ..../.............../..............

2. DIVISION

_____ Authorized person from the Curriculum Committee ..../.............../..............	_____ Divisional Chairman ..../.............../..............

3. REGISTRAR UNIT

For students who have completed registration ☐ 1,000 Baht fee for students who have completed registration (paid status) **For students who have not completed the registration** ☐ 25,000 Baht fee for students who have not registered for courses or have registered courses with unpaid status (1,000 Baht for student status maintenance and 24,000 Baht for Education Service fee)	Verified by _____ Registrar Unit ..../.............../..............

REMARK