



Faculty/ College
Reference No.
Date

Resignation Request Form
(Please complete the form correctly for consideration)

1. For Student

Requested Date / /

Dear Vice President for Academic Affairs, Mahidol University

My name is Mr./ Mrs./ Miss Student ID No.

Faculty/ College: Program: Student Year:

- Entered by selection examination system: TCAS (please specify)
 Portfolio Admission Quota Admission Join Admission Join Admission (COTMES) Direct Admission
 Direct Admission by the Faculty/ College

Contact information: Mobile Number Email:

I wish to request my resignation from being a student at Mahidol University for this following reason (please specify):

- I intend to retake the entrance exam to study in the Faculty/ Major of
 Passed the entrance exam to the Faculty/ Major of
 Other reasons (please specify)

I certify that I have no outstanding tuition fees with the university and affirm that the above information is true. I also return the student ID card herewith.

Remark: I cannot return the student ID card due to

Student's signature.....

2. For Guardian

My name is Mr./ Mrs./ Miss, the guardian of (Mr./ Mrs./ Miss) who is my (relationship). My mobile number is I acknowledge the resignation and consent to the student's adherence to the terms and conditions outlined in the contract or obligation previously established with Mahidol University. If a scholarship is received, I am willing to repay the scholarship and/or comply with all associated conditions.

Guardian's signature Date: / /

3. For the Faculty/ College

<p>Dear</p> <p>For acknowledge and consideration</p> <p><input type="radio"/> Approved</p> <p><input type="radio"/> Not approved because</p> <p>Signature</p> <p>(.....)</p> <p>Date / /</p>	<p>Comments</p> <p><input type="radio"/> Approved</p> <p><input type="radio"/> Not approved because</p> <p>Signature</p> <p>(.....)</p> <p>Position</p> <p>Date / /</p>	<p>Comments</p> <p><input type="radio"/> Approved</p> <p><input type="radio"/> Not approved because</p> <p>Signature</p> <p>(.....)</p> <p>Position</p> <p>Date / /</p>	<p>Comments of the Dean</p> <p><input type="radio"/> Approved</p> <p><input type="radio"/> Not approved because</p> <p>Signature</p> <p>(.....)</p> <p>Position</p> <p>Date / /</p>
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4. For the University

<p>Comments of Registration Officer, Academic Affairs Division</p> <p>The student's tuition fees have been verified, and consider to offer the following:</p> <p><input type="radio"/> Approved the student's resignation from Mahidol University, and the Academic Affairs Division is authorized to record the resignation in the database, as there are no outstanding tuition fees.</p> <p><input type="radio"/> Not approved due to the student having outstanding tuition fees.</p> <p>Recorder/Date..... Chief/Date.....</p>	<p>Comments of the Director for the Academic Affairs</p> <p><input type="radio"/> Approved</p> <p><input type="radio"/> Not approved because</p> <p>Signature</p> <p>(.....)</p> <p>Date / /</p>	<p>Comments of the Vice President for Academic Affairs</p> <p><input type="radio"/> Approved</p> <p><input type="radio"/> Not approved because</p> <p>Signature</p> <p>(.....)</p> <p>Date / /</p>
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- Manuscript (Faculty/ College)
- Copy for Faculty/ College