



Request for Insurance Fee Refund

Dear Director of Finance and Accounting

I, (Mr. / Mrs. / Miss) _____ Student ID _____

Academic system ☐ Trimesster ☐ Semesster-International ☐ Trimesster-International

Level of study ☐ Diploma ☐ Bachelor's Degree ☐ Postgraduate Studies Majoring in _____

School of _____ has been retired from being Walailak University student
since the semester _____ academic year _____ because of _____

Therefore, I would like to make a request for an insurance fee refund by transferring the money to Account

Name _____ Bank _____

Branch _____ Account No. _____

Student's Signature _____

(_____)

Date _____

In case of any inquiries about this request, I can be contacted at Tel. _____

Remark : The money will be refunded to the student within 30 working days after submission of this request.

EXCEPT the case of graduation, the refund will be made after the graduation approval made by University Council.

① Educational Services Officer	② Finance and Accounting Officer
<p>To Director, Finance and Accounting</p> <p>Please check indebtedness, If there is no debt, please proceed the refund.</p> <p>Signature _____</p> <p style="text-align: center;">(_____)</p> <p>Date _____</p>	<p><input type="checkbox"/> Refundable amount _____ Baht</p> <p><input type="checkbox"/> Other _____</p> <p>Signature _____</p> <p style="text-align: center;">(_____)</p> <p>Date _____</p>
③ Director, Finance and Accounting	
<p><input type="checkbox"/> Approved the refund amount of _____ Baht</p> <p><input type="checkbox"/> Disapproved, reason _____</p> <p style="text-align: center;">Signature _____</p> <p style="text-align: center;">(_____)</p> <p style="text-align: center;">Date _____</p>	
Form effective since 25 September 2017	