



Request Form for Student Resignation

Dear President/ Vice-President for Academic Affairs

I, (Mr. / Mrs. /Miss) _____ Student ID _____
 Academic system ☐ Trimesster ☐ Semester-International ☐ Trimesster-International
 Level of Study ☐ Diploma ☐ Bachelor's Degree ☐ Postgraduate Studies Majoring in _____
 School of _____ GPAX _____ would like to resign from being a student at Walailak University
 from the semester _____ Academic year _____ with the reason of (please specify) _____

For your consideration the above request.

Student's Signature _____
 (_____)
 Date _____

Note: In case of any problems with the request, I can be contacted at phone no. _____

Remark : According to Walailak University's Regulation regarding Leave of Absence and Retaining Student Status of Undergraduate Students B.E. 2560 (2017), in Clause 5 Resignation from Being a Student stating that the resignation will be approved after the student making a resignation has paid off the debts owed to Walailak University.

<p style="text-align: center;">❶ Finance and Accounting Office</p> <p>Debts and Obligations Verification:</p> <p><input type="checkbox"/> No debt</p> <p><input type="checkbox"/> Owing the debt _____ Baht and have made a payment according to the receipt no. _____ / _____ Date _____</p> <p style="text-align: right;">Signature _____ (_____) Date _____</p>	<p style="text-align: center;">❷ Graduate Studies Scholarship (postgraduate students)</p> <p><input type="checkbox"/> Not a scholarship student</p> <p><input type="checkbox"/> A scholarship student (scholarship's title) _____ Contract No. _____ totally _____ Baht () have paid off the scholarship amount totally _____ Baht () haven't paid off the scholarship () Other _____</p> <p style="text-align: right;">Signature _____ (_____) Date _____</p>
<p style="text-align: center;">❸ Advisor's comments</p> <p>_____ _____</p> <p style="text-align: right;">Signature _____ (_____) Date _____</p>	<p style="text-align: center;">❹ Dean/Chairperson of Graduate Studies Program Committee</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapprove Reason _____</p> <p style="text-align: right;">Signature _____ (_____) Date _____</p>
<p style="text-align: center;">❺ The Center for Educational Services</p> <p><input type="checkbox"/> Not Registered Student <input type="checkbox"/> Registered Student () Withdrawn () Not Withdrawn (waiting for grade/result)</p> <p style="text-align: right;">Signature _____ (_____) Date _____</p>	<p style="text-align: center;">❻ Final Decision on behalf of the University</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Reason _____</p> <p style="text-align: right;">Signature _____ (Dr. Neeranart Kaewprasert Rakangthong) Director, The Center for Educational Services Acting on behalf of Vice-President for Academic Affairs Date _____</p>

STUDENT RESIGNATION QUESTIONNAIRE

Walailak University

Direction: Please complete the questionnaire below

1. Reasons for resignation (You can tick more than one box)

- ☐ Study problems
 ☐ Moving to study at another university
☐ Family problems
 ☐ Other (specify) _____
☐ Financial problems / Tuition fee

2. After resignation, what is your future's plan?

- ☐ Further studying Program title _____
 Name of University _____
- ☐ Looking for a job
- ☐ Staying at home
- ☐ Other (specify)

3. Comments to Walailak University in the following aspects:

- | | | | |
|---|------------------------------------|-------------------------------|----------------------------------|
| Academic | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Average |
| Dormitory / Living on campus / Activities | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Average |
| Other services | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Average |

Other comments and suggestions to Walailak University
