



Request Form for Intermission Leave/Maintaining Student Status

Dear Dean / Chairperson of Graduate Studies Program Committee

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

Academic system ☐ Trimester ☐ Semester-International ☐ Trimester-International

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

School of _____ GPAX _____ would like to request for an intermission

of study in the semester _____ Academic year _____ totally _____ semester(s)

and in the semester of intermission leave, I ☐ have registered for course(s) ☐ have not registered for course(s)

Request for an Intermission Leave	Request for Maintaining Student Status
<p>Because</p> <p><input type="checkbox"/> I did not register.</p> <p><input type="checkbox"/> I have been awarded an international exchange scholarship or other scholarship which is considered beneficial and approved by the university (please attach a copy of scholarship testimonial).</p> <p><input type="checkbox"/> I have an illness and need to rest for more than 3 weeks (attach a medical certificate).</p> <p><input type="checkbox"/> I have a personal necessary reason (please specify) _____</p> <p><i>(The student must have been studying at the university at least 1 semester with GPAX of at least 2.00 for Diploma and Bachelor's Degree, 3.00 for Postgraduate Studies except thesis study Plan A which its minimum GPAX is not specified.)</i></p> <p><input type="checkbox"/> I have been conscripted or urgently called for military service (attach a copy of the letter)</p> <p><input type="checkbox"/> Other inevitable reason _____</p> <p>(This reason must have been approved by School Committee or Graduate Studies Program Committee)</p>	<p>Because</p> <p><input type="checkbox"/> I am under an intermission leave.</p> <p><input type="checkbox"/> The university has mandated me to suspend my study for university for _____ semester(s) from semester _____ / _____ to _____ / _____</p> <p><input type="checkbox"/> I have completed my registration but teaching and learning are still in progress.</p> <p><input type="checkbox"/> I have completed my registration but teaching and learning are still in progress OR still conducting thesis, minor thesis, project, independent study or waiting to take comprehensive exam</p> <p style="margin-left: 20px;"><input type="radio"/> already taken thesis/project/independent study defense examination in the semester _____ Date _____</p> <p style="margin-left: 20px;"><input type="radio"/> completed a registration for thesis/minor thesis/project/independent study in the semester _____</p> <p style="margin-left: 20px;"><input type="radio"/> in progress of thesis writing</p>

In case the student has registered in the semester of making the request, the Center for Educational Services will withdraw all registered courses in that semester.

During the intermission leave/maintaining the student status, I am living at House No. _____ Village No. _____

Sub-road _____ Road _____ Sub-district _____

District _____ Province _____ Postal Code _____

Student's Signature _____
(_____)

Date _____

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

<p>1 Advisor's Comments</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">Signature _____ (_____) Date _____</p>	<p>2 Decision of Dean / Head of Discipline / Chairperson of Graduate Studies Program Committee</p> <p>In case of an intermission leave with an inevitable reason, the school committee or Graduate Studies Program Committee has already approved the request at the meeting no. _____ Date _____</p> <p style="text-align: center;"><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved, Reason _____</p> <p style="text-align: right;">Signature _____ (_____) Date _____</p>
<p>3 Educational Services Officer</p> <p><input type="checkbox"/> The student hasn't registered</p> <p><input type="checkbox"/> The student has registered but withdrawn all courses already</p> <p style="text-align: right;">Signature _____ (_____) Date _____</p>	<p>4 Finance and Accounting Officer (Making a payment at Government Savings Bank, Walailak Branch)</p> <p><input type="checkbox"/> Full payment for registration fee Semester _____ / _____ (According to the receipt no. _____ / _____ Date _____)</p> <p><input type="checkbox"/> Made a fee payment for maintaining status, for _____ semester(s) totally _____ Baht (According to the receipt no. _____ / _____ Date _____)</p> <p style="text-align: right;">Signature _____ (_____) Date _____</p>

5 Director, the Center for Educational Services	6 Educational Services Officer
<input type="checkbox"/> be informed and allow to process as requested <input type="checkbox"/> other _____ Signature _____ (_____) Date _____	<input type="checkbox"/> Semesterly Status Record (11 maintaining student status) <input type="checkbox"/> Semesterly Status Record (13 intermission and maintaining student status) <input type="checkbox"/> Other _____ Recorder _____ (_____) Date _____
Form effective since 25 September 2017	Page 2/2

Submitting the Request for an Intermission Leave

Steps

1. A student fills out the form and signs the name.
2. A student process the request form at counter no. 1-4, then submit the request to the Center for Educational Services.

Regulations for Intermission Leave

1. Request for an intermission leave due to the sickness and need to rest for more than 3 weeks, the Medical Certificate (given by the physician from a government hospital or private hospital only) must be attached.
2. The student who has not completed the course registration in that semester and wishes to request for an intermission leave, he/she must submit the request form within 2 weeks from the first date of semester commencement; otherwise his/her student status will be terminated.
3. The student who has completed the registration in any semester and wishes to have an intermission leave, he/she must submit the request within the first 9 weeks of that semester except request intermission with force majeure reason.
4. Once the request for an intermission leave is approved, the student must pay fee for maintaining student status for the following rates:

Bachelor's Degree: 1,000 Baht per 1 semester

Postgraduate Studies: Enrolled before 2013 2,000 Baht

Enrolled from 2013 onwards 5,000 Baht maximum for the following requests:

1. The fee for the first request for maintaining student status is 2,000 Baht.
2. The fee will be increased 500 Baht for the next request in every semester.

EXCEPT : If the registration and tuition fees have already been made, the student doesn't need to pay the fee for student status maintaining.

5. For each approval of an Intermission Leave, the university will approve for the leave not more than 2 consecutive semesters. If the student still needs to take an intermission leave, he/she must resubmit the new request.
6. When the due date of an intermission leave is reached, the student must submit the request for reenter the university online at <https://ces.wu.ac.th/> the Center for Educational Services and Dean or Dean's representative will approve the request through the system. In this case, the student must make an online request at least 1 week before the due date of registration date of that semester.