LEAVE OF ABSENCE / REINSTATEMENT / MAINTENANCE OF STUDENT STATUS REQUEST FORM

Graduate Level

Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province

Date ..... Month ..... B.E. .....

Subject: Request for Leave of Absence / Reinstatement / Maintenance of Student Status

To: The President / The Dean of the Graduate School

I, (Mr./Mrs./Ms.) ..... Student ID No. .....
a student in the ○ Graduate Diploma Program ○ Master's Degree Program ○ Doctoral Degree Program
majoring in .....
Enrolled in Semester ..... Academic Year ..... Contact phone number .....

○ I wish to request a leave of absence for ..... semester(s), namely Semester ....., Academic Year .....
to Semester ....., Academic Year ....., due to .....

○ I wish to request reinstatement of student status, from Semester ..... to Semester .....
Reason for loss of student status:
- ○ Failure to complete registration fee payment within the prescribed period.
- ○ Failure to pay the status-maintenance fee within the first 3 weeks from the opening day of the semester.

○ I wish to request maintenance of student status, from Semester ....., Academic Year .....
to Semester ....., Academic Year ....., for ..... semester(s), totaling ..... Baht,
due to .....

I therefore respectfully submit this request for your kind consideration.

Signature ..... Student
(.....)
Date: ..... / ..... / .....

1. Graduate School Officer	2. Chair of the Advisory Committee	3. Associate Dean of the Graduate School
Comments:	**Comments:**	**Comments:** ....
Signature ..... (.....) **Reviewing Officer** Date: ..... / ..... /	Signature ..... (.....) **Thesis / Independent Study Advisor** Date: ..... / ..... /	Signature ..... (.....) **Associate Dean of the Graduate School** Date: ..... / ..... / .....

4. Dean of the Graduate School	5. President (in the case of a request for reinstatement / leave of absence exceeding 1 semester)
Comments: ..... Signature ..... (.....) **Dean of the Graduate School** Date: ..... / ..... /	☐ Approved ☐ Not Approved, because ..... Signature ..... (.....) **President** Date: ..... / ..... / .....

Remarks

- The fee for a leave of absence, for both the Master's and Doctoral levels, is 5,000 Baht per application.
- Students on a leave of absence may not request any documents or evidence from the University.
- The status-maintenance fee is 3,000 Baht per semester for the Graduate Diploma level;
  6,000 Baht per semester for the Master's level (3,000 Baht per semester in the summer session);
  and 10,000 Baht per semester for the Doctoral level (5,000 Baht per semester in the summer session).