



Leave of Absence Request Form

Please note that

- 1) Students may take a leave of absence or defer their courses for a maximum of one year, and need to contact MUIC 1 month before the expected date of return.
- 2) Please be informed that the period of taking leave of absence is also counted towards the total study time.
- 3) The request for the leave of absence will be effective only after approved by the Curriculum Committee.
- 4) Students are allowed to take leave of absence after studying at MUIC at least one trimester, with CUM-GPA of 2.00 or above.
- 5) If students cannot submit the form in person, they should authorize a representative to do so on their behalf. Please attach a completed letter of authorization form available at the Registrar's Office, OAA, Building 2, 1st floor.

Date:

Student:

Student Name (First name Last name)	Student ID#	Major
.....		
Telephone number	E-mail	
.....		

would like to request for your approval to take leave of absence from Mahidol University International College.

Duration of leave:

Trimester						
<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Third	<input type="checkbox"/> Summer / Academic Year	to	
Trimester						
<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Third	<input type="checkbox"/> Summer / Academic Year		

Reason for request:

.....
.....
.....

<p>.....</p> <p><i>Student's signature</i></p> <p>...../...../.....</p>	<p>.....</p> <p><i>Guardian's signature</i></p> <p>...../...../.....</p>
<p>.....</p> <p><i>Authorized person from the Curriculum Committee</i></p> <p>...../...../.....</p>	<p>.....</p> <p><i>Divisional Chairman</i></p> <p>...../...../.....</p>

For official use only:

<p><input type="checkbox"/> 1,000 Baht fee for student who have completed registration</p> <p>For ID.55 downwards:</p> <p><input type="checkbox"/> 9,400 Baht fee for student who have not registered for courses (1,000 Baht for student status maintenance and 8,400 Baht for Academic fee)</p> <p>For ID.56 onwards:</p> <p><input type="checkbox"/> 21,000 Baht fee for student who have not registered for courses (1,000 Baht for student status maintenance and 20,000 Baht for University fee)</p>	<p><i>Verified by</i></p> <p>.....</p> <p><i>The Office of the Registrar</i></p> <p>...../...../.....</p>
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