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|------------------------|
| Faculty/ College ..... |
| Reference No. ....     |
| Date .....             |

**Resignation Request Form**  
(Please complete the form correctly for consideration)

**1. For Student**

Requested Date ..... / ..... / .....

Dear Vice President for Academic Affairs, Mahidol University

My name is Mr./ Mrs./ Miss ..... Student ID No. ....

Faculty/ College: ..... Program: ..... Student Year: .....

Entered by selection examination system: TCAS (please specify)

Portfolio Admission  Quota Admission  Join Admission  Join Admission (COTMES)  Direct Admission

Direct Admission by the Faculty/ College

Contact information: Mobile Number ..... Email: .....

I wish to request my resignation from being a student at Mahidol University for this following reason (please specify):

I intend to retake the entrance exam to study in the Faculty/ Major of .....

Passed the entrance exam to the Faculty/ Major of .....

Other reasons (please specify) .....

I certify that I have no outstanding tuition fees with the university and affirm that the above information is true. I also return the student ID card herewith.

Remark: I cannot return the student ID card due to .....

Student's signature.....

**2. For Guardian**

My name is Mr./ Mrs./ Miss ....., the guardian of (Mr./ Mrs./ Miss) ....., who is my ..... (relationship). My mobile number is ..... I acknowledge the resignation and consent to the student's adherence to the terms and conditions outlined in the contract or obligation previously established with Mahidol University. If a scholarship is received, I am willing to repay the scholarship and/or comply with all associated conditions.

Guardian's signature ..... Date: ...../...../.....

**3. For the Faculty/ College**

|   |  |   |   |
|---|--|---|---|
| <b>Comments of Advisor</b><br>For acknowledge and consideration<br><input type="radio"/> Approved<br><input type="radio"/> Not approved because .....<br>Signature .....<br>(.....)<br>Date ...../...../..... | <b>Comments of Head of Department/School</b><br><input type="radio"/> Approved<br><input type="radio"/> Not approved because .....<br>Signature .....<br>(.....)<br>Position .....<br>Date ...../...../..... | <b>Comments .....</b><br><input type="radio"/> Approved<br><input type="radio"/> Not approved because .....<br>Signature .....<br>(.....)<br>Position .....<br>Date ...../...../..... | <b>Comments of the Dean</b><br><input type="radio"/> Approved<br><input type="radio"/> Not approved because .....<br>Signature .....<br>(Assoc. Prof. Prasit Suwannalert)<br>Position ..Dean of Faculty of Science.....<br>Date ...../...../..... |
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**4. For the University**

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|---|--|--|
| <b>Comments of Registration Officer, Academic Affairs Division</b><br>The student's tuition fees have been verified, and consider to offer the following:<br><input type="radio"/> Approved the student's resignation from Mahidol University, and the Academic Affairs Division is authorized to record the resignation in the database, as there are no outstanding tuition fees.<br><input type="radio"/> Not approved due to the student having outstanding tuition fees.<br>Recorder/Date..... Chief/Date..... | <b>Comments of the Director for the Academic Affairs</b><br><input type="radio"/> Approved<br><input type="radio"/> Not approved because .....<br>Signature .....<br>(.....)<br>Date ...../...../..... | <b>Comments of the Vice President for Academic Affairs</b><br><input type="radio"/> Approved<br><input type="radio"/> Not approved because .....<br>Signature .....<br>(.....)<br>Date ...../...../..... |
|---|--|--|

Manuscript (Faculty/ College) .....

Copy for Faculty/ College .....