

School of
Mae Fah Luang University
No.....
Date.....
Time.....Recorded by.....



The Registrar Division
Mae Fah Luang University
No.....
Date.....
Time.....Recorded by.....

REGISTRAR DIVISION, MAE FAH LUANG UNIVERSITY

Request Form for Leave of Absence : Undergraduate student

Semester First Second Summer Academic year.....

(1) To the Dean of School.....

Name Mr/ Miss/ Mrs..... Student ID

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Study in School of.....Program of.....Mobile phone.....

Request for leave of absence for

☐ One Semester

From semester..... Academic year.....

☐ Two Semester

To semester..... Academic year.....

Reasons for on leave

☐ Illness with a document

☐ Other reasons (indicate).....

For your consideration

Student's Signature

(.....)

...../...../.....

<p>(2) Advisor's Comment</p> <p>.....</p> <p>.....</p> <p>Signature</p> <p>(.....)</p> <p>...../...../.....</p>	<p>(3) Dean's Comment</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Signature</p> <p>(.....)</p> <p>...../...../.....</p>
<p>(4) Recorded by Registrar Division's staff</p> <p><input type="checkbox"/> Recorded about paymentBaht</p> <p><input type="checkbox"/> Already registered for this semester</p> <p>Signature</p> <p>(.....)</p> <p>...../...../.....</p>	

Conditions

Clause 23 Semester Leave of Absence

23.1 A semester leave-of-absence request may be submitted to the Dean in the following cases:

23.1.1 A student is conscripted into the military.

23.1.2 A student is granted a scholarship for an international exchange program or any other scholarship which the University deems suitable.

23.1.3 By a physician's order, a student is subject to convalescence amounting to more than 20% of the total class time in a given semester. In this case, the request must be submitted together with a medical certificate issued by a state infirmary or by a private infirmary approved by the Ministry of Public Health.

23.1.4 A student has a personal reason. This request can be granted on the condition that the student has been a Mae Fah Luang University student for a minimum of one semester.

23.2 The maximum duration of a semester leave of absence in the cases described in 23.1 is two semesters. Should a student need to continue his/her semester leave of absence, the student must repeat the procedure of request submission.

23.3 A student's approved semester leave of absence, except for the case stated in 23.1.1, is regarded as part of the student's overall study duration.

23.4 During a student's approved semester leave of absence, the student must pay, according to the University's regulation, the continuance fee to the University on a semester basis. Otherwise, his/her student status shall be revoked. However, if a semester leave of absence is taken in a semester for which the student has already paid the tuition fee, the student does not have to pay the continuance fee.

23.5 There is no classification of student status during a student's approved semester leave of absence.

23.6 A student on a semester leave of absence who wishes to resume his/her study must submit a resumption request to the Dean for approval, of which the Registrar Division must be notified at least one week before the course-registration period of each semester.

23.7 A student whose resumption request has been granted shall retain his/her student status.

Notes :

1. Each granted leave shall not exceed two semesters. If a student needs to extend his/her leave, s/he must submit another request and pay the studentship retention fee, unless s/he had paid his/her tuition.

2. To return to study, an on-leave student must submit a request to the Dean at least one week before the regular enrollment period of each semester.

Student's Signature

(.....)

(...../...../.....)