

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 1 Semester From semester..... Academic year.....
 2 Semester To semester..... Academic year.....

Reasons for on leave

- Illness with a document and the name of a medical provider.....
Number..... Date.....
- Other reasons (indicate).....
Documents.....

For your consideration

Student's Signature
(.....)
...../...../.....

<p>(2) Advisor's Comment</p> <p>.....</p> <p>Signature (.....) /...../.....</p>	<p>(3) Dean's Comment</p> <p>.....</p> <p>Signature (.....) /...../.....</p>
<p>(4) Committee's conclusion</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Signature (.....) /...../.....</p>	<p>(5) Head of Registrar Division's Comment</p> <p>.....</p> <p>Signature (Mr.Ruangsak Kiengkamon) /...../.....</p>
<p>(6) Payment recorded</p> <p><input type="checkbox"/> Already paid..... Baht</p> <p>Signature (.....) /...../.....</p>	<p>(7) Recorded by Registrar Division's staff</p> <p><input type="checkbox"/> Recorded</p> <p><input type="checkbox"/> Already registered for this semester</p> <p>Signature (.....) /...../.....</p>

Conditions

A current student who fails to enroll within the university's enrollment period must request a official leave, as stipulated by Clause 18 of Mae Fah Luang University Rules for Bachelor's Degree Education, BE 2542(1999), and must pay the studentship retention fee, so as to retain his/her studentship. The following conditions apply.

1. The student may request an official leave for one or more of the following reasons.
 - 1.1 Being conscripted into the military ;
 - 1.2 Being granted an international exchange programme scholarship or any other scholarship that the university considers worth supporting ;
 - 1.3 Being so ill or receiving so serious accident-related injury that the physician has ordered a recuperation period equal to more than 20 percent of the entire study time, in which case the student must submit a medical certificate issued by a state or private hospital approved by the Ministry of Public Health; and
 - 1.4 A personal affair, on the condition that the student has studied at Mae Fah Luang University for at least one semester and has a minimum GPAX of 2.00.
2. When the student has an urgent need to request a leave, the student must submit a request to the Dean as soon as possible. His/her request shall then be considered by the committee of the School to which the student belongs.

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