

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 Being Reinstated to Student Status

Semester First Second Summer Academic year.....

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

Student level Undergraduate student
 Graduate student

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

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Study in/graduated from School of.....Program of.....

Mobile phone.....

Reason(s) for re-entering are

.....

For your consideration

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

<p>(2) Advisor's Comment</p> <p>.....</p> <p>.....</p> <p>Signature (.....) /...../.....</p>	<p>(3) Dean's Comment</p> <p>.....</p> <p>.....</p> <p>Signature (.....) /...../.....</p>
<p>(4) Head of Registrar Division's Comment</p> <p>.....</p> <p>.....</p> <p>Signature (Mr.Ruangsak Kiengkamon) /...../.....</p>	<p>(5) The President's Comment</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>.....</p> <p>Signature (.....) /...../.....</p>

Reinstated Condition

According to Mae Fah Luang University rules and regulation for Bachelor's Degree Education, BE 2542(1999), section 9 Registration, a current student who fail to enroll within the university's enrollment period and did not submit the retention of his/her studentship or student who didn't pay the tuition fees or submit the postpone (delay for payment) within 2 weeks of semester start, all of the student's course will be cancelled and studentship will be terminated immediately. Student can be reinstated to student status by following condition:

(1) Student who wishes to register in cancelled course

1.1 Student has to submit "Request Form for being reinstated to student status" which have to be considered by Advisor and Dean, together with class attendant with approved signature of course's lecturer or coordinator to Registrar Division within 2 weeks after studentship has been terminated.

1.2 Student must pay the tuition fees or submit the postpone (delay for payment) and pay the reinstated fees within 3 working days after reinstated to student status granted. Student who do not pay the following fees or do not submit postpone within time limit, studentship will be terminated and student can be reinstated to student status again but by following (2) condition.

(2) Student who wishes to reinstated and request to leave in current semester

2.1 Student has to submit "Official request for being reinstated to student status" and "Request form for leave of absence" which have to be considered by Advisor, Dean and School committee to Division of Registrar within the semester which studentship has been terminated.

2.2 Student has to pay the reinstated and retention fees within 3 working days after reinstated to student status granted. Student who does not pay the following within time limit, then studentship will be terminated.

*Remark

*1. Student can be reinstated to student status only the semester which studentship has been terminated.

*2. Reinstated fee

- Undergraduate level 500 THB

- Graduated Level 1,000 THB

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

Registrar Division

Mae Fah Luang University

Tel. 0 5391 6370 – 72