



Mae Fah Luang University Announcement

Subject: Regulations for Tuition-Fee Installments, Undergraduate Level (Amendment)

.....

According to Mae Fah Luang University's Announcement on the Regulations for Tuition-Fee Installments, Undergraduate Level issued on the 20th of June B.E. 2559, in order to have effective and accurate practices for tuition-fee installments, the Regulations for Tuition-Fee Installments, Undergraduate Level (Amendment) is issued as follows:

1. Students who have financial difficulties and cannot pay the full tuition fee charged by the University for any semester can apply for tuition-fee installments in that semester by following the steps below:

1.1 Students receive a tuition-fee installment application form and submit it to the Scholarship Department, Division of Student Development Affairs one week prior to the registration period of each semester.

1.2 Students specify reasons and necessities for the installment application and identify the tuition fee payment plan that must be completed by the end of a semester. The form must be verified by the student's guardian.

1.3 Students have a consultation session with an adviser or a lecturer in charge of the school scholarship department for approval of their installment application.

1.4 The application form must be approved by the adviser or a lecturer in charge of the school scholarship department and the Dean or the Dean's Representative.

1.5 Students with a GPAX lower than 2.00 must have a consultation session with a Living and Learning Support Center staff member to establish a study improvement plan.

1.6 Students submit the completed application form to the Scholarship Department, Division of Student Development Affairs one week prior to the registration period of each semester.

1.7 The Scholarship Department checks the documents and proposes the executive staff for approval (within 2 working days).

1.8 The approval result will be announced within 5 working days of submission. Approved students receive their approved application forms at the Scholarship Department.

1.9 Students submit the approved application form for the 1st installment payment at the Division of Finance and Accounting, Office of the President building (AD2). Students

keep a copy of the approved application form and a tuition fee payment receipt as evidence of the payment.

1.10 At the end of the 1st installment period (30 days after the approval) students must re-apply for the installment plan and pay outstanding debts according to the plan in item 1.2. Students complete the installment application form and follow the steps in items 1.2-1.9.

1.11 If students would like to pay the full amount of outstanding debts, the installment application process is not applicable. Students can contact the Division of Finance and Accounting to pay at the Office of the President, building AD2.

2. Should students be unable to pay the tuition fee for any semester, they must submit the tuition-fee installment application form to the Division of Student Development Affairs. Students must specify clear reasons and necessities, provide relevant evidence and a letter of approval from the students' school for the committee's consideration. Applications will be considered on a case-by-case basis.

3. Should it arise that students who apply for tuition-fee installments according to item 1 give false information, 50-hours of public service will be assigned to the students as disciplinary action.

4. For any conflicts concerning compliance with this announcement, the President shall have all authority, and the decisions of the President shall be final.

Announcement made on 14 June 2017

(Dr. Panom Winyayong)
Vice President acting on behalf of
President of Mae Fah Luang University