

**Date** .....

**Subject:** Request for waiving the school fee in the semester .....

**To:** JGSEE Director

I am ..... (Full name), the  PhD  MPhil  MSc  
 MEng student in program  Energy T.  Envi T.  Energy T&M  Envi T&M My thesis title  
 is.....  
 supervised by ..... Currently, I have finished all research works  
 but have not completed the thesis writing. I plan to register for the thesis defense examination in  
 the academic year of ..... Therefore, I would like to request for waive the school fee of  
 50%, according to the JGSEE regulation on the school fee waiving (Year 2002: No 8).

For your kind consideration,

.....  
 (.....)  
 Student name

<p><b>Advisor</b>          Student has completed research work  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comment.....          .....          .....</p> <p>(.....)          Advisor's signature</p>
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<b>Checking by Officer</b>
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**Semester**.....

**Financial**

**Examination:** .....

Comment.....

: Total Thesis Credits .....

.....

: Cumulative thesis credits Earned... ..

.....

: Number of credits registered this semester .....

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 (Ms. Supaphan Phinthong)  
 Academic Office

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 (Ms. Wanvimon Panomtham)  
 Head of Financial Section

<p style="text-align: center;"><b>Comments by Division Chairperson</b></p> <p>.....          .....</p> <p>(.....)          Division Chairperson</p>	<p style="text-align: center;"><b>Approved by Director</b></p> <p style="text-align: center;"><input type="checkbox"/> Approved <input type="checkbox"/> Not approved</p> <p>.....          .....</p> <p>(.....)          (Assoc. Prof. Dr. Suneerat Fukuda)          Director</p>
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