



The Joint Graduate School of Energy and Environment

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AS07-2

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Supporting Documents

- 2 Copies of this form
- Others (if any)

Request for Semester Withdrawal

Note

1. A student can apply for one semester leave at a time, but no more than two semesters in the entire course duration. This must be approved by the Executive Board on condition that the student has an appropriate reason, for example, illness, conscription, etc. A student who is permitted to take a leave before registration must pay a fee to retain his/her student status. A leave during a semester will result in no grade and credits earned for the registered subjects.
2. Fine for every late submission starts following the last day of the registration date and payment is to be made within the period of the new academic calendar. Exception for this fee is allowed.
3. Only complete original documents submitted to the academic services section at the above address no later than the academic calendar of the semester will be accepted.
4. Semester withdrawal will be approved by the Executive Board and students are required to pay for the retention status fee following the approval.

Semester Academic year

Name..... Student ID

Degree: M.Sc M.Eng M.Phil Ph.D. Program

E-mail..... Tel.....

Advisor.....

1) Reason for semester withdrawal

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2) Current Status

Coursework credits earned	Credits	Thesis Credits earned	Credits
Have you already passed CE/QE?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you already passed Internship?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

3) Research Achievements

Final Examination Yes No if no, research achievement % of total

If still in the writing process, written achievement %

4) How many times have you been requesting for semester withdrawal?

5) How many years have you been studying at JGSEE?

Student's signature **Date**

1) Advisor's comments:

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Signature..... Date.....

2) Academic Services Section:

To be Approved by Board Others

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Signature..... Date.....

3) Division Chairperson:

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Signature..... Date.....

4) Executive Board:

Approved Not Approved

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Signature..... Date.....

Registration Officer: Description	Financial Officer: Description
Fine for late submission.....Day(s).....Baht	Status retention fee = 10% of school fee
Retention fee.....Baht	Fine for late submission.....Day(s)
Total.....Baht	Amount to be paid Baht
Registrar's signature Date.....	Payee's signature Date.....