The Joint Graduate School of Energy and Environment
King Mongkut's University of Technology Thonburi 126 PrachaUtit Rd., Bangmod, Thungkru, BKK 10140
E-mail: academic@jgsee.kmutt.ac.th Tel: 662 470 8309-10 Fax: 662 872 6736
www.jgsee.kmutt.ac.th

AS07-2

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

……...
……...
……...
……...
……...
……...
……...
……...
……...

2) Current Status

Coursework credits earned …….. Credits Thesis Credits earned …….. Credits

Have you already passed CE/QE? ☐ Yes ☐ No

Have you already passed Internship? ☐ Yes ☐ 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:

……

……

Signature……. Date……

2) Academic Services Section:

☐ To be Approved by Board ☐ Others ……...

……

Signature……. Date……

3) Executive Board:

☐ Approved ☐ Not Approved ……

……

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……