

Credit Fee Refund

Students have to drop courses within the add-drop registration schedule of each semester and submit the credit refund form within the specified period of each semester, in which they would like to proceed the refund, at the Faculty of Graduate Studies. The required processes for the refund include the following.

1. **Fill out the Credit Refund Form (HD-08)** and sign on the form with pen only.

2. **Attach along with the form the following evidence:**

2.1 The updated course list demonstrating the existing registered courses;

2.2 Proof of tuition fee payment (during the semester of the intended credit refund request)

- For payment through the bank, **AUTHENTIC** payment evidence is required.

- For payment via any electronic channels, payment evidence is required with the student's signature signed with pen only.

2.3 A photocopy of the first page of the student's savings account opened at Siam Commercial Bank, Krungthai Bank, or Bangkok Bank. Note that the name of the account must be the name of the student only and must contain transaction history of the last six months. The attached photocopy must be signed with pen only.

2.4 A photocopy of the student's valid Thai national ID card or valid passport is required with the student's signature signed with pen only.

3. Scan the aforementioned documents into a single PDF file and submit it to the Faculty of Graduate Studies' e-document service. Besides, submit the hard copy of the documents to the Faculty of Graduate Studies during the refund form submission period of each semester. The Faculty of Graduate Studies will consider the submission date based on the postal stamp for the refund processing.

The Faculty of Graduate Studies will process the refund for the students upon receiving (1) the enlisted refund documents in PDF format via e-Document and (2) the hard copy of the documents properly delivered to the Faculty of Graduate Studies within the credit refund period specified for each semester only.

The transaction fee and other fees to be collected by the bank are to be the student's responsibility.

Submit the documents to the address stated below.

Human Capacity Development Section

25/25 Graduate Studies Building, Mahidol University, Phuttamonthon Sai 4 Road, Salaya, Phuttamonthon, Nakhonpathom 73170

(Indicate in parentheses on the corner of the envelop as "Evidence for credit fee refund").

HD-08 REFUND OF GRADUATE TUITION
Human Capacity Development Section, Faculty of Graduate Studies, Mahidol University

I am, Mr./Mrs./Miss/Rank.....Tel.....
 Student ID Number / E-mail:
 Type of Program Regular Special International
 Degree Graduate Diploma Master degree Higher Graduate Diploma Doctorate degree
 Field of StudyFaculty/Institute/College.....

Under the approval from advisor/program director to drop courses as follows:

Semester..... Academic year.....
 1. (course credit.....credit)
 Graduate tuition fee.....THB/credit Total.....THB
 2. (course credit.....credit)
 Graduate tuition fee.....THB/credit Total.....THB
 3. (course credit.....credit)
 Graduate tuition fee.....THB/credit Total.....THB

I want to receive a refund for graduate tuition with total amount.....THB

I hereby enclose:

- (1) Original receipt (cash payment) / Copy of payment slip & sign to certify true copy (electronic payment)
- (2) Revised course list (which indicates that you already dropped the above course list from your registration record)
- (3) A copy of passport / Thai Citizen ID (sign to certify true copy)

I want to receive a refund via:

- Bank Transfer to a savings account
 (please enclose a copy of your bankbook & sign to certify true copy)
 - Siam Commercial Bank, Branch.....
 - Bangkok Bank, Branch.....
 - Krungthai Bank, Branch.....
- Acct. No..... Acct.Name (Student name only).....

I acknowledge that the actual refund may be deducted due to bank service charge (if any)

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

Comment of Head of Human Capacity Development Section

- Student should get the refund for graduate tuition..... THB, because
 - Student revised his/her registration record within the “add/drop” period.
 -
 - Not refund, because.....
- Signature.....Date.....

Consideration of the Dean

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

Note. The form HD-08 Refund Graduate Tuition must be submitted to FGS within the assigned period of each semester otherwise the request for refunding shall not be considered.