

Request Form for Leave of Absence/ Retaining Student Status/ Reenter

Date.....

Name (Mr./Mrs./Miss)Student ID.....

Course.....Major Year.....

College.....Phone Number

(I would like to)

☐ Leave of absence ☐ Retaining Student Status In the Semester..... Academic Year.....

Because.....

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However, I have a leave of absence and then (If any) First time in the Semester..... Academic Year.....

Second Time in the Semester..... Academic Year.....

☐ Reenter the college In the Semester..... Academic Year.....

Signature.....

(.....)

Student

1. Advisor's comment Signature..... (.....) /...../.....	2. Program Chair's Comment ☐ (Approval) ☐ (Not Approval) Signature..... (.....) /...../.....
3. Associate Director for Academics, Research and Academic Services ☐ (Approval) ☐ (Not Approval) Signature..... (.....) /...../.....	4. Director of Rattanakosin International College of Creative Entrepreneurship ☐ (Approval) ☐ (Not Approval) Signature..... (.....) /...../.....

For officers

For The Registration Officer ☐ Documents checked/fee paid.....baht ☐ Exempted from student Leave of Absence/ Retaining Student Status fees as students have already registered and paid the registration fees for that semester. Signature..... (.....) Registration Officer /...../.....	For financial Department ☐ Pay for Leave of Absence/ Retaining Student Status ☐ Pay for reenter the college (Receipt No.)..... Signature..... (.....) Financial Officer /...../.....
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