



Petition for Resignation

..... Official Use Only.....

Date.....Month.....Year.....

Request No./.....

Attention: Director, Sarasas Ektra School

Petition officer.....Date received.....

I (Mr. / Mrs. / Ms.)

Documents.....

Address.....

Comments.....

Telephone No. Relationship to student.....

Of Mstr. / Mr. / Ms.

Year...../..... Student ID Wish to resign by moving

him / her to study at Province.....

due tofrom.....

would like to request the following document :(Please place a [X] in front of the requested

document and state the reason for the request in the space provided and attach photo in

uniform (1.5 x 1.5 Inches) according to the number of requested documents)

School Fees Payment Reviewed

[] Fully paid [] Due for Semester 1/.....

[] Fully paid [] Due for Semester 2/.....

Comments.....

- [] Student Certificate in Thai copy / copies
[] Student Certificate in English copy / copies
[] Certificate for visa application for (Country).....

(Please fill in details in accordance to students **Passport**)

[] Academic Record / Transcript in Thai copy / copies

[] Academic Record / Transcript in English copy / copies

[] Copy of Report Cardcopy / copies (Yr./.....)

[] Transcript (Resignation or Graduate) Por-Por 1

(Attach 4 photos in uniform (1.5 x 1.5 Inches))

Signed.....Dated.....

Recommendation of Vice Director

[] Approve [] Not approve

Comments.....

[] Request for other matters.....

Comments.....

Comments.....

Comments.....

Comments.....

Signed.....(Vice Director)

...../...../.....

I acknowledge that this advance payment in not refundable, and, in the event that my

child does not proceed to study at Sarasas Ektra School, I agree to donate this amount

to the school's development program. Similarly, I accept the regulations of payment,

resignation, and reception of the educational documents (In details).

For your acknowledgement and approval.

Yours faithfully,

Recommendation of Director

[] Acknowledged [] Approved [] Not approved

Comments.....

Comments.....

Comments.....

Comments.....

Signed.....(Director)

...../...../.....

Signed..... Petitioner

(.....) Printed Letters

Parents' comments.....

.....

- Remarks : ♦ The petitioner must be one of the parents stated at the time of initial enrollment. In case of someone representing the parent, a power of attorney letter must be sent together with a copy of the parent's ID card or Passport.
♦ Response to requests takes 5 - 7 working days for approval. (Late resignation submission or uncompleted forms may cause issue of document to be delayed)

For a Certificate for Visa requirements / Certificate in English / Academic Record / Transcript, please fill below in BLOCK LETTER according to the PASSPORT. (In case you request documents in Thai, please fill in this form in Thai.)

1. Student's Name :Year...../.....
Sex : Age : Nationality :
Religion : Date of Birth (Date / Month / Year) :

2. Student's Name :Year...../.....
Sex : Age : Nationality :
Religion : Date of Birth (Date / Month / Year) :

3. Student's Name :Year...../.....
Sex : Age : Nationality :
Religion : Date of Birth (Date / Month / Year) :

4. Student's Name :Year...../.....
Sex : Age : Nationality :
Religion : Date of Birth (Date / Month / Year) :

Permanent / Present Address :
.....

Name of parent : Mr.
Ms. / Mrs.

Rules and Regulations for Payment of Tuition Fees/ Resignation from the School/ Receiving Educational Documents

parents can pay school fees in cash or draw cheque on behalf of "Sarasas Ektra School".

How to pay by drawing cheque

- ◆ Sign the date for contacting payment. (Prepaid cheque is not accepted.)
- ◆ Write the student's first and last name and the parents' telephone number behind the cheque.
- ◆ Additional fees (Cheque collection) will be charged in case of drawing cheque of bank in provincial branch.

Resignation from the school

If parents want to move their child to a different school, please submit the resignation form to the admin department as follows:

- ◆ For resignation in 2nd Semester: Submit the form before 30th September of the current academic year.
- ◆ For resignation in the next academic year: Submit the form before 30th April of the current academic year.

Exception:

KG 3 , Y6 and Y9 students must follow rules and regulations and studying requirements as per each academic year.

Resignation after these periods would be a misconduct as stated in the school's resignation policy.

Receiving Educational Documents

- ◆ Parents can receive educational documents after paying all school fees and other fees are paid in full.
- ◆ In case you pay fees by cheque, you can receive educational documents after payment clearance (5-7 official working days)