



Petition for Resignation

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

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

Attention: Director, Sarasas Ektra School

I (Mr. / Mrs. / Ms.)

Address.....

.....

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 ☒ 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)

- ☐ 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))

☐ Request for other matters.....

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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,

Signed.....Petitioner

(.....)Printed Letters

Parents' comments.....

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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)

Request No. /.....

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

Documents.....

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Comments.....

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School Fees Payment Reviewed

☐ Fully paid ☐ Pended Semester 1/.....

☐ Fully paid ☐ Pended Semester 2/.....

Comments.....

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

Recommendation of Financial Department

☐ Approve ☐ Not approve

Further comments.....

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

Recommendation of Vice Director

☐ Approve ☐ Not approve

Comments.....

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Signed.....(Vice Director)

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

Recommendation of Director

☐ Acknowledged ☐ Approved ☐ Not approved

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Signed.....(Director)

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

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.)

Student's Name :Year...../.....
 Sex : Age : Date of Birth (Date / Month / Year) :
 Name of parent : Mr.
 Ms. / Mrs.

Rules and Regulations of Tuition Fee Payment / Resignation from the School / Educational Documents Collection

1. Tuition Fee Payment Channel

Parents can pay tuition fee via 2 channels :

1. Contact to pay at the Administration Office
2. Pay through School Bright Application

Payment Methods	Additional Fees	Payment Channels	
		Pay at the Administration Office	Pay via the School Bright Application
1. Cash	-	✓	✗
2. Pay Through QR Code System	-	✓	✓
3. Pay by Visa, Master Credit Card issued only in Thailand are permitted. Diner, Amex, JCB, Unionpay and Credit cards issued by foreign Banks are not accepted.	1.7%	✓	✓
4. Pay via credit card, Kasikorn Bank, can choose to pay in installments 0% for 3 months. *Only Full amount payment.	1.7%	✓	✗

2. Resignation

To have students withdrawn from the school, please submit the resignation form to administration offices within the following due dates.

- ◆ To notify for discontinuing semester 2, please submit the form within 30th September of the current academic year.
- ◆ To notify for discontinuing the next academic year, please submit the form within 30th April of the current academic year.

Exception: Students in KG.3, Year 6 and 9 are required to adhere to the rules, regulations, and due dates specified in the study continuation form given out in each academic year.

Remark: Submission of resignation notice forms later than date specified is considered as illegitimate resignation according to school policies.

3. Collection of educational documents and student status certificates

All documents can be collected only after 1) students follow the school policies regarding legitimate resignation stated in the rules and regulations of resignation (number 2 explained above) and 2) all education fees and charges are completely paid.

Signed.....Requester

(.....) In Print