



## Petition for General Purpose

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 request:

(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)

| Document Requested   | Reason for Request |
|--|--------------------|
| <input type="checkbox"/> Student Certificate<br><input type="checkbox"/> in Thai ..... copy / copies<br><input type="checkbox"/> in English ..... copy / copies          |                    |
| <input type="checkbox"/> Certificate for visa application for (Country).....<br>(Please fill in details in accordance to students **Passport**)                          |                    |
| <input type="checkbox"/> Copy of Report Card .....copy / copies(Yr...../.....)   |                    |
| <input type="checkbox"/> Academic Record / Transcript<br><input type="checkbox"/> in Thai ..... copy / copies<br><input type="checkbox"/> in English ..... copy / copies |                    |
| <input type="checkbox"/> Transcript (Resignation or Graduate) Por-Por 1<br>(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

**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)

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

Request No. .... /.....

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

Documents.....

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Comments.....

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### School Fees Payment Reviewed

☐ Fully paid ☐ Due for Semester 1/.....

☐ Fully paid ☐ Due for 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.)

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) : .....

Name of parent : Mr. ....  
Ms. / Mrs. ....

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

#### 1. Channels of payment

1.1 Payment can be made in cash.

1.2 Pay by a cashier's cheque /crossed bank's cheque paid on behalf of Sarasas Ektra School

To pay by cheque, please follow the rules listed below.

- Put the payment date (prepaid cheques are not accepted.) \*\* Cheques that are crossed out, with corrected information or numbers, or are folded will not be accepted according to an announcement made by the Bank of Thailand.
- Please clearly write the student's first name, surname, and valid telephone number at the back of the cheque.
- Any cheques from provincial branches may have additional collection charges incurred.

1.3 Transfer to Krungthai Bank Account number: 036-0-22550-0, Account name: Sarasas Ektra School.

After, please email the paying-in slip to [tuitionfee@ektra.ac.th](mailto:tuitionfee@ektra.ac.th) otherwise the payment will be considered incomplete as school cannot verify the payment and the receipt cannot be issued.

1.4 Payment by Visa, Master, JCB, Union Pay credit cards issued by banks in Thailand only.(with additional 1.5% charges incurred).

Please note that we do not accept Diners and Amex Card.

1.5 Pay by the QR Code.

- For the Payment via credit card / QR Code, please contact the administrative department only. (NOT the online support system)

**Remark : GAC Curriculum fee must be paid in cash or transferred via bank account only.**

#### 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 30<sup>th</sup> September of the current academic year.
- ◆ To notify for discontinuing the next academic year, please submit the form within 30<sup>th</sup> 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.
- For payment by cheques, documents can be collected in 5-7 days after arranging payment.