



Petition for General Purpose

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

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

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

Attention: Director, Sarasas Ektra School

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

I (Mr. / Mrs. / Ms.) .....

Documents.....

Address.....

.....

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Comments.....

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)

School Fees Payment Reviewed

Fully paid  Pended Semester 1/.....

Fully paid  Pended Semester 2/.....

Comments.....

Document Requested	Reason for Request
<input type="checkbox"/> Student Certificate <input type="checkbox"/> in Thai ..... copy / copies <input type="checkbox"/> in English ..... copy / copies	
<input type="checkbox"/> Certificate for visa application for (Country)..... (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 <input type="checkbox"/> in Thai ..... copy / copies <input type="checkbox"/> in English ..... copy / copies	
<input type="checkbox"/> 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.....

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Signed.....(Vice Director)

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

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Recommendation of Director

Acknowledged  Approved  Not approved

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Signed.....(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,

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)

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 check /crossed bank's check paid on behalf of Sarasas Ektra School To pay by check, please follow the rules listed below.

- Put the payment date (prepaid cheques are not accepted.) \*\* Checks 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 check.
- Any checks from provincial branches may have additional collection charges incurred.

1.3 Transfer to SCB Bank Account number: 031-403051-9, Account name: Ms. Siriporn Samrit and / or Ms. Nutcharee Khajornsirithanapong. 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. Pay by a credit card/ Visa / Master Card (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 payment by credit cards or QR Code (at administration offices), and all GAC Curriculum Charges must be paid separately in cash.

#### 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 2/2021, please submit the form within 11<sup>th</sup> October 2021.
- 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 checks, documents can be collected in 5-7 days after arranging payment.