



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.....

.....

Telephone No. Relationship to student.....

Comments.....

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

School Fees Payment Reviewed

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

Fully paid Pended Semester 1/.....

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

Fully paid Pended Semester 2/.....

Student Certificate in Thai copy / copies

Comments.....

Student Certificate in English copy / copies

.....

Certificate for visa application for (Country).....

.....

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

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

Academic Record / Transcript in Thai copy / copies

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Academic Record / Transcript in English copy / copies

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

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Transcript (Resignation or Graduate) Por-Por 1

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

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Request for other matters.....

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

Signed.....(Vice Director)

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,

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

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For your acknowledgement and approval.

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Yours faithfully,

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Signed.....Petitioner

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(.....)Printed Letters

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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)

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) :

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 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 11th October 2021.
- ◆ 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.
- For payment by checks, documents can be collected in 5-7 days after arranging payment.