

## Request for Drop Out

Student who has personal or other reasons to drop out, please file a request within the first 10 weeks of semester. Reasons to drop out include,

1. Military service
2. Received scholarships in student exchange program or other scholarship that the university approved
3. Personal reasons (Students have to studied at least one semester before dropping out)

### Procedure :

1. Student can request for (T.97) form at Registration Office, The Center for Educational Services in Classroom Building Complex 2 or print the form out at <http://reg.sut.ac.th>, select “Download forms”, then choose ‘Request Form for Drop Out (T.97)’ under Form for Students section.
2. Complete and sign the form, also attach evidences and/or reasons to drop out, then present to advisor for signature. Later, present the form to Chair of Committee for approval. However, if student is not affiliated to any school, please contact your advisor as soon as possible and Chair of School for approval.
3. The office will check details of the request and record on the registration system after it has been approved. Students will be informed by the office.
4. For the process to be completed, student who has not paid tuition fees of the dropped out semester, please pay it as remaining student status which costs 500 baht/semester (However, for the first semester, you only have to pay for university and student’s activity maintenances).
5. In case of paid dropped out semester and successfully filed the request, the drop out process is completed.