



Undergraduate Section, Academic Support Division

Faculty of Engineering, King Mongkut's Institute of Technology Ladkrabang

Request for Flat-rate Tuition Fee Refund

Subject: Request to be refunded flat-rate tuition fee

Date/...../.....

To The Vice Dean/ the President

I (full name).....Student ID

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an undergraduate student of the Faculty of Engineering Year.....Degree major.....

Address.....

.....Tel:.....

would like to request a refund of my flat-rate tuition fee paid for the semester..... /.....in total amount of.....Baht due to.....

.....
.....

For your consideration,

Yours Sincerely,

Signature.....

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| <p style="text-align: center;">Comment from Undergraduate Section, Academic Support Division</p> <p>To The Vice Dean For your consideration</p> | <p style="text-align: center;">Comment from the Vice Dean</p> <p><input type="checkbox"/> Not approved</p> <p><input type="checkbox"/> Submit to the President for further consideration</p> |
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Attached Documents

1. Students must attach an original copy of an invoice (and indicate the amount of moneybaht and provide their full name).
2. Students must attach a bankbook page which shows an account number (and students must certify true copy and provide their full name).
3. Other documents (if any).