****

P.13-Form

Memorandum

**Section** Department of............................................ **Tel:** ……………………………….

**No:** ...........................  **Date:** ...................................

**Subject:** Request for approval of termination from the scholarship and refund to university.

**To** Vice President for Student Development

**Attached herewith**  …………………………………………………………………………………

I (Mr./ Mrs./Miss.) .............................................................Student ID: ................................... student of the Petchra Phra Jom Klao Scholarship in program □ Bachelor –degree □ Master-degree □ Ph.D-degree, field of study: ……………………………………………………………..at Faculty: ........................................................... start accept the scholarship on semester / academic year ………..…/…..…… from................to ……………who requires of termination approval from the scholarship because…………………………………………............……………………………………….. I’m willing to refund the scholarship to university by full amount received. monthly installments ............... baht / month.

My email address ……………….………………..………………. Mobile ………………………….…………………..

To be consideration approval and be grateful.

……………………………………………… .........................................................

The Petchra Phra Jom Klao Scholarship student Advisor

 (...................................................) (.........................................................)

……………………………………………… . ........................................................

 Head of Department Dean / Director

 (...................................................) (.........................................................)

**Steps of termination from Petchra Pra Jom Klao Scholarship**

***The step to refund as follow :***

**1. Fill up Form P.13 download from** [Download Manual / Form - SFA KMUTT](https://sfa.kmutt.ac.th/en/download-manual-form/) (fill up the details and coordinate to staff at the faculty to offer SFA for next step.)
**2. Choose ways as Form P.13 to refund by :**
2.1 In case of student choose to refund to University by full amount scholarship received by transfer within 30 days *(30 days start from the date of email which the student get result of approval P.13 by the staff informed bank account of KMUTT to student)*2.2 In case of student choose to refund to University by payment the monthly installments ……. THB/ month. if student choose this choice. which the rule of KMUTT will calculate the interest 15% per year. *(after student submit P.13 to SFA .the lawyer office of KMUTT will appointment to student in later to inform the details of payment the monthly installments ……. THB/ month.)*