# ASSUMPTION UNIVERSITY
## OFFICE OF THE UNIVERSITY REGISTRAR
### RESIGNATION PETITION FORM

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Major</th>
<th>Minor</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Adm. No.</th>
<th>Name</th>
<th>Surname</th>
<th>Signatures</th>
</tr>
</thead>
</table>

**Refund amount:**
- 500 Baht
- 2,000 Baht
- 4,000 Baht
- 6,000 Baht

**Receive on:**

**Officer’s signature:**

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**Reason:**

- Student must submit Copy of Citizen ID card or Copy of Passport.
- Note: In case of Lost Citizen ID Card/Passport, copies of legal police report must be submitted upon request for resignation. Student ID beyond 485XXX do not get refund.

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**Office of the University Registrar**

Damage insurance fee refund amount:
- 500 Baht
- 2,000 Baht
- 4,000 Baht
- 6,000 Baht

**Signature:**

**Date:**

**Cash:** Please come back to receive your refund on at the Financial Management Office.

**Transfer to the Bank:** You will receive money in your Bank of Ayudhya Account on

Any student who fails to receive the refund through the money transfer or the cash refund on the given date must report it to the university for double checking within 15 days from the date the refund is due. It will be assumed that the student forfeits his/her right for the refund claim if the student fails to report within the 15 days period.