

This request form is to be submitted online to:  
KKUREQ (<https://req.kku.ac.th>)

## Letter of Guarantee for Extending Tuition Fees or for Establishing Installment Payments for Tuition Fees at Khon Kaen University

Written at: .....

On: ..... (Day) ..... (Month) ..... (Year)

Number:...../.....

Subject: Extending Tuition Fees or Establishing Installment Payments for Tuition Fees

To: Director of Office of Academic Development and Administration

This Letter of Guarantee has been made at the request of Mr./Mrs./Miss .....

Student Number: .....Majoring: ..... Faculty: .....

Level of Study: (....) Bachelor's Degree (....) Master's Degree (....) Doctorate Degree

Program: (....) Regular Program (....) Special Program (....) Special Session (....) International Program

Home address: House Number: ..... Village Number: ..... Sub-District: .....

District: ..... Province: ..... Postal Code: .....

Telephone Number: .....

for the purpose of extending the payment date of the tuition fees or establishing installment payments  
to cover the tuition fees for the Semester: ..... Academic Year: .....

I, Mr./Mrs./Miss ..... Telephone Number: ....., am

the (....) Father (....) Mother (....) Other (Please specify) .....of the student making the request for

extending or establishing installment payments for tuition fees to Khon Kaen University. I acknowledge

the request of the person named above to extend the payment of the tuition fee or to establish

installment payments to cover the tuition fees. Moreover, I am obliged to assume responsibility for the

payment of the tuition fees and other expenses that may be incurred (if applicable) for the student in

case he/she is unable to pay. I do, hereby, promise that I will pay the tuition fees and other incurred

expenses (if applicable) according to the terms and conditions set forth by the university. In case of

failure to pay, I accept the actions and procedures that will be officially taken by the university.

Signed ..... Parent

(.....)

Signed ..... Witness

(.....)

Signed ..... Witness

(.....)

**Remarks:** The surety must be given by the Father, the Mother, or the Guardian of the student making  
the request to extend the payment of the tuition fees or to establish installment payments for the  
tuition fees. Other than these individuals previously listed, a government official holding at least Level 3  
Position or the equivalent shall be acceptable.

## Request for Extending or for Establishing Installment Payments for Tuition Fees at Khon Kaen University

Faculty: .....  
.....(Day) .....(Month) .....(Year)

Number:...../.....

Subject: Request for Extending or for Establishing Installment Payment for Tuition Fees

To: Director of Office of Academic Development and Administration

I, Mr./Mrs./Miss ..... Student Number: ..... Majoring: ..... Faculty:  
.....

Level of Study: (....) Bachelor's Degree (....) Master's Degree (....) Doctorate Degree

Program: (....) Regular Program (....) Special Program (....) Special Session (....) International Program

Home address: House Number:..... Village Number: ..... Sub-District: .....

District:..... Province: ..... Postal Code: ..... Telephone  
Number: .....

do, hereby, file this request to Khon Kaen University for dispensation of the tuition fee payment, with the following liability, which is made as my promise to the university:

1. I request for dispensation of the tuition fee payment for Semester: ..... of Academic Year: .....  
Due to: .....
2. I request for payment of the tuition fee in the amount of .....within six months, which means that the due date is on: .....
3. I request to make installment payments of the tuition fee of the amount of .....  
in: .....installments (not more than 3 installments) as follows:
  - 3.1 The First Installment in the amount of .....baht (not less than 40%) is due within the last day of the semester's withdrawal date (with 'W' designated).
  - 3.2 The Second Installment in the amount of.....baht (not less than 30%) is due 7 days before the semester's final examination schedule.
  - 3.3 The Third Installment in the amount of.....baht (not less than 30%) is due before the end of the semester according to the university's calendar.
4. The following documents should be attached to complete the request:
  - 4.1 (....) A letter of guarantee
  - 4.2 (....) Another guarantee document
5. I promise that I will pay the university on or before the due date. In case of failure to pay the university, I give my consent to have the university proceed with the official procedures.

Signed: .....

(.....)

Advisor's Suggestion	Suggestion from the Student's Affiliate Registration Unit	Opinion of the Dean of the Student's Affiliate Faculty
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved Reason: ..... ..... Signed: .....Advisor (.....) Date: ...../...../.....	To: Dean To make the decision before submitting to the Director of the Office of Academic Development and Administration Signed: .....Officer (.....) Date: ...../...../.....	To: The Director of Office of Academic Development and Administration Signed: ..... (.....) Date: ...../...../.....