



College of Management Mahidol University

Installment Payments Request

No. _____

Student ID: _____ Name: _____

Major: _____ Email: _____ Mobile No. _____

I would like to request to pay my tuition fee in two installments as outlined below:

1st installment within ____/____/____ in the amount _____ Baht
(50% of the total fees)

Note: - 1st installment must be paid by end of the payment period as stated in the academic calendar.
In case the student fails to complete the 1st payment within the abovementioned date, late payment fee will be charged according to the college's announcement about late payment fee.
(See 3. in Terms and Conditions)

2nd installment within ____/____/____ in the amount _____ Baht
(the remaining 50% of the total fees)

Note: - 2nd installment must be paid within 20 working days after the last day of payment period.
If student fails to complete the payment on the abovementioned date, **de-registration and termination of student status** will be executed following the regulations stated in the student handbook.

Please provide your reason below:

Terms and Conditions

By submitting this form, I acknowledge and agree to the following:

1. Failure to notify within the specified period and failure to make the payment by the due date will result in **de-registration and termination of student status**, in accordance with the College's regulations and the Student Handbook.
2. I understand that late payment fees will be charged as announced by the College.
3. In case of delay, students need to be fined as follow;
 - From 1-10 of working day since the last date of tuition fee payment, students will be fined 200 Baht per day.
 - From 11-20 of working day since the last date of tuition fee payment, students will be fined 300 Baht per day.
 - However, maximum of fine payment should not above 5,000 Baht per semester.

In case students fail to pay the tuition fee within 20 working days after the last day of payment period in each term, College of Management reserves the rights to de-register and terminate the student status.

Student Acknowledgement

- ☐ I have read and acknowledged and agree with the Payment Plan and the Payment Regulations stated here above
- ☐ I have read and acknowledged all the terms and conditions stated in this form, and I agree to comply with all related regulations.

Student Signature _____

Date _____

For Program Chair

☐ Approved ☐ Not Approved

Program Chair Signature _____

Date _____