

Late Enrolment Regulations & Changes to Current Enrolment

1. Late enrolment dates

- For undergraduate students: You can apply for an enrolment concession 14 days after the term starts or 3 days after the summer term starts
- For postgraduate students: 7 days after the summer term starts

1.1 Students commencing before 2561/2018 academic year can submit the completed form of your concession to the Dean of the faculty for their approval any time before the final examination starts.

1.2 Students commencing from 2561/2018 onwards need to enroll before the closing date. There is no application for late enrolment. However, exceptional circumstances such as timetable clash and program requirements may be considered. (Late announcement of grades is not included) A request for approval can be submitted to the Rector via the Director of the Office of the Registrar.

2. Adding a course (after enrolment)

2.1 Students commencing before 2561/2018 academic year can write a request informing generally accepted reasons to the Dean of the Faculty for approval any time before the final examination starts.

2.2 Students commencing from 2561/2018 onwards have to submit a request with good reasons to that course lecturer, their advisor and the Dean of the faculty for approval at least 14 days before the term ends. In respect with this, the students must attend all required classes.

3. Withdrawing a course (after enrolment)

3.1 Students commencing before 2561/2018 academic year can apply for a request to the Dean of the Faculty for approval any time before the last class (the last day of session).

3.2 Students commencing from 2561/2018 onwards have to submit a request with good reasons to the Dean of the faculty for approval at least 14 days before the term ends (the closing of session).

4. Enrolment with outstanding financial obligations

In case of exceptional circumstances, a concession application form can be submitted together with a letter from parents and their contact information to the faculty. The Rector may approve the concession and pass the result to the Director of the Office of the Registrar. However, the concession can be approved not more than two semesters consecutively. In case that the enrolment cannot be completed due to the outstanding balances, a concession application must be made before their program discontinuation (within 30 days after the term starts). A student whose enrolment has been discontinued and re-admitted will not be allowed to late enrolment in any circumstances.

For further information on regulations and changes to enrolment, see <http://acrd.tu.ac.th/course>

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By Academic Administration Division, Thammasat University