



SHINAWATRA UNIVERSITY Late Payment Requisition Form

Form: RE016
Revision: 01
Date: 12/12/2003

Ref:...../.....

Semester: ____ / ____

Name: (Mr. / Mrs. / Ms.) _____ ID: _____
(IN BLOCK LETTERS)

Program: Undergraduate (Please specify) _____
 Graduate (Please specify) _____
 Other (Please specify) _____

I would like to request for a late payment because (please specify your reason): _____

Total amount: _____ I will pay on: _____

Signature: _____
 Date: _____

<p>➊ For Advisor's Comment (s)</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(_____)</p> <p style="text-align: center;">____ / ____ / ____</p>	<p>➋ For Dean's Approval</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(_____)</p> <p style="text-align: center;">____ / ____ / ____</p>
<p>➌ For Office Use Only</p> <p>Receive Date: _____</p> <p>Refer to FN Date: _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(_____)</p> <p style="text-align: center;">____ / ____ / ____</p>	<p>➍ For Department of Finance</p> <p>Receive from RE Date: _____</p> <p>Proceed Date: _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(_____)</p> <p style="text-align: center;">____ / ____ / ____</p>

Instructions:

- Complete your application
- Take the comment from your advisor.
- Take the approval from Dean.
- Submit to the Registration and Education Services Department.
- RE will refer your case to Department of Finance
- The requisition will be completed after the submission by 24 hours.