



For Students on Student Loan Program
An Application Form for Adding-Withdrawing Courses

Office of Academic Promotion and Registration

Valaya Alongkorn Rajabhat University Under The Royal Patronage

Day.....Month.....Year.....

Subject: Adding - Withdrawing Courses
To: Dean
Attachment: A copy of tuition fee receipt of the present semester

I am (Mr, Miss, Mrs) ....., student I.D. ....

Full-time Part-time Sat-Sun Mon-Fri at VRU main campus Bangkok campus Srakaew campus, in the undergraduate degree of ... years, program..., major..., field..., faculty... telephone number... E-mail...

I would like to add the following courses in the semesters.../...as follows :
(Study with full-time, part-time students)

Table with 7 columns: Section, Code, Course, Credit, Schedule (Day, Time), Instructor, Instructor's Approval

The reason for adding courses is that,.....

Remark: Instructor has to check the correct number of students in the course

I would like to withdraw the following courses in the semester.../...as follows :

Table with 7 columns: Section, Code, Course, Credit, Schedule (Day, Time), Instructor, Instruct Approval

The reason for withdrawing courses is that,.....

After adding/withdrawing courses, the total credits of mine in the present semester include.....credits.

My new schedule in Semester...../..... is as follows:

course	Schedule (day)		Time	Date of exam	Time of exam
1.....	.....	.....	.....	.....	.....
2.....	.....	.....	.....	.....	.....
3.....	.....	.....	.....	.....	.....
4.....	.....	.....	.....	.....	.....
5.....	.....	.....	.....	.....	.....
6.....	.....	.....	.....	.....	.....
7.....	.....	.....	.....	.....	.....
8.....	.....	.....	.....	.....	.....

Not exceed credits (22 credits for full-time, 12 credits for part-time)

Exceed credit, a total of .....credits registered because.....

.....

Sincerely yours,

.....Student

(.....)

...../...../.....

Advisor's Opinion.....

.....Advisor

(.....)

...../...../.....

Result of Dean's Consideration  Approve  Not Approve

.....Dean

(.....)

...../...../.....

condition for adding-withdrawing course

1. Student have to pay all tuition fee before asking for adding-withdrawing courses.
2. Student have to add or withdraw course within the fixed time by VRU, and have to attach tuition tee receipt of the present semester.
3. Full-time students can register not more than 22 credits, part-time students can register not more than 12 credits. If necessary, the dean will approve the exceeded credits, that is 25 credits to full-time student, 16 credits to parttime students.
4. The learning and exam schedules of both courses do not overlap. If they overlap, the added courses will not be valid..
5. Students on students loan program have to be in the loan program not more than one semester

# Steps of Adding-Withdrawing Courses

