



KING MONGKUT'S UNIVERSITY OF TECHNOLOGY THONBURI

Announcement for Refund of the Dropped Course of Undergraduate Students and Graduate Student in semester 1/2018

The course is officially closed / The dropped courses

Activities	Timetable
Undergraduate students who drop a course(s) within two weeks from the classes begin to get 80% refund of the dropped course(s) <u>Except for Flat Rate Courses that cannot be refunded</u>	Tue 13 – Fri 26 Aug 2019
Fill in Student's Bank account number in New Acis in order to get refund of the course is officially closed course(s)	Tue 13 Aug – Mon 4 Nov 2019

*** If students do not submit a request within the specified period, it means that the students will not need any refund.**

Confirmation Fee (Overpaid) / Registration Reimbursement

Activities	Timetable
Can submit a Confirmation Fee (Overpaid) request	Tue 13 Aug – Mon 4 Nov 2019
* Graduate Student Only In order to submit a Registration Reimbursement after the payment has been paid, In case of unfortunate situation and need to maintain Student Status must submit a Registration Reimbursement within two weeks from the classes begin <u>Remark</u> Considering by case.	Tue 13 Aug – Mon 4 Nov 2019
Students can submit a request at The HUB, in the Registrar's Office, at the 1st floor of the President Building, Monday - Friday 08.30 – 16.30 <u>except</u> Public Holidays	

*** If students do not submit a request within the specified period, it means that the students will not need any refund.**

Request Form for Confirmation Fee (Overpaid) / Registration Reimbursement

1. RO.08 Form (can be download at <http://regis.kmutt.ac.th/service/form/RO-08.pdf>)
2. TO.18 Form (can be download at [http://regis.kmutt.ac.th/service/form/18%20\(2\).pdf](http://regis.kmutt.ac.th/service/form/18%20(2).pdf))
3. Receipt (can be printed via New Acis)
4. Courses list or Add/Drop Form
5. A copy of the Student ID Card
6. A copy of the Citizen ID Card/Passport
7. A copy of the first page of the student's bank book

Remark Scholarship Students, please contact the Financial Aid Unit, on the 6th B floor of 14 – Storey Building. (Parking Building)

How to add bank account number via New Acis, in order to get refund of the course is officially closed / dropped course(s)

1. Login to New Acis (<https://sinfo.kmutt.ac.th/>)
2. Select “Registration”
3. Then “Add Bank account number”
4. Fill in all the information then select “Save”
5. Please recheck your information and finally press button “Confirm”

The screenshot shows the New Acis interface. At the top right, it says 'มหาวิทยาลัยเทคโนโลยีพระจอมเกล้าธนบุรี KMUTT King Mongkut's University of Technology Thonburi'. The navigation menu includes 'Student Record', 'Registration', 'THESIS', 'Class Schedule/Exam Schedule', 'Enrollment and Student Record', 'Online Request', and 'Academic'. The 'Registration' menu is open, showing options like 'Registration', 'Late registration/Add-Drop Course/Change Section', 'Drop Course', 'Print Bill Payment / Registration Bill / Educational Leave Bill', 'Check/Print Enrollment Confirmation', 'Check Available Seat', 'Add Bank Account Number' (highlighted with a red box and a circled '3'), 'Bill Payment', and 'สอบถามการเงิน'. On the right, there is a 'NUMBER' field and some student information: 'Name-Lastname : MR.XXXXX XXXXX', 'Department : Department of Civil Engineering', and 'Type of student : 4 year undergraduate program (international)'. A 'Program Code : Registration-441008-S' is also visible.

REMARK : PLEASE USE YOUR BANK ACCOUNT ONLY.

The screenshot shows the 'Bank Account details (for a refund of fees)' form. It has the following fields: 'Bank *' (a dropdown menu), 'Branch' (a text input field), 'Account number *' (a text input field), 'Account name *' (a text input field), and 'Account types *' (a dropdown menu). There is a 'SAVE' button at the bottom. A circled '4' is next to the form.

The screenshot shows the 'ADD BANK ACCOUNT NUMBER' page. At the top, it says 'มหาวิทยาลัยเทคโนโลยีพระจอมเกล้าธนบุรี KMUTT King Mongkut's University of Technology Thonburi'. The navigation menu is the same as in the previous screenshot. The page title is 'ADD BANK ACCOUNT NUMBER'. Below the title, there is a 'Student ID. Code : 6007050XXXX' and 'Name-Lastname : MR.XXXXX XXXXX'. Other information includes 'Faculty : Faculty of Engineering', 'Department : Department of Civil Engineering', 'Field of study : Civil Engineering', 'Type of student : 4 year undergraduate program (international)', and 'Degree program : 25540046 Bachelor of Engineering Program in Civil Engineering (International Program)'. A 'Confirm Bank Account' dialog box is open, showing the details: '*** I, hereby, declare that the above bank account details is correct. ***', 'Bank : BANGKOK BANK PUBLIC COMPANY LTD.', 'Branch : KMUTT', 'Account number : XXX-X-XXXXXX', 'Account name : MR.XXXXX XXXXX', and 'Account types : Saving'. There are 'CANCEL' and 'CONFIRM' buttons at the bottom of the dialog box, with a circled '5' next to the 'CONFIRM' button.

Remark : If you have any questions, please contact 02 - 4708340 / 02 - 4708154