



# KING MONGKUT'S UNIVERSITY OF TECHNOLOGY THONBURI

## Announcement for Refund of the Dropped Course of Undergraduate Students and Graduate Student in semester 2/2019

### 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>	Mon 13 – Fri 24 Jan 2020
Fill in Student's Bank account number in New Acis in order to get refund of the course is officially closed course(s)	Mon 13 Jan – Mon 20 Apr 2020

**\* 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	Mon 13 Jan – Mon 20 Apr 2020
<b>* Graduate Student Only</b> 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.	Mon 13 Jan – Mon 20 Apr 2020
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 with the 'Registration' menu open. The 'Add Bank Account Number' option is highlighted with a red box and a circled '3'. The user's profile information is visible on the right, including Name-Lastname, Department, and Type of student.

**REMARK : PLEASE USE YOUR BANK ACCOUNT ONLY.**

**Bank Account details (for a refund of fees)**

Bank \* :

Branch :

Account number \* :

Account name \* :

Account types \* :

The screenshot shows the 'ADD BANK ACCOUNT NUMBER' page. A confirmation dialog box titled 'Confirm Bank Account' is open, displaying the entered bank details and a 'COMFIRM' button highlighted with a red box and a circled '5'. The background page shows the user's profile information.

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