

TGGS Registration Procedure for Academic Year 2020

1. REGISTRATION

1.1 Tuition Fee

1.1.1 Students without any scholarships (self-support) or granted with KMUTNB Partial Tuition-Fee Waiving Scholarship must submit Request for Registration to TGGS Academic Affairs and purchase the CASHIER CHEQUE from the authorized bank according the following amounts each semester:

Master Degree: Only for the first 4 semesters

KMUTNB Partial Tuition-Fee Waiving Scholarship	30,000.- THB
Self-Support for Thai Student	60,000.- THB
Self-Support for International Student	85,000.- THB

Doctoral Degree: Only for the first 6 semesters

KMUTNB Partial Tuition-Fee Waiving Scholarship	50,000.- THB
Self-Support for Thai and International Student	100,000.- THB

1.1.2 Students granted with KMUTNB Full Tuition-Fee Waiving Scholarship must submit Request for Registration to TGGS Academic Affairs and pay in CASH for the following amounts each semester:

Master Degree: Only for the first 4 semesters

KMUTNB Full Tuition-Fee Waiving Scholarship	4,750.- THB
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Doctoral Degree: Only for the first 6 semesters

KMUTNB Full Tuition-Fee Waiving Scholarship	7,100.- THB
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1.1.3 Students must maintain the student status by submitting Request for Registration to TGGS Academic Affairs and purchase the CASHIER CHEQUE from the authorized bank according the following amounts each semester:

Master Degree: After 4 semesters

Thai and International Student	10,000.- THB
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Doctoral Degree: After 6 semesters

Thai and International Student	20,000.- THB
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1.1.4 To be eligible for the summer semester registration, the student must has one of the following conditions for the graduation requirement during that summer semester:

- a. The student will schedule for the Thesis/Dissertation Defense Examination including the submission of Book and complete the publication.
- b. The student will complete the publication.

2. ENROLLMENT AND REINSTATEMENT

2.1 Late Registration with Late Fee or Study Leave of Absence (26 Oct – 9 Nov. 2020)

- 2.1.1 In case that the student cannot register during the Regular Registration Period (21 July – 22 Oct. 2020), the student can submit Request for Registration to TGGS Academic Affairs during the Late Registration Period but the student is obligated to pay the Late Registration Fee of 400 THB in CASH and purchase the CASHIER CHEQUE from the authorized bank according for the tuition fee according to the student status listed in Item 1.
- 2.1.2 In case that the student cannot register in person, the student can give the authorization to the friend or the family member to act on his/her behave and must notify TGGS Academic Affairs in writing using the attached form (KMUTNB 01).
- 2.1.3 In the case that the Request for Registration and the payment are not submitted to TGGS Academic Affairs by Noon on 9 Nov. 2020 (the deadline), TGGS will refuse to complete the registration procedure for the student and TGGS is not obligated to request for the refund or transfer back the payment on the student's behave. The student must request the refund with KMUTNB Registrar Office in person.

2.2 Reinstatement of Student Status (10 - 24 Nov. 2020)

- 2.2.1 In case that the student cannot register during the Late Registration Period (26 Oct - 9 Nov. 2020), the student can submit Request for Registration to TGGS Academic Affairs during the Reinstatement of Student Status Period but the student is obligated to pay the Reinstatement Student Status Fee of 1,500 THB in CASH and purchase the CASHIER CHEQUE from the authorized bank according for the tuition fee according to the student status listed in Item 1.
- 2.2.2 In case that the student cannot register in person, the student can give the authorization to the friend or the family member to act on his/her behave and must notify TGGS Academic Affairs in writing using the attached form (KMUTNB 01).
- 2.2.3 In the case that the Request for Registration and the payment are not submitted to TGGS Academic Affairs by Noon on 9 Nov. 2020 (the deadline), TGGS will refuse to complete the registration procedure for the student and TGGS is not obligated to request for the refund or transfer back the payment on the student's behave. The student must request the refund with KMUTNB Registrar Office in person.
- 2.2.4 In case that the student cannot register during the Reinstatement of Student Status Period, TGGS cannot reinstate the student status in any case and the student status will be automatically terminated.

IMPORTANT REMARKS:

1. KMUTNB Authorization Letter for Registration Procedure (KMUTNB 01 Form):

- a. The student must complete the KMUTNB 01 Form and provide the photocopy of the valid official identification card (certified as an original copy with signature). If the student is living outside of Thailand, the student must submit KMUTNB 01 Form along with the request documents stated in KMUTNB 01 Form via email at academic@tggs.kmutnb.ac.th.
- b. The authorized person must submit KMUTNB 01 Form along with the request documents stated in KMUTNB 01 Form with he/she in order to complete the registration procedure on the student's behalf. In addition, the authorized person must show the valid official identification card.

2. Payment:

“Cashier Cheque” Payment:

The student must pay the tuition fee at TGGS Academic Affairs. The payment must be in “CASHIER CHEQUE” only paid to “King Mongkut’s University of Technology North Bangkok” from the authorized bank. (KMUTNB accepts the cashier cheque from any banks in Bangkok and Metropolitan Areas.)

“Bank Transfer” Payment:

For the student living outside of Thailand and cannot complete the registration procedure in person, the student can transfer the tuition fee, late registration fee or reinstate student status fee, the transfer fee (approximately 1,000 THB) and “Cashier Cheque” fee (20 THB) to the KMUTNB University Bank Account.

Bank Name:	KASIKORN BANK
Account Name:	King Mongkut’s University of Technology North Bangkok
Account Number:	033-1-00226-7

The international bank transfer from the foreign country to Thailand may take from 4-10 working days depending on the policies of the individual country. The student must consult the bank transfer policy in that country. It is recommended to transfer the payment 2-4 weeks in advance.

KMUTNB is not responsible for the bank transfer fee and the differences in the currency exchange rate. If the tuition fee along with late registration fee or reinstate student status fee in the currency of THB are not transferred to KMUTNB Bank Account in Full, the registration procedure will not be completed. This may result in further delay of 1-2 months and the student registration is not completed by the specified period. The student status will be automatically terminated.

After the payment is being transferred, please submit the bank transfer slip or proof of transfer to TGGS Academic Affairs immediately via email at academic@tggs.kmutnb.ac.th. Please be informed that this process with KMUTNB Registrar will take 2-4 weeks to complete the registration procedure. After the payment has been verified, TGGS Academic Affairs will purchase “Cashier Cheque” on your behalf. Without the bank transfer slip or proof of transfer, KMUTNB cannot verify the payment and TGGS cannot complete the registration procedure for the student. This may result in further delay of 1-2 months and the student registration is not completed by the specified period. The student status will be automatically terminated.

3. Completion of Registration Procedure

The student will receive the completion of registration status only when the following conditions have been fulfilled:

- a. The Request for Registration and the payment (tuition fee and other fees) in Cash or Cashier Cheque are submitted to TGGS Academic Affairs by the deadline.
- b. The Request for Registration is submitted to TGGS Academic Affairs and the payment (tuition fee and other fees) by the bank transfer has been verified by KMUTNB Finance Division by the deadline.