



Resignation Request Form

Dhurakij Pundit University

Date..... Month..... Year.....

Subject: Resignation Request

To: Vice President of Academic Affairs

Name.....Student ID number.....

Level of Education Undergraduate Postgraduate

Class Session Regular class Evening class

Faculty.....Program.....Telephone number

I would like to resign from the university due to.....

Please find the attached documents for redeeming the deposit money

- 1. Receipt of Registration Fee (if any) or
 2. General Request Form (Substitute Receipt of Registration Fee)

For your kind consideration

SignStudent Date.....

Permission has been granted by the guardians / parents for the resignation (only for undergraduate student in the regular class)

Sign.....Guardian/Parents Date.....

Please process the request according to the steps below

Table with 7 rows and 2 columns for approval steps: 1. Advisor's Comment, 2. Dean's Comment, 3. Office of Student Affairs, 4. Library and information Center, 5. Office of Registrar, 6. Vice President of Academic Affairs, 7. Office of Finance and Investments.