



Thaksin University

Refund Request Form

In the case of individuals making wrong transaction into the university account

Date.....

Dear.....

I am (Mr., Mrs., Miss)

I would like to submit a request to the university that (reasons).....

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.....

For your kind consideration and approval. If approved, please transfer money to

Bank Account Name:

Bank Name:

Bank Account Number:

Sincerely yours,

Signed.....

(.....)

Tel.

Please attach the following documents:

1. A copy of the first page of the bank account (with account numbers, name-surname of students used for receiving money back)
2. Evidence of money transfer or transfer slip that was mistakenly transferred into the university account

Remark: Request form can be obtained from the Finance and Property Department counter or downloaded from the website: <http://fad.tsu.ac.th/page2.php?ids=590&idm=2&mid=125>