



**Installment Payment Agreement for Tuition Fees
for Undergraduate Students, Bangkok University**

Issued at Bangkok University

Date Month Year

This Agreement is made between **Bangkok University**, located at 9/1 Moo 5, Phahonyothin Road, Klong Nueng Sub-district, Klong Luang District, Pathum Thani 12120, by Ms. Siriporn Kanokchaisakul, Vice President for Student Affairs as the authorized signature, hereinafter referred to as the **Installment Provider**, and

Mr./Miss Name..... Last Name

BU Student Identification Number..... Year of Study

School Study Program

residing at House Number. Moo Soi Street

Sub-district District

Province Postal Code Phone Number

hereinafter referred to as the **Installment Applicant**.

Both parties hereby agree to enter into an agreement according to the following terms and conditions:

Item 1. The Installment Applicant agrees to pay the tuition fees for Semester _____ of Academic Year _____ as invoiced by Bangkok University, in accordance with the payment notice issued for deposit into Bangkok University Account Number (Kor Khor.018) , in the total amount of Baht (.....). The Installment Provider agrees to allow the installment payment of the aforementioned tuition fees under the terms and conditions set forth in this Agreement, as well as in accordance with all relevant regulations, announcements, rules, and criteria of Bangkok University.

Item 2. The Installment Applicant agrees to pay the tuition fees to the Installment Provider in three (3) installments as follows:

Installment 1: Payment of not less than 40% of the total tuition fees, to be made on the date of signing this Installment Payment Agreement for Tuition Fees or within the period specified by the University.

Installment 2: Payment of no less than 30% of the total tuition fees, to be made within the period specified by the University.

Installment 3: Payment of the remaining balance of the tuition fees, to be made within the period specified by the University.

Item 3. If the Installment Applicant fails to make payment for any installment as scheduled, the Installment Provider shall have the right to terminate this Agreement immediately without prior notice and may demand the Installment Applicant pay the outstanding principal amount together with interest to the Installment Provider forthwith.

Item 4. If the Installment Applicant fails to make payment for any installment as scheduled, the registration for that semester shall be deemed incomplete. The University shall have the right to record a withdrawal (W) for all courses in which the Installment Applicant has enrolled for that semester, and to withhold the issuance of all official documents for that semester until the Installment Applicant has fully settled the outstanding tuition fees in accordance with the amount and conditions specified in this Agreement.

Item 5. If the Installment Applicant fails to make payment for any installment as scheduled, the Installment Provider reserves the right not to refund any payments previously made under this Agreement.

Item 6. If the Installment Applicant fails to make payment for any installment as scheduled, the Installment Applicant shall be restricted from registering for the next semester until all outstanding payments under this Agreement have been fully settled, after which the Installment Applicant may register for the following semester.

Item 7. If the Installment Applicant fails to make payment for any installment as scheduled, the Installment Applicant shall not be eligible to submit a request for installment payment in the next semester.

Both parties have read and understood the purpose thoroughly and finding the Agreement is in accordance with their intent in every respect and hereby sign their names in the presence of witnesses.

Signature Installment Applicant (Student)
(.....)

Signature Ms. Siriporn Kanokchaisakul Installment Provider
Vice President for Student Affairs

Signature Ms. Tussawan Siripromcharoen Witness
Director, Student Services Center



**BANGKOK
UNIVERSITY**
THE CREATIVE UNIVERSITY

Consent Letter for Students

to Enter into Installment Payment Agreement for Tuition Fees with Bangkok University

Issued at Bangkok University

Date Month Year

I, Mr./Mrs./Miss
Phone Number as a mother/father/legal guardian of Mr./Miss
..... (Student) Student Identification Number: Year of Study
..... School..... Study Program (Major)

I hereby certify that the student/my family has been financially impacted due to (please
specify the reason)
.....
.....,

and I consent to the student entering into Installment Payment Agreement for Tuition Fees with
Bangkok University for Semester, Academic Year..... and agree that the student will
comply with all rules, procedures, and requirements as stipulated by the University.

Any actions taken by (Mr./Miss) who is under my
care, in accordance with this Consent Letter, shall be fully valid and legally binding in all respects.
As evidence, I have signed this document in the presence of witnesses.

Signed

(.....)

Consent Grantor

A required document is attached as follows:

☐ A certified true copy of the National Identification Card or the Passport of the Legal
Father/Mother/Guardian

Remarks: The document is to be signed by the student's father/mother/guardian or primary caregiver to grant
consent for the student to enter into Installment Payment Agreement for Tuition Fees with Bangkok
University