

Tuition Fee Reimbursement Form

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

Subject Reimbursement of tuition fee for employee's child/children

To UTCC President

I, (Mr./Mrs./Ms.)..... position.....

Department..... am applying for a reimbursement of tuition fee(s) as stated in the University of the Thai Chamber of Commerce Regulations on UTCC employees' child/children tuition fee reimbursement B.E. 2538 as mentioned below:

1st Child's name..... Age..... years old. Current grade..... School Road DistrictProvince.

A total amount of tuition feebaht.

2nd Child's name..... Age..... years old. Current grade..... School Road DistrictProvince.

A total amount of tuition feebaht.

3rd Child's name..... Age..... years old Current grade..... School Road DistrictProvince.

A total amount of tuition feebaht.

In total.....baht

Attached was an official receipt and I declare that the above statements are true and correct.

.....Claimant

Ext No.....

Office of Human Resource Management Opinion			President's Opinion
To UTCC President The claimant is entitled to child/children tuition fee allowance according to the UTCC Regulations B.E. 2538 as it has actually been paid but no more than Baht per person per annum as stated below:			
1 st Child	2 nd Child	3 rd Child	
<input type="radio"/> 1 st Semester <input type="radio"/> 2 nd Semester	<input type="radio"/> 1 st Semester <input type="radio"/> 2 nd Semester	<input type="radio"/> 1 st Semester <input type="radio"/> 2 nd Semester	
Cumulative sum..... baht	Cumulative sum..... baht	Cumulative sum..... baht	
This claim..... baht	This claim..... baht	This claim..... baht	
Balance..... baht	Balance..... baht	Balance..... baht	
I declare that the above statements are true and correct. The sum total of claim baht. (.....)			
OHRM Officer /...../.....			