

**Late Tuition Fee Payment, Late Course Enrollment, Late University Service Enrollment, Late Course adding, Late Section Changing and Enrollment for Grade V for Summer session of Academic Year 2020
(For Undergraduate Students)**

Late Tuition Fee Payment

Student can make the tuition fee payment for summer session of academic year 2020 during May 3-7, 2021. In case of unable to pay during that time, student can make the late tuition fee payment with fine during May 11-14, 2021 as the step follows,

1. Logging into the registration system (For undergraduate student) with CMU Account at <https://www1.reg.cmu.ac.th/webreg/en/undergraduate-students/>
2. Select “Menu”
3. Select “Late Tuition Fee Payment with Fine”
4. Check the fine result and scan the QR Code at right of the screen to pay tuition fee with fine. (The tuition fee with fine must be paid on the login date only)

* If the tuition fee is incomplete or done after May 14, 2021, Course enrollment will be cancelled and become invalid.

Late Course Enrollment

Student can enroll in courses of summer session of academic year 2020 during April 20-25, 2021. In case of unable to enroll during that time, student can make the late course enrollment with fine (50 baht per day not more than 500 baht) during May 3-14, 2021 as the step follows,

1. Print out the CMR 42 (Course Registration Request Form) for summer session at <https://www1.reg.cmu.ac.th/web/reg-files/reg-cmr42.pdf>
2. Fill out the form and request for approval from the instructor / course’s responsible instructor and advisor.
3. Submit CMR 42 to the Registration Office by e-mail at pavarisara@reg.cmu.ac.th

4. The Registration Office will process the late-enrollment and inform the amount of tuition fee with fine by e-mail. (The tuition fee with fine must be paid on the notify date only)
5. Student make the tuition fee with fine payment by bank transfer into the Chiang Mai University's Siam Commercial Bank account number 667-3009714: มช. (52-เงินรายได้)
6. Student send the copy of the transfer receipt to the Registration Office e-mail at pavarisara@reg.cmu.ac.th within the same day.

* If the tuition fee is incomplete or done after May 14, 2021, Course enrollment will be cancelled and become invalid.

Late - enrollment for the University Services (Undergraduate Student)

Student can enroll for the University Services of summer session of academic year 2020 during April 19-30, 2021. In case of unable to enroll during that time, student can make the late - enrollment for the University Services with fine (50 baht per day not more than 500 baht) during May 3-14, 2021 as the step follows,

1. Print out the form of General Request at <https://www1.reg.cmu.ac.th/web/reg-files/reg-file-form.pdf>
2. Fill out the form with the reason to enroll for the University Services.
3. Request for approval from the advisor.
4. Submit the General Request Form to the Registration Office by e-mail at piyarat@reg.cmu.ac.th
5. The Registration Office will process the late - enrollment for the university services and inform the amount of tuition fee with fine by e-mail. (The tuition fee with fine must be paid on the notify date only)

6. Student make the tuition fee with fine payment by bank transfer into the Chiang Mai University's Siam Commercial Bank account number 667-3009714: มช. (52-เงินรายได้)
7. Student send the copy of the transfer receipt to the Registration Office e-mail at piyarat@reg.cmu.ac.th within the same day.

* If the tuition fee is incomplete or done after May 14, 2021, Course enrollment will be cancelled and become invalid.

Late course adding

Student can add the course of summer session of academic year 2020 via internet during April 20-25, 2021 and adding course by responsible department during April 26-29, 2021. In case of unable to add during that time, student can make the late course adding during May 3-14, 2021 as the step follows,

1. Print out the CMR 44 (Request Form for Late Class Adding) at https://www1.reg.cmu.ac.th/web/reg-files/FormLateAddClass_Reg.pdf
2. Fill out the form and request for approval from the instructor / course's responsible instructor and advisor.
3. Submit the CMR 44 to the Registration Office by e-mail at jessadaporn@reg.cmu.ac.th
4. The Registration Office will process the late course adding and inform the result by e-mail.
5. (For student code 56.... or below must pay additional credit fee for course adding by bank transfer into the Chiang Mai University's Siam Commercial Bank account number 667-3009714: มช. (52-เงินรายได้) and send the copy of the transfer receipt to the Registration Office e-mail at jessadaporn@reg.cmu.ac.th within the same day.

Late section changing

Student can change the course section for summer session of academic year 2020 via the internet during April 20-25, 2021 and process through course adding by responsible department during April 26-29, 2021. In case of unable to request for changing during that time, student can make the late section changing during May 3-14, 2021 as the step follows,

1. Print out the Late Section Change form at
https://www1.reg.cmu.ac.th/web/reg-files/FormLateSecChange_Reg.pdf
2. Fill out the form and request for approval from the instructor / course's responsible instructor and advisor.
3. Submit the Late Section Change form to the Registration Office by e-mail at
piyarat@reg.cmu.ac.th
4. The Registration Office will process the section changing and inform the result by e-mail.

Enrollment for Grade V

Enrollment for Grade V of summer session of academic year 2020 during May 10-11, 2021 as the step follows,

1. Fill out the information of enrollment for Grade V via registration system (Grade V (visiting))
2. Print out the form and request for approval from the advisor, instructor and the head of department.
3. Submit the form of request for Grade V to the Registration Office by e-mail at
jessadaporn@reg.cmu.ac.th
4. The Registration Office will process the section changing and inform the result by e-mail.