



**University of the Thai Chamber of Commerce Announcement
No. 73/2563**

**Subject: Measures to Support UTCC Students Affected by
the Coronavirus 2019 (COVID-19) Crisis**

Pursuant to the Ministry of Higher Education, Science, Research and Innovation Announcement regarding the measures to support people affected by the spread of the coronavirus 2019 (COVID-19) dated 12 March 2020, along with the Announcement on Vigilant Measures against the Spread of Coronavirus Disease 2019 (COVID-19) (No. 3): Practices for Higher Education Institutions to Prevent the Spread of COVID-19 dated 17 March 2020, and the Announcement of Bangkok Metropolitan Administration entitled Order of Temporary Closure of Premises (No. 2) dated 21 March 2020 and (No. 4) dated 27 March 2020, UTCC has adopted various measures to safeguard safety and hygiene of staff and students such as the hygienic cleaning of campus area, shifting all courses online, applying Work from Home scheme and the relaxation of tuition fee payment for students directly and indirectly affected by the crisis.

An agreement to further extend the support to UTCC students impacted by the situation was made during the executive board meeting for a special agenda held on 21 April 2020. UTCC President, by virtue of Section 43 (1), (5), (11) and (13) of Private Institute of Higher Education Act, B.E. 2546, Revision (No.2), B.E. 2550, hereby issues the supporting measures as follows:

1. For Academic Year 2019/ Semester 2

1.1 Laboratory/ Practical Course Fees during UTCC temporary closure will be refunded to students who paid the fees. The refund amount will be based on the number of missing courses.

1.2 Twenty-five percent (25%) of Facility and Utility Fees will be refunded to all Bachelor's students of all programs who paid such fees.

The refund procedures are as follows:

- In case of self-payment or on Income Contingent Loan/ Student Loan Fund, the refund shall be deducted from the Tuition Fee of Academic Year 2020/ Semester 1.
- In case of students receiving UTCC scholarships, the refund will be calculated based on the self-paid Tuition Fee amount and shall be deducted from the Tuition Fee of Academic Year 2020/ Semester 1.
- For students graduating in Academic Year 2019 and scheduling to attend the forthcoming graduation ceremony, the refund will be deducted from the graduation ceremony fee.
- For students graduating in Academic Year 2019 but not intending to attend the forthcoming graduation ceremony, the refund will be transferred to student's designated bank account. Students are responsible for submitting the request form at UTCC Office of Finance and specifying Kasikorn Bank account number in the form.

2. For Academic Year 2019/ Semester 3 (Summer Session)

2.1 Educational Fees are waived.

2.2 The payment schedule of Tuition Fee will be relaxed and extended until the final examination of Academic Year 2019/ Semester 3, or even later for students directly affected by the crisis.

3. For Academic Year 2020

3.1 The monthly installment plan for 10 months will be applied (5 installments for Semester 1 and 5 installments for Semester 2).

3.2 The installment plan fee of 1,000 Baht will be waived (for Academic Year 2020/ Semester 1 and 2 only).

4. UTCC student emergency fund, managed by the committee members, Office of Student Affairs, is also available for students directly impacted by the situation. Students can get and submit the request form at Office of Student Affairs, 3rd Floor, Building 3.

For your acknowledgement.

Announced on 23 April 2020.

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President