

Change of Student Status

DEFERMENT



Where lifelong learning begins

Name:
Batch No.:
Student ID (SID):
Contact Number(s):
Email Address:

I, _____ (SID: _____),
wish to defer my studies due to _____

I understand and agree to the following terms and conditions:

- Students are allowed to defer only **once**, for a **maximum period of ONE year**. Students will have to submit the Resumption application form before the end of the deferment period. Failure to resume before the end of the deferment period may result in him/her being withdrawn from the programme, and he/she shall be liable for payment of any fee waivers, promotional rates, and any other fees, as per MDIS withdrawal policies. Students who wish to pursue the course after the deferment period has lapsed shall be considered as a new applicant for the course.
- Application must be submitted one (1) month prior to the commencement of the term that the students are deferring. This must be supported with a non-refundable fee of **S\$108 (inclusive of 8% GST)**.
- Application submitted after the commencement of the term will be subject to approval and additional fees.
- Students must settle all outstanding / overdue payment prior to the application of deferment. All subsequent installments would follow the payment schedule of the new class the students are resuming.
- Students shall be required to sit for all supplementary examinations (if applicable) and remain as current members of the Institute throughout the deferment period. Students shall also remain contactable throughout the deferment period and update their particulars where necessary.
- Students shall be informed of the outcome of the deferment application in writing. Approval of deferment is at the sole discretion of the Institute.
- Students who do not meet the following deferment criteria will be advised on the possible rejection of the deferment request.
 - Student has not deferred for the course before;
 - Student does not have any outstanding payment;
 - Student has pending modules for the course.
- Should the deferment request be rejected, the student may be required to re-module or be withdrawn from the course.
- The Institute reserves the right to make changes to the course / academic offerings and policies. Students resuming their studies shall adhere to the updated course / academic offerings and policies. Students are also required to start the term afresh regardless of the number of lessons they had attended prior to deferment.
- Upon approval of deferment, international students are required to cancel their Student's Pass as required by the Immigration and Checkpoints Authority.

Signature & Date

FOR OFFICIAL USE (*delete where applicable)

Receipt Number:

Date of Payment:

Total Amount Paid:

Paid via *Cash / *Cheque / *NETS / *Visa

Contract COL FPS
VAM / Deskera
Class Report
Supporting documents
University Application Form (where applicable)
STP cancellation (where applicable)

Reasons for Deferment:

Name / Signature / Date

Comments by Student Coordinator:

Comments by HOS:

Name / Signature / Date

Name / Signature / Date