



DEFERMENT REQUEST FORM

CONFIDENTIALITY CLAUSE

All information you have provided will be kept confidential and used solely for communicating with you.

Terms and Conditions for deferment:

1. **One month notice** to be given for request of course deferment.
2. Deferment on course is strictly up to **twelve (12) calendar months** upon request. Deferment on examination is strictly up to **six months** (only applicable for certificate courses). After which, the student will deem withdrawn from the course. **Only one (1) deferment request is allowed.** Refund is not applicable for this case.
3. The deferment request **is not applicable** for international students.
4. All necessary documents must be attached together with this form.

Part 1.

Name of Student		NRIC/FIN No.	
Contact No.			
(Hp)	(H)	(O)	
Course		Class Code	
Deferment			
<input type="checkbox"/> Course & Module (please specify: _____)			
<input type="checkbox"/> Final Practical Exam		<input type="checkbox"/> Final Theory Exam	
Reason(s) for Deferment:			
Date of final attendance in School:			
Requested By: _____ (Signature of Student / Date)			

Part 2. Office Use Only

a. Acknowledgement & Approval			
Acknowledge of request		Approval	
		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
By: _____	Date _____	Principal _____	Date _____
b. Deferment			
<input type="checkbox"/> New Class Code: _____		Commencement Date: _____	
<input type="checkbox"/> New Practical Exam Date: _____		<input type="checkbox"/> New Theory Exam Date: _____	
Date informed student		Informed By	