

COURSE/MODULE DEFERMENT POLICY

(Effective: 19 January 2018)

- 1) Deferment is usually accepted for the following cases provided that the student can furnish the documentary evidence:
 - Medical leave of 5 continuous days or more
 - In-camp training of 5 continuous days or more
 - Company official overseas assignment/trip of 5 continuous days or more
 - Bereavement of parents, spouse or children
 - Case by case basis as approved by the School's Manager (Operations) and above
- 2) The extension of the programme duration shall not exceed maximum candidature period unless approved by the Head of School or University Partner.
- 3) For student under 18 years of age, parental / guardian approval is required before the course deferment application will be processed.
- 4) For student who is under Company's sponsorship, approval for deferment is needed from the Company.
- 5) For international students who defers for 3 months or more, the Student Pass will be cancelled. Students who wish to resume the course will have to put in a *fresh* application for Student Pass and pay the relevant ICA processing fees. Non-cancellation of the Student Pass is subjected to Head of School (Operation) on case by case basis.

- 6) PSB Academy will inform the student the outcome, within four (4) weeks from the payment date, upon receipt of the deferment application, with supporting documents and proof of payment. A new student contract / Addendum will be issued and purchase FPS, if applicable

- 7) Assistant Head of School (Student Recruitment) is responsible for course deferment process before commencement and School's Manager (Operations) is responsible for deferment process after commencement and they are to ensure that up-to-date deferment records are maintained for their respective area.

- 8) For External Degree programmes, deferment is subjected to University's Policy.

References:

- EduTrust Certification Scheme Guidance Document (V3.0)
- CPE Approved Student Contract version 3.1
- PAC-QMS441 R00 Course Transfer Withdrawal and Deferment

PAC-DO-G01 R00 Course/Module Deferment Policy