



DEFERMENT FORM

INSTRUCTION

- STEP 1: Fill out the form.
 STEP 2: Submit the form to the Head of Academic for approval.
 STEP 3: Obtain the signature of the lecturer(s) of subject(s) affected by the deferment.
 STEP 4: Obtain the signature of the officer from Finance Department.
 STEP 5: Submit the form to Administration Dept for processing.

Approval will only be granted on the following grounds:

1. Seeking / Undergoing medical treatment
2. Family problem
3. Financial difficulties
4. National Service

You are required to submit an official letter for Point 2 and 3:

- Letter of consent from parents / guardian / sponsor for student under 21 years old
- Letter of explanation for student above 21 years old

APPLICATION TO DEFER STUDIES IS VALID FOR ONLY ONE SEMESTER. SHOULD THE STUDENT WISH TO DEFER ANOTHER SEMESTER, HE / SHE HAS TO SUBMIT A NEW APPLICATION FOR THAT SEMESTER. INCOMPLETE FORM WILL NOT BE PROCESSED.

STUDENT DETAILS

NAME		PROGRAM	
NRIC / PASSPORT NO.		INTAKE	
STUDENT ID		CONTACT NO.	

DEFERMENT DETAILS

I wish to defer the following subject(s) for the duration of Semester _____ Year _____

REASON:

_____ SIGNATURE	_____ DATE
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NO	SUBJECT(S)	LECTURER'S NAME	LECTURER'S SIGN

FOR OFFICIAL USE ONLY

DEPARTMENT	APPROVAL	SIGNATURE	DATE	REMARKS
ACADEMIC	APPROVED / NOT APPROVED			
FINANCE	-			