

COURSE DEFERMENT FORM

Section A: COURSE INFORMATION			
Course Enrolled _____			
Commencement Date of Course _____		Course End Date _____	
Section B: STUDENT'S PARTICULARS			
Name of Student _____			
Nationality _____	Age _____	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
Mailing Address _____		Postal Code _____	
Hand Phone No. _____	House Tel. No. _____	E-mail Address _____	
Section C: APPLICABLE TO STUDENT UNDER THE AGE OF 18 ONLY			
Parent's/Guardian's Name _____			
Mailing Address _____			
E-mail Address _____		Contact No. _____	
Section D: COURSE DEFERMENT INFORMATION			
Please state the course intake you want to transfer: <i>(Deferment is only allowed before the commencement date)</i>			
Section E: REASONS FOR COURSE DEFERMENT			
State your reasons for course deferment: _____			
Section F: DECLARATION BY STUDENT			
I declare that the information given is true and accurate to the best of my knowledge and I have not willingly suppressed any information. I am fully aware of the school's current deferment policy and refund policy.			
Student's Signature: _____		Date: _____	
Section F: ACKNOWLEDGEMENT OF STUDENT (to be filled by student once result is released)			
I _____ acknowledge the course deferment from _____ (<i>course intake</i>) to _____ (<i>course intake</i>)			
Student's Signature: _____		Date: _____	
FOR OFFICIAL USE ONLY			
COURSE DEFERMENT STATUS			
Principal's Signature : _____		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
Date :	_____		
Deferred to :	_____	(new course intake date)	
FINANCE DEPARTMENT			
Amount to be refunded (if applicable) :		_____	
Name of Approving Director :		_____	
Signature of Approving Director :		_____	
		Date : _____	

For Official Use Only

Received By

Name & Signature: _____

Date: _____

Parent's Letter of Consent (if under 18 yrs. Old)

Date: _____

* If letter of consent was not attached to this form

Submit to Principal for review and approval

Date: _____

Submit to Finance Department for refund (if applicable)

Date: _____

Inform the student

Date: _____

Inform relevant parties (FPS, Bank, ICA and/or CPE)

Date: _____