
Deferment Policy

The policy on Deferment:

- A student who requests for Deferment must either have their existing contract terminated or sign an addendum to reflect the changes.
- For all terminated Student Contracts, a new student contract will be signed based on the procedures for executing student contracts. The Refund Policy shall apply unless as otherwise agreed between the School and the Student.
- Any deferment would be addressed on a case by case basis and the School will have the final decision on whether the deferment is approved or rejected.

Conditions for Granting Deferment

The School will have final say in all deferment cases. This will be based on availability of the Schedules and Classes.

Student's Pass Status

- For Student's Pass holder, Deferments are subjected to ICA's approval of the new Student's Pass.
- The School will inform ICA in the event of any Deferments. Student's Pass will be cancelled.

Timeframe for assessing and processing Deferment

The entire Deferment process, from point of application to the final outcome, should not be more than 4 weeks. If the final outcome is not in favour of the applicant, respective staffs are to handle each situation according to the School's dispute resolution policy and procedure.

Course Deferment Procedure

For Internal Courses

1. Student to Submit Course Deferment Form
 - Note: For students below 18 years of age, School to contact parents/guardians to verify that they give their consent for the request for deferment.
2. Approval of Course Deferment by Academic Department
3. Issue Letter to Effect Course Deferment
 - Note: Students are to ensure that addendum to PEI Student Contract has been signed.

For La Trobe University Courses

1. Student to Submit Leave of Absence Form by La Trobe University
2. Approval of Course Deferment by University
3. Issue Letter to Effect Course Deferment
 - Note: Students are to ensure that addendum to PEI Student Contract has been signed.