

## DEFERMENT POLICY

### Definition of Deferment

1) Deferment is a situation whereby a student is unable to attend, continue or accept a course for whatsoever reason/s as mentioned below:

- Personal and medical grounds (e.g. prolonged medical situation, financial hardship, family problems, etc.)
- Work situation (e.g. change of work duties, overseas posting, retrenchment, etc.)
- Academic Pre-conditional Entry (e.g. awaiting and verifying academic qualifications, financial support and payment, approval from government or specific bodies, etc.)
- National situation (e.g. National Service, Labour Unrest, national infrastructure problems, etc.)
- Others (e.g. reasons acceptable from TEG Academic or Examination Boards, mitigation, Partner Institution requirements, etc.)

2) Deferment may arise from any of the following situations;

1. Academic Deferment
2. Course Deferment
3. Module/Unit/Lesson Deferment
4. Assignment/Examination Deferment

3) As a policy, deferment is generally not encouraged unless on official or compassionate grounds and approval is granted at the discretion of Partner Institute (PI)/External Degree Provider (EDP) and TEG Academic Board and/or Examination Board.

4) All requests for deferment must be supported by official documentary evidence. Application for **all deferment** is subjected to the availability of the size, cohort, intake and/or PI/EDP acceptability of the course/module.

### Types of Deferment and Deferment Procedure

#### A) **Academic Deferment**

1) Academic Deferment is deferment when a new student who has paid the required non-refundable Application Fee and awaiting academic pre-conditional entry. Deferred admission is a guaranteed offer based on fulfilment of precondition entry requirements.

- 2) Deferred admission on the course may be requested for one or two module, lessons, units or semesters.
- 3) Students admitted to accelerated programs may, in some cases, be granted deferred admission status.
- 4) However, all requests will be forwarded to and decided by the Accelerated Programs PI /EDP and endorsed by the Secretary, TEG Academic Board.

Admitted transfer students are not eligible for deferred admission.

### **B) Course Deferment**

- 1) Course Deferment is deferment by a student's request to delay his/her study of the course and/or to carry forward his/her paid fees to a later period.
- 2) Deferment may arise due to factors such as national service, overseas postings, on medical grounds or for any other valid reasons.
- 3) Deferment of course is allowed only up to a maximum period of SIX (6) MONTHS for Certificate course and up to a maximum period of TWO (2) YEARS for Diploma course. Failing which, student will be deemed as having withdrawn from the course.
- 4) Deferment will be forwarded to and recommended by the Programme Manager and approved by the Secretary, TEG Academic Board and/or the Accelerated Programs PI /EDP.
- 5) A deferment fee will be imposed.

### **C) Module/Unit/Lesson Deferment**

- 1) Module/Unit/Lesson Deferment is deferment by a student who temporarily withdraws 1 or 2 Modules/Units/Lessons in a course and then returns to his/her course of studies.
- 2) This deferment may arise due to factors such as reservist training in national service, short overseas postings, on medical grounds or for any other valid reasons.
- 3) Such deferment will be forwarded to and recommended by the Programme Manager and approved by the Secretary, TEG Academic Board and/or the Accelerated Programs PI /EDP.
- 4) A deferment fee will be imposed.

### **D) Assignment/Examination Deferment**

- 1) Assignment/Examination Deferment is deferment by a student who is unable to submit an assignment or attend an examination.

- 2) This deferment may arise due to factors such as medical grounds, national situation or any other valid reasons.
- 3) Such deferment will be forwarded to and recommended by the Academic Director / Academic Manager and approved by the Secretary, Academic Board and/or the Accelerated Programs PI /EDP.
- 4) A deferment fee will be imposed.

## DEFERMENT FORM

### PART (I) STUDENT'S INFORMATION

Name	Date of Birth	NRIC/Passport No
Nationality	Current Address	Office Address
Registration No	Telephone No (Mobile/Office)	Email

### PART (II) DEFERMENT APPLICATION

(PLEASE " √ " THE APPROPRIATE DEFERMENT)

	Academic Deferment	Course Deferment	Module/Unit/Level Deferment	Assessment Deferment
Deferment Start Date		Deferment End Date		
Course Title		Intake Month/Year		
Course Duration		Last Date of Attendance		
<small>(for Module/Unit/Level/Assessment Deferment)</small> Module/Unit/Level Name		<small>(Assessment Deferment only)</small> Date/Type of Assessment (Assignment/Exam/Project/Others)		
<p><b>A brief explanation of the deferment</b> (Attach supporting documents for deferment – employer's letter, authority letter, travel, medical certificate or others). Note: Your deferment is subjected to the availability of the cohort, intake and/or PI/EDP acceptability of the Assignment/Examination.</p>				
<p><b>I certify that the information provided in this form is accurate to the best of my knowledge. I also certify that I have read and fully and understand the Deferral requirements.</b></p>				
..... Student's Signature		..... Date		

### PART (III) FOR ACADEMIC DEFERMENT ONLY (Required Credentials)

Certificates/Transcripts of all original prior academic qualification must be submitted.

DEFERRAL INFORMATION

DEFERRAL DEADLINES

Deadline for submission for Deferred Admission any outstanding required credentials

### PART (IV) FOR RECOMMENDATION AND APPROVAL

Recommended by Academic/Programme Manager  ..... Name/Signature / Date	Approved / Rejected by Secretary, Academic Board (Authorised by the Academic Board)  ..... Name/Signature / Date
--	--