STUDY DEFERMENT POLICY

Policy for Study Deferment

1. Students are only allowed to defer twice up to a maximum period of two (2) years. Failing which he/she will be deemed to have withdrawn from the course and would have to re-apply as a new applicant if he/she wishes to register for the course again.
2. International students whose deferment is approved will be required to cancel their student’s pass as required by ICA.
3. Approval for course deferment is at the sole discretion of SRMC. SRMC will assess and reply to any request for course deferment within a time frame of not more than 14 working days (upon complete submission of all required documents).

Student Deferment Procedure
Notes and Guidelines for Student Deferment

1. Student to Submit Course Deferment Form
   - Students requesting for a Course Deferment will need to fill up the Course Deferment Form with supporting documents and submit the Form to the Programme Executive.

2. Student Interview with Programme Executive
   - Programme Executive will arrange for an interview session who will discuss with the student the academic implications of deferment and to understand the reasons for deferment and if possible, find a solution to avoid deferment.
   
   Note: Programme Executive to contact parents/guardians to verify that they give their consent for the request for deferment.
   - Student is to sign off on the Course Deferment Form to acknowledge if they would like to retract or proceed with the course deferment.

3. Approval of Course Deferment by Programme Department
   - If student decides to defer from current course, the request would need to be approved by the Head of Programme.

4. Management Approval of Course Deferment
   - Upon approval from Head of Programme, Programme Executive is to seek approval from Head of Registration.

5. Issue Letter to Effect Course Deferment
   - An official letter to effect the Course Deferment Request would also be issued to students. This would be done upon the approval by Management and Partner University (if applicable).
   - Registration Department is to check that the whole deferment procedure has been completed, and official letter has been issued by signing off on the Course Deferment Form.

Note: Students are to sign off on the Course Deferment Form to indicate that they have received the Official Letter, and contract has been signed.