Course Deferment request will be subjected to our Policy as per indicated on our student contract and student handbook.

Genetic will review your request and respond within 4 weeks of receipt of request.

|  |  |
| --- | --- |
| **Section A: COURSE INFORMATION** | **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, ICA and/or CPE)

Date:  |
| Course Enrolled |
| Commencement Date of Course | Course End Date |
| **Section B: STUDENT’S PARTICULARS** |
| Name of Student |
| Nationality | Age | Sex* Male \* 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/Legal Guardian’s Name |
| Mailing Address |
| E-mail Address | Contact No. |
| **Section D: COURSE DEFERMENT INFORMATION** |
| Please state the course intake you want to transfer:*(Deferment is only allowed before the commencement date)* |
| **Section E: REASONS FOR COURSE DEFERMENT** |
| State your reasons for course deferment (All supporting documents must be submitted as attachments, if any): |

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| **Section F : Refund Policy** |
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| % of [the amount of Course Fees and Miscellaneous Fees paid under Schedules B and C] | If the Contracting Party’s written notice of withdrawal is received: |
| [70%] | more than [30] working days before the Course Commencement Date |
| [0%] | on or before, but not more than [30] working days before the Course Commencement Date |
| [0%] | after, but not more than [7] working days after the Course Commencement Date |
| [0%] | more than [7] working days after the Course Commencement Date |

 |
| **Section G : 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.I understand that this deferment application is subject to ICA approval (for student pass holder)Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Or Parent/Legal Guardian Signature (for Student under 18 years of age)Student’s Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Section H: ACKNOWLEDGEMENT OF STUDENT (to be filled by student once result is released)** |
| I acknowledge the course deferment from (*course intake*) to (*course intake*)Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Or Parent/Legal Guardian Signature (for student under 18 years of age) |
| Approval is process within 7 working days from the student’s submission dateThe maximum deferment period is 6 months per deferment request.\*A formal letter will be issued to inform student on the status of the request for course deferment |

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| **Section I: COUNSELLING AND INTERVIEW PROCESS** |
| **COUNSELLING AND INTERVIEW PROCESS**Date of Counselling/Interview Appointment Time: Comments : Counsellor/Interviewer Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Section J : DEFERMENT STATUS** |
| * Approved \* Rejected

Principal’s Name and Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deferred to : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (new course intake date) |

*Please attach Student Request for Refund Form if applicable*

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|  | **Deferment Application Process (checklist)** |
|  | Tick in box when done | **Deferment Policy**1. The definition of deferment is when a student delays or postpones the course (or module).
2. Conditions for deferment:
* Grounds of Deferment are the following but are not limited to: (case by case basis evaluated by the Principal)
* if the student is ill and is supported with a medical certificate issued by a recognized clinic/hospital
* events/circumstances which are beyond the schools/students control such as:
* bereavement of direct family members
* natural disaster
* work commitments (if any)
* The requests of deferment is not automatically granted unless approved by the Principal as the Chairman of BoA
* The maximum deferment period is 6 months but subject to review and approval by the Principal.
* If the student failed to return on the approved deferred period, it shall be considered as deemed automatic withdrawal from the course.
1. ICA will be informed through the application of the new Student’s Pass. The course deferment is subjected to ICA’s approval of the new Student’s Pass.
2. If the student contract is still valid, an addendum would be signed to reflect the deferment. For terminated student contracts, a new student contract will be signed based on the procedures for executing student contracts.
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|  | Tick in box when done | **Deferment Application Process****Conduct interview/counselling to :** |
| D1. |  | * Understand the reason(s) for the deferment application
 |
| D2. |  | * Inform the student the processing time of within 1 to 4 weeks is required to process the deferment application
 |
| D3. |  | * Explain to the student that the parent/legal guardian's written consent is required if he/she is under 18 years of age
 |
| D4. |  | * Explain to the student that the deferment application is subject to ICA approval (for student pass holders)
 |
| D5. |  | * Explain to the student that the maximum allowable period of deferment a student can apply is up to **6 months**
 |
| D6. |  | * Inform the student that the FPS protection will be changed based on the deferment period and course end date
 |
| D7. |  | * Explain to the student that signing a new contract when a course deferment request has been approved.
 |
|  |  | **The Operations/Admin Department will then proceed with the deferment as follows:** |
| D8. |  | * Verify and confirm that the parent/legal guardian's written consent has been given if he/she is under 18 years of age
 |
| D9. |  | * Approval of deferment is also subjected to availability of the course / module offered.
 |
| D10. |  | * For student’s pass holders, their deferment is subject to the approval of their student’s pass by ICA
 |
| D11. |  | * Should the student decide to proceed with deferment, the School will note the reason for deferment on the Course Deferment Form which would be submitted for final approval. Approval will be done within 7 working days from the student’s submission date.
 |
| D12. |  | * A written notification will be issued to the student to inform them of the student request status. The maximum deferment period is **6 months** per deferment request.
 |
| D13. |  | * Submit an application to ICA for the course deferment (for STP Holders)
 |
| D14. |  | * Admin Mgr will update the FPS status into the Lonpac Insurance Bhd excel template and FPS File 1 within 3 working days to ensure that the coverage period and amount are adequate.
 |
| D15. |  | * Issue a formal letter of Reject to the student/parent if the deferment application is not approved
 |
| D16. |  | * Issue a formal letter to the student/parent if the deferment application is approved
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| D17. |  | * Signing a new contract or issuing an addendum to the existing contract when a course deferment has been approved.
 |
| D18. |  | * Update Lonpac Insurance Bhd on the deferment period, course end date, and protection coverage date
 |
| D19. |  | * Update the status of the student deferment in the AIMS System and Deferment record
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