

APPLICATION FOR DEFERMENT

Instructions:

1. This form is to be completed by students requesting for a postponement of module(s)/course within valid grounds.
2. Application for deferment must reach PSB Academy at least 2 weeks before the commencement date of module/course.
3. All requests must be supported by relevant documentary evidence.
4. Company sponsored students must attach written approval from their company.
5. Incomplete applications without relevant attachments will not be processed.

Note to Grant Applicants

- Approval of deferment by PSB Academy does not automatically warrant student extension of grant duration by the respective grant body.
- It is the onus of the student to inform the respective grant body for extension of duration once deferment is approved and furnish PSB Academy with a carbon copy of the correspondence outcome with the grant body.
- Grant bodies may at their sole discretion disallow the deferment of modules.
- **In cases whereby the grant body disallow deferment of modules and extension of course duration. Students would be required to continue on with the course without the deferment to enjoy the funding or alternatively, make out the supported amount of course fee in order to continue with the course with deferment.**

SECTION A: DEFERMENT DETAILS (*Please ✓ accordingly)			
Name of Student			
NRIC / FIN / Passport No. (Include prefix)	Student No.	Batch No.	
Email Address	Handphone No.	Office Tel No.	Home Tel No.
Mailing Address (It will be defaulted to the company if student is company sponsored)			Postal Code
Programme Title		Commencement Date Of Programme	
Module Title		Commencement Date of Module	
Type Of Sponsorship*	<input type="checkbox"/> Self-Sponsored <input type="checkbox"/> Company Sponsored <input type="checkbox"/> Others		
Type Of Funding (if applicable)			
Type Of Deferment*	<input type="checkbox"/> To Next Available Intake <input type="checkbox"/> To Next Available Module		
Reasons for Deferment*			
<input type="checkbox"/> Medical Grounds (attach medical certificate)			
<input type="checkbox"/> Reservist Training (attach SAF-100)			
<input type="checkbox"/> Official Overseas Assignment (attach letter from company verifying the trip)			
<input type="checkbox"/> Others (attach written letter of explanation)			
I declare that the information given is true and accurate to the best of my knowledge and I have not willingly suppressed any information			
_____ Signature of Student		_____ Date	

FOR OFFICIAL USE ONLY			
_____ Manager's ID & Signature (if applicable)	_____ Date (if applicable)	_____ PE's ID & Signature	_____ Date

NB: All information provided are treated with strictest confidentiality and are meant for internal use only.