

Course / Module Deferment Policy and Procedure for Students

(Effective 31 October 2025)

Course / Module Deferment Policy

The course / module deferment policy applies when a student delays or postpones the term or course / module.

1. Deferment is usually accepted for the following cases provided that the student can furnish the documentary evidence:
 - Medical leave of five (5) continuous days or more
 - In-camp training of five (5) continuous days or more
 - Company official overseas assignment / trip of five (5) continuous days or more
 - Bereavement of parents, spouse or children
 - Case by case basis as approved by the School's Manager (Operations) and above
2. The extension of the course duration shall not exceed maximum candidature period unless approved by the Director (School) or University Partner.
3. For students under 18 years of age, parent's / legal guardian's approval is required before the course deferment application will be processed.
4. For students who are under company sponsorship, approval for deferment is needed from the sponsoring Company.
5. For international students who defer their studies for a period of more than three (3) months, the existing Student Pass will be cancelled. To resume the course thereafter a new application for Student Pass must be submitted and pay a non-refundable International Student ICA Administrative Fee. Requests for non-cancellation of the Student Pass are subject to the approval by the School's Deputy Director / Assistant Director (Operations / Student Services) and will be considered on a case-by-case basis.
6. PSB Academy will notify the student of the outcome of the deferment request within four (4) weeks from date of receipt of deferment fee, deferment application and supporting documents. Where applicable, a new student contract / Addendum for course extension will be issued.
7. For E-Learning courses, deferment is not allowed once the course has commenced. Students must complete the course within the designated timeframe.
8. For External Degree courses, deferment is subject to University's Policy.

Course / Module Deferment Procedure

New Students (Intake Deferment)

1. This procedure applies to students who request to defer their intake after accepted the offer and signed the Student Contract, regardless of whether the 1st instalment fees have been paid.
2. All students who wish to defer their intake of study must submit a written request to PSB Academy's Programme Consultant (Local Student) / Country Manager (International Student) .
3. Students must complete the Course Deferment Form and pay the applicable non-refundable administrative fee. The application will be processed only upon receipt of the administrative fee.
4. Student under company sponsorship will require Company's approval stated in the Course Deferment Form.
5. International students are also required to pay a non-refundable International Student ICA Administrative Fee to apply for a new student pass.
6. Upon approval of deferment, a new Letter of Offer and Student Contract reflecting the revised intake commencement date will be issued to the students within a timeline of four (4) weeks from the deferment application. For student under 18 years of age, the parent / legal guardian will be required to sign the new Student Contract.
7. Where applicable, PSB Academy will inform ICA on the cancellation of the Student's Pass.

Existing students

1. Students requesting for deferment must submit the Application for Deferment Form with supporting documents and pay the applicable non-refundable administrative fee.
2. For degree student:
 - a. Deferment request will be evaluated by PSB Academy and, where applicable, submitted to the respective Partner University for approval.
 - b. Upon approval, an approval email will be sent to student. If the deferment request is rejected, student will be informed via email within four (4) weeks upon receipt of deferment form and administrative fee.

- c. Addendum for Course Extension will be issued (if required).

3. For Pre-University student:

- a. If the deferment is within candidature period and student is not under funding:
- i. An approval email will be sent to student.
 - ii. Addendum for Course Extension will be issued (if required).
 - iii. For international student, STP will be extended (if required).
- b. If the deferment is within candidature period and student is under funding:
- i. A letter will be issued to the Grant Body on the extension of course.
 - ii. Addendum for Course Extension will be issued (if required).

4. If applicable, PSB Academy will notify ICA on the cancellation of the Student's Pass.

References:

- EduTrust Certification Scheme Guidance Document (V4.0)
- PSB Academy Student Contract
- PSBA-IMS431 Course Transfer, Withdrawal and Deferment
- PSBA-DO-W07 Work Instruction for Deferment