

Course / Module Deferment Policy and Procedure for Students

(Effective: 10 April 2023)

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 5 continuous days or more
 - In-camp training of 5 continuous days or more
 - Company official overseas assignment/trip of 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 programme duration shall not exceed maximum candidature period unless approved by the Head of School or University Partner.
3. For student under 18 years of age, parental / guardian's approval is required before the course deferment application will be processed.
4. For student who is under Company's sponsorship, approval for deferment is needed from the Company.
5. For international students who defer for 3 months or more, the Student Pass will be cancelled. Students who wish to resume the course will have to put in a new application for Student Pass and pay the STP Administrative Fee. Non-cancellation of the Student Pass is subjected to the approval of Assistant Head of School (Operations) on case-by-case basis.
6. PSB Academy will inform the student the outcome, within four (4) weeks from date of receipt of deferment fee and the deferment application, with supporting documents. A new student contract / Addendum for course extension will be issued.
7. For External Degree Programmes, deferment is subjected to University's Policy.
8. For E-Learning programmes, deferment is not allowed once the student has started the course.



Cert No: 2019-1-1016
ISO 9001:2015
Cert No: 2019-0790
ISO 14001:2015
Cert No: 0115-45001-2019-0081
ISO 45001:2018



Cert No: 1527-2021-0118
ISO/IEC 27001:2013



Cert No: EDU-2-2005
Validity: 14/05/2022 - 13/05/2026

PSB Academy
Reg. No. 200704825E
20/05/2022 - 19/05/2026

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Course / Module Deferment Procedure

New students (intake deferment)

1. This procedure applies to students who defer intake after accepting the offer and signing the Student Contract, regardless of payment of the 1st instalment fees
2. All students who wish to defer intake of study are required to inform PSB Academy Programme Consultant (Local Student) / Country Manager (International Student) with a written request.
3. The Course Deferment Form and the administrative fee for deferment of intake is required, a deferment application will be processed after receipt of administrative fee.
4. STP Administrative Fee for international students is applicable.
5. Upon approval, a new Offer Letter and Student Contract stating the new intake commencement date will be communicated to the students within a timeline of four (4) weeks from the deferment application. For student under 18 years of age, the parent/guardian will be required to sign the new Student Contract.
6. Inform ICA on the cancellation of student pass, if applicable.

Existing students

1. Student to put in deferment request through The Application for Deferment Form and pay the administrative fee.
2. For degree student:
 - a. Deferment request will be sent to University for approval.
 - b. Upon approval, an approval email will be sent to student. If the 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, and FPS validity will be extended.



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3. For non-degree student:

a. If the deferment exceeds programme candidature period:

- i. Student will be informed of rejection of deferment request.
- ii. Should student choose to not continue with the programme, they will be withdrawn from the programme.
- iii. Should student choose to continue with the programme, they are to continue to pay fees as per payment schedule.

b. 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, and FPS validity will be extended.

c. 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 programme.
- ii. Addendum for Course Extension will be issued, if required, and FPS validity will be extended.

4. Inform ICA on the cancellation of student pass, if applicable

References:

- EduTrust Certification Scheme Guidance Document (V3.0)
- PSB Academy Student Contract
- PAC-IMS441 Course Transfer, Withdrawal and Deferment
- PAC-DO-W07 Work Instruction for Deferment

