

Course Deferment Policy

Updated on 18/08/2016

The Deferment Policy outlines the definition of deferment, deferment exclusions and continuation of study after a deferment.

DEFERMENT OF COURSE

A deferment refers to a student's request to delay his/her study of the course and to carry forward his/her paid fees to a later period. Student will stop attending all lessons, assessments and programme related activities during the approved period of deferment.

As a policy, deferment is generally not encouraged unless on official or compassionate grounds and approval is granted at the sole discretion of the College.

Deferment may arise due to any of the factors listed below:

- **National Service**
- **Financial Difficulties**
Definition: Reference to the Financial Assistance Scheme Guidelines
Possible Mitigation Follow-Up Action: to consider providing Financial Assistance Scheme before granting deferment
- **Emotional / Behaviour Challenges**
Definition: Depression or similar psychological problems etc, which inhibits student from continuing the programme.
Possible Mitigation Follow-Up Action: Following the request for deferment, teachers/mentors must follow-up with home visits to student's house to review household conditions.
- **Family / Personal Issues**
Definition: Matters that arise out a crisis within family member or student himself/herself. These could also be problems that do not fall under the financial or emotional/behavioural challenges.
Possible Mitigation Follow-Up Action: Following the request for deferment, teachers/mentors must follow-up with home visits to student's house to review household conditions.

All requests for deferment must be written or by submitting a 'Course Deferment Form' and can be supported by official documentary evidence. Students can only request

for deferment of programme for up to one (1) year for 'O' Level Preparatory courses and two (2) years for SODE programmes.

CONTINUATION OF STUDY – AFTER A DEFERMENT

Any student who has been granted deferment of programme must return to the College before the approved period of deferment ended to continue with his/her programme of study.

Student should return to City College at the start of the academic year and maybe subjected to re-assessment (if necessary) at the point of returning to City College. Returning student will commence outstanding school fees payment upon re-joining.

Example:

Student X completed Instalments #1-7 (out of 9 instalments).

He deferred in July 2016 and re-joined his course of study in January 2017 (the start of the new academic year).

He will only be required to pay Instalments #8-9 (out of 9 instalments) from January to February 2016.

In the event should the course is no longer offered at the point of re-entry, City College will offer a related course to the returning student, not excluding exemptions from previously completed modules.

International students who have previously been granted deferment of programme and would like to continue with the programme of study must put up a new application for Student's Pass to the ICA. The student must submit the application through the Institute at least four (4) weeks before the commencement date of the semester. **The student can only continue with the programme once the Student's Pass is approved by the ICA and must satisfy the minimum lesson contact hours in Institute as stipulated by the ICA for Student's Pass holders.**