

Course Deferment Request Form

Deferment will be approved only under compassionate and compelling circumstances. Students must submit the evidence of compassionate and compiling circumstances together with this application to support the claim. If the student goes overseas or returning to their home country during this time, confirmed air ticket should also be submitted.

Please Note:

- Deferment may affect the course end date and future course commencement date. This may lead you to apply for an extension of student visa to complete the course(s).
- The units that you will miss during deferment are subject to availability. CBM may or may not be able to offer these units upon your return and you may need to make other arrangements to complete them.

STUDENT DETAILS			
First Name:			
Last Name:			
Date of Birth:		Student ID	
Current Course			
Reason for Deferment			
Deferment Dates	From: _____		To: _____

Student Signature: _____

Date: _____

Office Use Only			
Remarks			
Is the Deferment Approved?	Yes / No	Approved By	
Deferment Start Date		Deferment End date	
Will the course end date be affected?	Yes / No / NA	If Yes, new course end date	
Is the future course(s) commencement date affected?	Yes / No / NA	Is the SMS updated to reflect the change?	Yes / No / NA
Is the CoEs adjusted to reflect the change?	Yes / No / NA	Is the outcome communicated to the student?	Yes / No
Processing staff		Signature	Date