

1. This form is for full-time students who wish to request for course deferment.
2. **Please scan and email completed form to your Course Manager/Course Coordinator/Personal Mentor.**
3. Approval is subject to:
 - i. our review of the reasons for deferment and the supporting documents (if applicable)
 - ii. receipt of additional supporting documents, if required by the polytechnic, and such supporting documents should be submitted within 5 working days upon request.
4. Processing may take up to 10 working days and the outcome will be sent to your NYP student's email account.
5. Students deferring on financial grounds might want to consider applying for Financial Assistance Schemes instead. Please contact Centre for Student Support & International Relations (CSSIR) at 6550 0056 or finaid@nyp.edu.sg for more information.
6. Students are allowed a maximum period of 6 years (inclusive of deferment period) to complete the course of study. The maximum candidature allowed for students who have been granted credit transfer will be adjusted accordingly.
7. NYP reserves the right not to waive/refund any fees if the application is received after the start of the semester.
8. **There will be no processing of deferment requests after the last working day of the 14th week of the 1st or 2nd Semester till the release of the semestral results. For deferment requests received during these periods, students will be considered to have sat for the assessments and may be removed due to NYP Assessment Regulations. Otherwise, the deferment date will be post-dated to the day the semestral results are released.**

SECTION A: TO BE COMPLETED BY STUDENT

Name: _____ Admission No.: _____
 Email: _____ Contact No. : _____
 Current Course: _____

I wish to apply for course deferment from _____ to _____

Reason : (Please tick the appropriate box and attach supporting documents.)

- Medical Reason(s).
 National Service (NS).
 Others - please provide details (use additional paper if necessary and attach it to this form)

Remarks :

I have understood and agreed to abide by the instructions and notes applicable to this request.

 Signature of Student and Date

***For student who is below 21 years old, this section must be signed by your parent/guardian.**

I have no objection to my child's/ward's request for course deferment.

 Name of Parent/Guardian# and NRIC No./FIN (e.g. 123A)

 Signature of Parent/Guardian# and Date

delete where not applicable