

## COURSE DEFERMENT FORM

### APPLICATION AND PAYMENT PROCEDURE

1. This form is to be completed by students requesting for a deferment of module(s) / course during a specific term due to circumstances beyond their control.
2. The application for deferment must be reach GSTM at least 2 weeks before the commencement date of the module/programme/ examination.
3. All requests must be supported by relevant documentary evidence and payment of a non-refundable deferment fee as follow:
  - Diploma/ Specialist Diploma/ Advanced Diploma Programme: \$107 (inclusive of 7% GST)**
  - BSc (HONS) Degree (Top-Up) Programme: \$214 (inclusive of 7% GST)**
4. **Only one deferment is allowed for module/ programme/examination.**
5. **You will receive confirmation letter from GSTM for the outcome of your request within 7 working days.**
6. Payment can be made payable to “Global School of Technology & Management Pte Ltd” via a **cheque.**
7. **Cash, Bank Transfer (DBS Current Account 001-906006-0), NETS and Debit/Credit Card facilities** are also available at Global School of Technology & Management.

### CONFIDENTIALITY CLAUSE:

Global School of Technology and Management (GSTM) is committed to maintaining the confidentiality of the applicant’s personal information and undertakes not to divulge any of the applicant’s personal information to any third party without the prior written consent of the applicant in accordance to PDPA (Singapore Personal Data Protection Act) requirements.

### Section A: Student Particulars

Name of Applicant in Capital Letters (Underline Surname):

Student ID:

NRIC No./ FIN:

Contact No:

Programme Registered:

Email Address:

### Section B: Deferment Details

*(Please tick “√” accordingly)*

<input type="checkbox"/> <b>Programme Deferment</b>	Current Intake:	To Next Available Intake:
<input type="checkbox"/> <b>Module Deferment</b>	Module Code and Title:	Next Available Module & Date:
<input type="checkbox"/> <b>Examination Deferment</b>	Module Code and Title:	Next Available Examination Date:

### REASONS FOR DEFERMENT (PLEASE TICK “√” ACCORDINGLY)

- Medical Grounds (attach medical certificate)
- Official Overseas Assignment (attach letter from company verifying the trip)
- Others (attach written letter of explanation/supporting documents)

FOR OFFICE USE ONLY			
<b>Receipt No:</b>		<b>Student ID No:</b>	
<b>Amount Paid:</b>		<b>Date Received (DD/MM/YYYY):</b>	
<b>Name of the Staff process the application:</b>			
<b>ACADEMIC DEPARTMENT</b>		<b>STUDENT SERVICES DEPARTMENT</b>	
<input type="checkbox"/> <b>For BSc (HONS) Degree (Top-Up) Programme awarded by Birmingham City University (BCU)</b>  <b>Decision by BCU:</b> Approved / Disapproved  <input type="checkbox"/> <b>For Diploma/Specialised / Advanced Diploma programme awarded by GSTM</b>  <b>Decision by Head of Academic</b> Approved / Disapproved		<b>Name of Staff to update the record:</b>  <b>Checklist (Please tick "✓" accordingly):</b> <input type="checkbox"/> Notification Letter given to student <input type="checkbox"/> Cancellation of PEI Student Contract (if applicable) <input type="checkbox"/> New PEI Student Contract (if applicable) <input type="checkbox"/> Addendum document (if applicable) <input type="checkbox"/> Update the Student Database <input type="checkbox"/> Others, please specify:	
<b>Remarks:</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
_____ <b>Signature of Head of Academic</b>		_____ <b>Signature of Staff update the record</b>	
_____ <b>Date:</b>		_____ <b>Date:</b>	