

Please read the following instructions and notes carefully before submitting the deferment request form:

1. Please submit the completed form with the supporting documents and deferment application fee of **\$107.00** to the School at 100 Orchard Road #04-100 Concorde Hotel Singapore 238840 or via email at [studentservices@aventisglobal.edu.sg](mailto:studentservices@aventisglobal.edu.sg) at least 14 days prior to module/course commencement.
2. Should the student choose to defer after the commencement of the module/course, approval of deferment is subjected to the School/University.
3. The review process will not take more than four (4) weeks
4. The outcome will be notified via email

<b>SECTION A : DEFERMENT DETAILS</b>	
Name of Student	NRIC/FIN/Passport No.
Student ID (If any)	Date of Birth (DD/MM/YYYY)
Email	Mobile Phone
Mailing Address	
Awarding Institution ( <i>Please circle where appropriate</i> ) Kingston University/University of Derby/University of Roehampton/Aventis School of Management	Commencement Date of the course (DD/MM/YYYY)
Course Title	Date of Return to Study (DD/MM/YYYY)
<b>Reasons for Deferment (Please tick accordingly)</b> <input type="checkbox"/> Medical grounds (attach medical certificate) <input type="checkbox"/> Reservist training (attach SAF - 100) <input type="checkbox"/> Official Overseas Posting (attach company letter) <input type="checkbox"/> Others (attach written letter of explanation and relevant supporting documents) :	
<p>I understand the following</p> <p>(a) that this request will be considered solely on the basis of the information above and the documents provided</p> <p>(b) that the result of this request is final,</p> <p>(c) that the request is not automatically granted and it is my responsibility to follow up with the institution on the status if my request is granted.</p> <p>I hereby enclose the deferment application fees of \$107.00 (inclusive of GST) and agree to accept that the decision of the deferment application as final.</p> <p>I agreed to bear all consequences resulting from this deferment.</p>	
Signature of Student _____	Date _____

**SECTION B : FOR OFFICIAL USE ONLY**

Request for deferment is:

- Approved
- Not Approved

Remarks:


\_\_\_\_\_  
Academic Director's Name and Signature

\_\_\_\_\_  
Date

**SECTION C : APPEAL OF REJECTED DEFERMENT (IF APPLICABLE)**

Appeal request for deferment is:

- Approved
- Not Approved

Remarks:


\_\_\_\_\_  
Chairman of Academic Board's Name and Signature

\_\_\_\_\_  
Date