

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 **\$214.00** to the School at 100 Orchard Road #04-100 Concorde Hotel Singapore 238840 or via email at studentservices@aventisglobal.edu.sg at least 14 days prior to module/course commencement. Request submitted after commencement of course will not be entertained.
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

SECTION A : DEFERMENT DETAILS	
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)
Reasons for Deferment (Please tick accordingly) <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) :	
I understand the following (a) that this request will be considered solely on the basis of the information above and the documents provided (b) that the result of this request is final, (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. I hereby enclose the deferment application fees of \$214.00 (inclusive of GST) and agree to accept that the decision of the deferment application as final. I agreed to bear all consequences resulting from this deferment.	
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