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Definition of Deferment

1) Deferment is a situation whereby a learner is unable to attend, continue or accept a course for whatsoever reason/s as mentioned below:

- Personal and medical grounds (e.g. prolonged medical situation, financial hardship, family problems, etc.)
- Work situation (e.g. change of work duties, overseas posting, retrenchment, etc.)
- Academic Pre-conditional Entry (e.g. awaiting and verifying academic qualifications, financial support and payment, approval from government or specific bodies, etc.)
- National situation (e.g. National Service, Labour Unrest, national infrastructure problems, etc.)
- Others (e.g. reasons acceptable from ACE Training and Consulting Academic or Examination Boards, mitigation, Partner Institution requirements, etc.)

2) Deferment may arise from any of the following situations;

1. Course Deferment
2. Module/Unit/Lesson Deferment
3. Assignment/Examination Deferment

3) As a policy, deferment is generally not encouraged unless on official or compassionate grounds and approval is granted at the discretion of ACE Training and Consulting Academic Director / External Examination Board.


4) All requests for deferment must be supported by official documentary evidence. Application for **all deferment** is subjected to the availability of the size, cohort, intake and/or course/module.

Types of Deferment and Deferment Procedure

A) Course Deferment

1) Course Deferment is deferment by a learner's request to delay his/her study of the course and/or to carry forward his/her paid fees to a later period.

2) Deferment may arise due to factors such as national service, overseas postings, on medical grounds or for any other valid reasons.

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3) Deferment of course is allowed only up to a maximum period of ONE (1) YEAR for Award and Certificate course and up to a maximum period of TWO (2) YEARS for Diploma course. Failing which, learner will be deemed as having withdrawn from the course.

4) Deferment will be forwarded to and recommended by the Learning Advisor and approved by the Academic Director of ACE Training and Consulting.

B) Module/Unit/Lesson Deferment

1) Module/Unit/Lesson Deferment is deferment by a learner who temporarily withdraws 1 or 2 Modules/Units/Lessons in a course and then returns to his/her course of studies.

2) This deferment may arise due to factors such as reservist training in national service, short overseas postings, on medical grounds or for any other valid reasons.

3) Such deferment will be forwarded to and recommended by the Learning Advisor and approved by the Academic Director of ACE Training and Consulting.

C) Assignment/Examination Deferment

1) Assignment/Examination Deferment is deferment by a learner who is unable to submit an assignment or attend an examination.

2) This deferment may arise due to factors such as medical grounds, national situation or any other valid reasons.

3) Such deferment will be forwarded to and recommended by the Learning Advisor and approved by the Academic Director of ACE Training and Consulting.

4) A deferment fee will be imposed if deferment is requested after a learner has been registered for the Assignment/Examination.



Mir Muzaffar Ali Khan
Chief Executive Officer

Date: 27.08.2019