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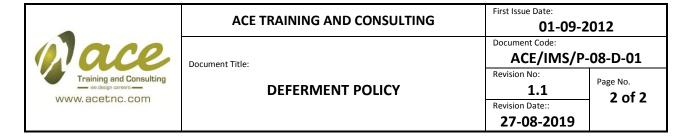
Definition of Deferment

- 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 <u>all deferment</u> 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.



- 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 Failing which, learner will be deemed as having withdrawn from the course.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

Date: 27.08.2019

- 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.

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