

# Application to Defer Studies (Singapore)

This form is intended for currently enrolled/registered students in Diploma programs of Curtin College studying at Curtin Singapore who are applying to request a deferral of their studies.

## Procedure

1. Read the [Enrolment Policy](#) and the [Enrolment Procedure](#), which are available on the Curtin College website (<https://www.curtincollege.edu.au/current-students/essential-information/policies-procedures-forms/>).
2. Complete this form.
3. Email the completed form to [academic@curtin.edu.sg](mailto:academic@curtin.edu.sg).
4. Your request will be assessed and you will receive a response within 10 working days of receipt of the request.
5. If you are satisfied with the outcome no further action is required. If you are dissatisfied with the outcome of your request, then please refer to the [Appeals Policy](#) and [Appeals Procedure](#) for further information.

<b>Student ID:</b>			
<b>Family name:</b>			
<b>Given names:</b>			
<b>Address:</b>			
<b>Date of Birth:</b>		<b>Phone:</b>	

Please tick the relevant box:    **International on Student's Pass**                       **Under 18 Years**

**Reason for Request:**    Please describe your reason below. Attach additional information and evidence if required.

## Deferral of Studies Guidelines

- All students wishing to defer their studies must attach supporting documents to this application form.
- Applications can only be granted for Medical / Compelling / Compassionate grounds, and any evidence needs to be submitted with this form. If the reason for deferral is based on medical grounds, students are required to submit a valid supporting letter issued by a registered medical practitioner in Singapore.
- International students holding a Student's Pass should note that upon approved of the deferral, Curtin Singapore will notify the Singapore Immigration & Checkpoints Authority (ICA), and the Student's Pass will subsequently be cancelled. Student will then be required to leave Singapore in accordance with ICA requirements.
- Minors (less than 18 years of age) must provide a written consent letter from their parents or legal guardian in support of the deferral request.
- If a deferral is requested prior to the census date (Friday of Week 4) for the current study period, the tuition fees for that period will be transferred to the following study period.
- Submitting a deferral request after the Census Date (beginning of Week 5) will result in withdrawal from all units, with tuition fees forfeited in accordance with the Curtin Singapore [Student Refund Policy](#).

**Declaration**    By signing this document, I declare that I have read and understood the guidelines above and have submitted the appropriate original supporting documentation.

I also confirm that I have read and understand the [Enrolment Policy](#) and the [Enrolment Procedure](#).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_