



COURSE/EXAM DEFERMENT REQUEST FORM

CONFIDENTIALITY CLAUSE

All information you have provided will be kept confidential and used solely for communicating with you.

Terms and Conditions for deferment:

1. **One month notice** to be given for request of course deferment.
2. Deferment on course is strictly up to **twelve (12) calendar months** upon request. Deferment on examination is strictly up to **six months** (only applicable for certificate courses). After which, the Student will deem withdrawn from the course. **Only one (1) deferment request is allowed.** Refund is not applicable for this case.
3. The deferment request **is not applicable** for international Students.
4. During the deferred period, Students are to inform BITC via email or fax should there be any change in residential address, contact numbers (in Singapore and/or home country) or email addresses.
5. **Deferred Students are to contact the admin staff to confirm at least 2 weeks before course commencement date and those who remain un-contactable for a period of more than two (2) weeks (upon expiry of deferment) will be deemed withdrawn and appeals may not be considered.**

Part 1.

Name of Student		NRIC/FIN No.	
Contact No.			
(Hp)	(H)	(O)	
Course			Class Code
Deferment			
<input type="checkbox"/> Course & Module (please specify): _____ <input type="checkbox"/> Final Practical Exam <input type="checkbox"/> Final Theory Exam			
Reason(s) for Deferment (Attach relevant supporting documents)			
Deferment Start Date:		Deferment End Date:	
Requested By: _____		(Signature of Student) Date: _____	

Part 2. Office Use Only**a. Acknowledgement & Approval**

Acknowledge of request	Approval
	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
By: _____ Date _____	Principal _____ Date _____

b. Deferment

<input type="checkbox"/> New Class Code: _____	Commencement Date: _____
<input type="checkbox"/> New Practical Exam Date: _____	<input type="checkbox"/> New Theory Exam Date: _____
Date informed Student	Informed By