

Step by Step Process for Course Deferment Procedure

1. Student requests for course transfer

If any students have requested a deferment of course in ERC Institute, the students will have to speak to the SSA department.

2. Brief student on implications to student pass, fees and conditions to grant the course transfer

The respective SSA staff would then brief the students on any implications, conditions to grant the deferment and the impact of deferment that might occur and they are;

- 1) Deferment fee
- 2) Student pass issues – New student pass application? Possibility of rejections?
- 3) Course fees issues – Any change to course fee? Increase/decrease?
- 4) Miscellaneous fees issues – Any additional miscellaneous fees incurred?
- 5) The Institute will have final say in all deferment cases. This will be based on availability of the Schedules and Classes.
- 6) Subject to the maximum study period specified in the Academic Progress Policy, students are only allowed to defer the course for a maximum period of 6 (six) months each time. Requests for deferment extension will be considered on a case by case basis.
- 7) In applying for deferment, student has to take note of the maximum study period. Students must ensure that there is sufficient time for them to complete their studies according to the timeline.
- 8) Offering of units / courses are subject to availability. The Institute reserves the right to offer similar unit(s) in replacement of discontinued unit(s).
- 9) Consequences of not returning from deferment.

If the student is under 18 years old, a parent/guardian must be present for the consultation and any doubts/questions must be duly clarified.

3. Student still wishes to defer course?

Student has to determine the course deferment after the consultation by the respective SSA staff.

If student decides not to defer, process ends here and no actions will be taken by ERC Institute.

4. Student decides to proceed with course deferment?

If student decides to defer, student has to fill up the deferment form for further actions. Process continues to step 5.

Note: Students holding Student Passes must be informed that their deferment is subjected to approval of their student pass from ICA.

5. Student under 18 years old?

Student under 18 years old:

- (A) If the student is under 18 years old, a parent/guardian must acknowledge on the 'Course Deferment Form' or provide a formal letter of content before it is submitted. Any course deferment request that has no acknowledgement will be rejected and no further actions will be taken.

Student above 18 year old:

(B) If the student is above 18 years old, the respective SSA staff to determine if the course deferment has been approved.

If yes, ERC Institute will determine whether a student pass reapplication is required for the student to continue with the course of study. If the student pass reapplication is required, information from the students will be provided to ICA and course deferment admission process will take place.

If the student does not return and is not contactable after the deferment ends, the school may withdraw/discontinue the student from the programme of study.*

*All withdrawals should adhere to the official withdrawal procedure.

Addendum to the Student Contract and revised Letter of Payment will be issued to the student by SSD. (if applicable)

For Partner University Courses

- a) SSA informs Partner University and seek their permission for student to defer studies
- b) If Partner University approves, SSA informs student
- c) If Partner University does not approve, SSA informs student of decision, stating reason(s)
- d) If the student does not return and is not contactable after the deferment ends, the school may withdrawal/discontinue the student from the programme of study or the student faces discontinuation from the University, whichever is earlier.*

*All withdrawals should adhere to the official withdrawal procedure.

6. Release of official email

An official email to effect the Course Deferment Request would also be issued to students. This would be done upon the approval by Partner University (if applicable).

The whole course deferment process should not take more than 4 Weeks, from date of application to notifying student of final outcome.