

## 1 COURSE/MODULE DEFERMENT POLICY

- 1.1 All requests for deferment of a scheduled course/module must be made in writing using the appropriate forms at least 14 days before the commencement of the module. All fields in the form must be filled out. Module fees paid will be considered unconsumed.
- 1.2 Subject to the cooling off period specified in the student contract, module fees paid will be considered consumed, if the request for deferment is received less than 14 days before the commencement of the course/module.

Any waivers granted shall be at the discretion of ERC Institute and must be approved by a member of the senior management team.

- 1.3 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.

Note: The maximum deferment period of 6 (six) months is only applicable for Higher Learning Programme. There is no extension limit for English Programme.

Student administrators are to ascertain the impact & implications of the deferment request before putting up a recommendation to approve or decline the request for deferment.

- 1.4 All requests for deferment are subject to approval. ERC Institute shall notify the student effecting or rejecting the request for deferment within 4 weeks of the submission of the request for deferment.
- 1.5 ERC Institute cannot demand for fees that have not been paid and which are for future lessons, unless it is for an instalment that is past its due payment date.
- 1.6 For students below the age of 18, ERC Institute must seek the approval of the student's parent/guardian before approving the request for deferment.
- 1.7 Students holding student passes must be briefed on the implication of the status of the student pass if international students seek a deferment from their study.
- 1.8 ERC Institute shall inform ICA of any change to the status of the Student's Pass ("STP"), if applicable.
- 1.9 ERC Institute shall inform the FPS provider within 3 days of change in student pass status (for international students) / student status (for local students).
- 1.10 ERC Institute shall sign a new contract or issue an addendum to the existing contract when a course deferment request has been approved
- 1.11 All administrators and sales team members must be familiar with the course/module deferment policies, their processes, procedures, timelines, implications to student pass & issues relating to fee status in order to advice the students before the notification approving the deferment is issued to the student.

- 1.12 The Institute is to maintain a List of Deferment and ensure that the list is updated within 3 days after change in student status. The list should minimally include name, type of request, date of request, effective date of change in status.
- 1.13 Time Limit to Complete Programmes
  - 1.13.1 ERC Institute has maximum allowable time duration for students to complete an internal programme/course.
  - 1.13.2 ERC Institute's partner institutions also generally have a maximum allowable time duration for students to complete their respective programmes/courses.
  - 1.13.3 All administrators must be familiar with the policy relating to the time limit to complete programmes, in order to advise students when applications for deferment are submitted.
  - 1.13.4 Please refer to the **Academic Progress** Policy for more details regarding the time limit to complete programme policy.