

APPLICATION FOR DEFERMENT FROM COURSE OF STUDY

(This form may take you 5 – 10 minutes to fill in)

- 1) You are required to settle all outstanding fees/loans/fines and return all properties (e.g Library books) belonging to Temasek Polytechnic before submitting your form to your Course Chair.
- 2) You are required to submit your application at least two weeks before the start of the semestral examination as the processing of the deferment application may take 2-3 weeks.
- 3) You are to remain in your course of study until you have received an official notification from Academic Affairs Department on the outcome of your application. Foreign students should not leave Singapore until you have received the official notification.

Part A: To be completed by the student

Name: _____

Adm No.: _____ Year of Study: _____

Course: _____

Contact No. : _____

I wish to apply for deferment of course for the period from _____ to _____

Reason: (Please tick in the box provided and attach all relevant documents to support your application)

- | | | |
|--------------------------|-----------------------|--|
| <input type="checkbox"/> | Medical | - Medical certification by a Singapore-Registered doctor specializing in the field, stating the medical condition and the period of rest required |
| <input type="checkbox"/> | National Service (NS) | - Enlistment Letter, or
- Rejection letter from Central Manpower Base (CMPB) for National Service deferment/disruption, or
- Letter from CMPB/ Army Unit stating your Operationally Ready Date |
| <input type="checkbox"/> | Others | - Please indicate reason :
(use additional paper if necessary and attach it to this form) |

Signature of Student/Date

Part B: Recommendation & endorsement by Course Chair and School Director

Course Chair :

School Director :