



**since 1993**

**POLICY MANUAL**

**DEFERMENT POLICY**

## 1. Objectives

The objective of this document is to define the NYAC's Deferment Policy, which aims to provide a specific guideline for Deferment processes. This will include the following areas:

- Policy Statement on Deferment
- Conditions for granting Deferment
- Candidature period
- Student's Pass Status
- Timeline for assessment and processing
- Communication of Deferment Process and Policy
- Deferment Records
- Review of Deferment Policy and Procedures

## 2. Policy Statement

If a student who requests for Deferment (i.e. delay or postponement of the course) must either have their existing contract terminated or sign an addendum to reflect the changes.

Students who wish to be absent from classes for more than 7 calendar days will be classified as "deferment", hence need to apply for course deferment.

- a. Students are informed during orientation that NYAC only considers requests from students for course deferment on compassionate grounds.
- b. There must be a reasonable reason deemed acceptable to NYAC, and the course must be on-going such that by the time the student returns at the end of the deferment period, he is still able to study all the required modules and successfully complete the requirements for graduation. Acceptable reasons may include:
  - family members who are very sick or dying where the student's presence at home is required traumatic family circumstances (e.g. death of a parent in an accident) where the family needs to be together to support each other
  - sickness or poor health where the student needs to have an extended period of rest
  - For deferment requests, the service target is to assess and reply to the student's deferment request within 7 working days.
  - To request for a course deferment, students are required to write in officially and fill up the deferment form and submit to NYAC giving the reason for their request and providing relevant documents (if available).

- If the student is under 18 years of age, the Education Consultant will contact the parent / legal guardian and seek confirmation of the request for deferment. The Education Consultant records the exchange and confirmation given, and requests the parent/legal guardian to give written confirmation via email where appropriate.
- The Principal will consider the deferment request and may consult with Academic Director or other relevant staff as appropriate.

### 3. **Candidature Period**

- a. Students must complete their course within the following timeline from the date of class commencement:
- b. Within 2 years for certificate level courses
- c. Within 2 years for diploma, specialist diploma and advanced diploma and postgraduate diploma level courses
- d. Offering of units / courses are subject to availability. The school reserves the right to offer similar unit(s) in replacement of discontinued unit(s).

### 4. **Student's Pass Status**

For Student's Pass holder, Deferments are subjected to ICA's approval of the new Student's Pass. The School will inform ICA in the event of any Deferments. Student's Pass will be cancelled.

### 5. **Timeframe for Assessing and Processing Transfer/Withdrawal Cases**

The entire transfer / withdrawal process, from point of application to the final outcome, should not be more than 4 weeks. If the final outcome is not in favor of the applicant, respective staffs are to handle each situation according to the School's dispute resolution policy and procedure.

### 6. **Review of Transfer / Withdrawal Policy and Procedures**

The transfer and withdrawal policy and procedure will be reviewed by the Independent Internal Process owner/auditor at least once a year through the Internal Assessment.