Please read the following instructions and notes carefully before submitting the deferment request form:

1. Please submit the completed form with the supporting documents and deferment application fee of **$218.00** to the School at 100 Orchard Road #04-100 Concorde Hotel Singapore 238840 or via email at feedback@aventisglobal.edu.sg at least 14 working days prior to module/course commencement. Deferment request submitted after commencement of module/course will not be entertained.
2. Should the student choose to defer after the commencement of the module/course, approval of deferment is subjected to the School/University.
3. The review process will not take more than four (4) weeks
4. The outcome will be notified via email
5. Students are still expected to make payment for instalments as per the deadline stated on the student contract. A late payment fee (5% of the course fees payable, subject to prevailing GST) will be levied on each late installment payment.

|  |
| --- |
| **SECTION A : DEFERMENT DETAILS** |
| Name of Student | NRIC/FIN/Passport No. |
| Student ID (If any) | Date of Birth(DD/MM/YYYY) |
| Email | Mobile Phone |
| Mailing Address |
| Awarding Institution (*Please circle where appropriate*)University of Roehampton / University of West London / London Metropolitan University / Aventis Graduate School |
| Course Title / Intake | Date of Return to Study(DD/MM/YYYY) |
| Reasons for Deferment (Please tick accordingly)[ ]  Medical grounds (attach medical certificate)[ ]  Reservist training (attach SAF - 100)[ ]  Official Overseas Posting (attach company letter)[ ]  Others (attach written letter of explanation and relevant supporting documents) |
| I understand the following1. that this request will be considered solely on the basis of the information above and the documents provided
2. that the result of this request is final,
3. that the request is not automatically granted, and it is my responsibility to follow up with the institution on the status if my request is granted.
4. that the maximum deferment period is one year regardless of any reasons, and I understand that I will be withdrawn from the system if I do not return after one year
5. that I am expected to make payment for instalments as per the deadline stated on the student contract. A late payment fee (5% of the course fees payable, subjected to prevailing GST) will be levied on each late installment payment.

I hereby enclose the deferment application fees of $218.00 (inclusive of GST) and agree to accept that the decision of the deferment application as final.I agreed to bear all consequences resulting from this deferment. |
| Signature of Student | Date |

|  |
| --- |
| **SECTION B : FOR OFFICIAL USE ONLY** |
| Request for deferment is:[ ]  Approved[ ]  Not ApprovedRemarks: |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  | Date |
| Student Service Executive Name andSignature |
| **SECTION C : APPEAL OF REJECTED DEFERMENT (IF APPLICABLE)** |
| Appeal request for deferment is:[ ]  Approved[ ]  Not ApprovedRemarks: |
|  |
|  |
|  |
|  |
|  |
|  |
|  |  |
| Chairman of Academic Board’s Name and Signature Date |