

### **Deferment Policy**

- All deferment requests must be submitted in writing (verbal requests not accepted).
- The existing student contract must be terminated or an addendum signed to reflect changes.
- Written consent from parents/guardians is required for students under 18.
- Student's Pass will be cancelled if deferred.
- Students may defer only once; extensions require valid reasons and additional documentation.
- Maximum Deferment Period is equal to the course duration.
- Course Completion Timeline:  
Students must complete their course within the following timeline from the date of class commencement:
  - Within 1 year for course duration up to 6 months
  - Within 2 years for course duration up to 1 year
  - Within 4 years for course duration up to 2 years
  - Within 5 years for course duration up to 2.5 years
- Submission of a request does not guarantee approval; formal confirmation from the Institute is required.

### **Deferment Procedure**

#### **1. Student Submits Request**

- Fill out the Course Deferment Form and submit it with supporting documents to the School Operations Department.

#### **2. Interview with School Operations Department**

- Conducted within 2 working days of receiving the request.
- Discuss academic implications and explore alternatives to deferment.
- Obtain written parental consent (if students under 18).

#### **3. Approvals:**

- Academic & Partnership Department reviews academic suitability.
- Management Team grants final approval.

#### **4. Notification:**

- Issue an official deferment letter to the student upon approval.
- Student must sign acknowledgment of receipt.

#### **5. Processing:**

- Terminate existing contract or sign an addendum.
- Cancel Student Pass (if applicable).
- Update FPS provider, and student management system.
- Maintain a masterlist of Deferments.

## Hanbridge Institute Deferment Policy and Procedure

### **6. Post-Deferment Actions:**

- If the student does not resume studies after the deferment period, the Institute will contact them to initiate withdrawal procedures.