

DEFERMENT PROCEDURE

- a. Student to submit Student Request Form to Student Support (SS).
- b. RO to evaluate and approve the deferment request. For international students on Student Pass, approval needs to be sought from ICA for extension.
- c. SS to check on attendance and course fee status and obtain clearance where applicable.
- d. RO to issue addendum to reflect new course end date and schedule.
- e. SS to arrange signing of addendum with student.
- f. College Administration will update FPS provider and records within 3 working days upon signing of addendum.

RO to update records in the Student Registry database and Student's docket.