

COURSE DEFERMENT POLICY

1. This refers to a student's request to delay his/her Diploma study of the course and to carry forward his/her paid fees (if applicable) to a later period on official or compassionate grounds and approval is granted at the sole discretion of the Academy.
2. There are 2 types of Deferment:
 - a. **Non-voluntary Deferment**

For example:

 - o Student's poor academic performance as advised by the SMA Management in consultation with trainers of the programmes which includes non-fulfilment of assessment requirements.
 - b. **Voluntary Deferment**

For example:

 - ii. Illness which affects his/her studies, which must be supported by a medical certificate from a recognised clinic / hospital; or
 - iii. Compassionate or compelling circumstances beyond the control of the student such as bereavement of a close relative or declared natural disaster, bankruptcy or an overseas work commitment.
3. Students who meet the criteria set out above and wish to defer from their current course/module(s) shall inform the Academy in writing by completing the Course Deferment Request Form and submit to students@mediaacademy.sg BEOFRE course/module commencement date. Request for deferment must be submitted to the Academy if the student is below 18 years of age, the request form must append his/her parent's or legal guardian's written and signed letter of consent to such deferment.
4. The request for deferment is subjected to Singapore Media Academy's approval. Deferment requests that are received after 12 noon would be considered as submission on the next working day.
5. Students shall not be able to defer their current module after the first lesson of module.
6. Deferment requests submitted beyond the standard timelines will only be considered if there are strong and convincing extenuating circumstances. Deferment requests made after the commencement of the course or module, and without valid supporting documents, may result in the student being required to pay the net course fees for the same module upon re-enrollment in the next course run.
7. Each deferment request is subject to a processing and administrative fee of \$50 (subject to prevailing GST). The payment for the fee shall be made together with the submission of the Request for Deferment Form. There shall be no refund of the fee even if the deferment request is denied.
8. The processing and administrative fee shall be waived if the deferment request is based on the following reasons:
 - a. Student's poor academic performance as advised by the SMA Management in consultation with trainers of the programme.
 - b. Illness affecting studies supported by a medical certificate from a recognised clinic/hospital.
 - c. Compassionate or compelling circumstances beyond the control of the student such as bereavement of a close relative or declared natural disaster, bankruptcy or an overseas work commitment.
9. Students may not apply for more than two (2) deferments throughout a course of study.

10. The request for deferment is not granted automatically and a student's application for deferment is also subject to the availability for the subsequent intake/module.
11. Any decision relating to deferment shall be made at the sole discretion of SMA and that shall be final. Upon which, the student concerned shall be informed in writing of the SMA's decision.
12. Students who are paying their course fees via instalments and have had their deferment requests granted may continue with their instalment payments once resume the course after the granted deferment period.
14. The maximum length of deferment period for each programme is two (2) available intake. Students whose deferment requests were granted but fail to return after the granted deferment period shall be deemed to have withdrawn from the course. No request for further deferment will be permitted.