



## Course Deferment Form

- 1) You are required to settle all outstanding fees and return all properties (e.g Library books etc) belonging to Touchstone International Institute before submitting your form to Student Services Staff.
- 2) It takes approximately two (2) weeks to process a deferment upon receipt of the application.
- 3) You are to remain in your course of study until you have received an official notification from Student Services Department on the outcome of your application. International students should not leave Singapore until you have received the official notification.
- 4) The parent's formal letter of consent to the deferment is required if you are below age of 18.

Section A: To be completed by the student			
Name as on NRIC/Passport			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	NRIC No. / Passport No. / FIN No.	
Home Phone No.		Mobile Phone No.	
Email Address			
Course attended in TSI			
Course Commencement date		Course End Date	
Reason for Course Deferment			
<p>I wish to apply for deferment of course for the period from _____ to _____</p> <p><b>Note:</b> The deferment period cannot be longer than the course duration, unless the school decides otherwise.</p>			
Section B: Declaration by student			
<p>I declared that the information given is true and accurate to the best of my knowledge and I have not willingly suppressed any information. I am fully aware of the school's current deferment policy.</p>			
Student's Signature: _____		Date: _____	



**For official use only**

Course Deferment status:       Approved                       Rejected

Principal's Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Deferment Period : \_\_\_\_\_