



This form is to be completed by all students who wish to defer/suspend their studies.

Name:	
Date of Birth:	
Student ID:	
Email:	
Contact number:	
Address:	
Deferment/Suspension during which course	

Type of request

Deferment

Suspension

Reason for deferment or suspension:

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Dates/Duration of deferment:

From: _____ To: _____

Days

Weeks

Months

Next intake: _____ (month/Year)

Student Declaration:

By typing my name in the box below, I declare the information provided by me (the student) on this form is true and correct. I understand that even if Insight Institute of Further studies approve my application for deferment, suspension or cancellation, I may need to contact DHA regarding any visa changes that may occur hereafter. Do you agree?

Yes No

Date:		Signature:	
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Office Use Only

Received and checked by:

Name:

Date:

Fees up to date	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If No, add comments:			
Evidence provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Deferment/Suspension start date		Deferment/Suspension end date	
COE end date affected	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
New COE end date (if applicable)			
Future COE dates affected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Future COE course	Future COE (new) start date	Future COE (new) end date

Processing staff:		Signature:	
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Authorised Management Approval:	
Designation:	Name:
Signature:	Date:

Decision of Request:	<input type="checkbox"/> Granted	<input type="checkbox"/> Not Granted
PRISMS Processed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CoE duration adjusted:	<input type="checkbox"/> Yes	<input type="checkbox"/> Not Applicable
Student informed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student File Checklist for Deferment Suspension:	<input type="checkbox"/> Evidence of "Notification given to student" has been attached in the file <input type="checkbox"/> New CoE attached in the file <input type="checkbox"/> Documentary Evidence including this form and supporting documents have been kept in file	