

Deferment Policy

- A student who requests Deferment (i.e. delay or postpones the course) must either have their existing contract terminated or sign an addendum to reflect the changes.
- All requests must be made in writing. Verbal notice is not accepted.
- For all terminated Student Contracts, a new student contract will be signed based on the procedures for executing student contracts. The Refund Policy shall apply unless as otherwise agreed between MindForce Academy and the Student.
- Any deferment would be addressed on a case-by-case basis and MindForce Academy will have the final decision on whether the deferment is approved or rejected.
- For students that are under 18 years of age, written consent from the parent / legal guardian must be obtained.

Conditions for Granting Deferment

- MindForce Academy will have final say in all deferment cases. This will be based on the availability of the Schedules and Classes.
- Students can apply for deferment ONLY ONCE. Extension of the deferment period will only be considered should there be very valid reasons and additional supporting documents provided by the student.
- Offering of units / courses are subject to availability. MindForce Academy reserves the right to offer similar unit(s) in replacement of discontinued unit(s).
- Submitting the request does NOT automatically result in an official deferment. Students must ensure that they receive a formal notice / confirmation form the Institute regarding the outcome of their request for deferment.

Note: Deferment is only allowed up to a period of 6 months, subject to Management's approval.

Deferment Procedure

- 1) Students requesting a Course Deferment will need to fill in the Student Request Form with supporting documents and submit the Form to the Student Support Executive.
- 2) In the event the student is unable to submit a Student Request Form, an email from the student would suffice. The email must be printed out and attached to a blank copy of the Student Request Form.
Note: Deferment is only allowed up to a period of 6 months, subject to Management's approval.
- 3) Student Support Executive will arrange for an interview session who will discuss with the students the academic implications of deferment and understand the reasons for deferment and if possible, find a solution to avoid deferment.
Note: Student Support Executive to contact parents/guardians to verify that they give their consent for the request for deferment, if the student is below 18 years old.
MindForce Academy needs to obtain written consent from parents or guardians prior to proceeding with the Course Deferment Request. Consent can be through email or letter. Consent must be documented on the Student Request Form.
- 4) Student is to sign off on the Student Request Form to acknowledge if they would like to retract or proceed with the course deferment.
- 5) Upon approving the deferment request, the Student Support Executive is to proceed to perform various administrative support which includes: -

For All Courses

Student Support Executive carries out the following:

- Terminate the existing contract and issue a new one upon return of student or sign an addendum
- Update Student Management System