

## ***Shelton Deferment Policy Manual***

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### **1.0 Introduction:**

1.1 Deferment refers to students delays or postpones in the course (or module).

### **2.0 Policy:**

#### **2.1 Deferment of Programme**

Approval for deferment requests will be on a case-to-case basis. Students must formally apply for deferment by writing to the school before the start of course and the period of deferment will be worked towards tenure for the student to complete the programme.

2.2 Approval for students who wish to resume their studies after the approved deferment and/or course period will be reviewed on a case-to-case basis. All decisions made by the School are final.

2.3 For deferment of courses, students can postponed the course maximum of one term only.

#### **2.4 Tenure of Programme**

Students must complete their programmes within two (2) years from the commencement of their programmes with effect from date they joined the course (Course commencement date).

2.5 Students resuming their studies after the 2 years tenure period will be required to reregister, pay the prevailing registration and course fees and complete all modules for the same programme again.

2.6 All applications are subjected to the school's approval. Students below the age of 18 years are required to obtain a written letter of consent from their parents or legal guardians if they wish to defer from any programmes.

### **3.0 Responsibilities:**

3.1 Requests from students, who wish to defer from their studies, or repeat a particular module will be checked to ensure that they comply with the requirements established.

3.2 Students will be informed timely of the status of their deferment requests and given the necessary information and instructions.