

**PART A : Details of Student**

(See reverse page for Regulations and Procedures)

Name :		Matriculation No :	
Nationality :		Contact No. :	
Programme :		Current session:	
Current semester:		Current week of the semester :	
Session of deferment:	From : <span style="border-bottom: 1px solid black; display: inline-block; width: 150px;"></span>	To :	
Reason for deferment :			

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

**Note:**

- i. Deferment policy applies
- ii. Any changes to policies made by the Ministry of Higher Education and Malaysian Qualifications Agency/relevant authorities during the approved deferment period will be applicable to you.
- iii. The period of deferment is part of the maximum allowable duration of study for your programme.
- iv. PTPTN loan will be suspended in the following semester, as there is no result to declare to PTPTN office.

Please tick (✓) if you are submitting the said document with your application:

Deferment letter     
  Parent's /guardian's letter     
  Other supporting document(s): \_\_\_\_\_

**PART B : Recommendation by International Office (for International students only)**

**Recommended / Not recommended**

Remarks:


\_\_\_\_\_  
Signature  
Name:  
Date

**PART C : Recommendation by Head of Programme (or designated staff) / Course Coordinator**

**Recommended / Not recommended**

No of deferment in the same programme:

Current sequential semester:

Total programme duration (in no. of semester):

Remarks:


\_\_\_\_\_  
Signature  
Name:  
Date

**PART D : Decision by Dean of Faculty / Director of Center / Head of School**

**Approve / Reject**

Remarks:


\_\_\_\_\_  
Signature  
Name:  
Date:

<p><b><u>PART E</u> : Decision by Academic Dean / Academic Director/DVC</b></p> <p style="text-align: right;"><b>Approve / Reject</b></p> <p>Remarks: _____</p> <p>_____</p>	<p>_____</p> <p>Signature Name: Date:</p>
<p><b><u>PART F</u>: Decision by VC/CE (if applicable)</b></p> <p style="text-align: right;"><b>Approve / Reject</b></p> <p>Remarks: _____</p> <p>_____</p>	<p>_____</p> <p>Signature Name: Date:</p>
<p><b><u>PART G</u> : For OAR use only</b></p> <p>Remarks: _____</p> <p>_____</p> <p>Note:     <i>i. A copy of the form to be forwarded to FO.</i>                <i>ii. OAR to notify IO (for international students only)</i>                <i>iii. OAR to notify Exam for necessary tagging in the system</i></p>	<p>_____</p> <p>Signature Name: Date:</p>
<p><b><u>PART H</u>: For Finance Office use only</b></p> <p>Remarks: _____</p> <p>_____</p>	<p>_____</p> <p>Signature Name: Date:</p>

## **Regulations for Deferment of Studies**

1. Only students who submitted the completed Deferment Form to INTI International University & Colleges by the following timelines are allowed the option to drop all the subjects enrolled:
  - 4th week for 8 weeks semester
  - 4th week for 9 weeks semester
  - 10th week for 17 weeks semester
  - 15th week for 22 weeks semester
2. Tuition fee credit will be calculated on the following basis:
  - i. During the first two weeks of the semester, students will be entitled to a 100% credit of tuition fee;
  - ii. Between the third and fourth week of the semester, students will be entitled to a 50% credit of tuition fee; and
  - iii. After the fourth week of the semester, students will not be entitled to any credit of tuition fee.
3. Student needs to state the reason and the session for deferment of studies.
4. Deferment for more than 2 semesters is not encouraged.
5. A letter from the student addressed to the Head of Programme (or designated staff) stating the reason and period of deferment need to be submitted together with this form. Other supporting documents should also be attached, where applicable. For international students, a copy of the flight ticket is to be submitted.
6. Forms with incomplete information will not be processed.

## **Procedures for Application of Deferment of Studies**

1. Obtain Deferment Form from the Faculty/OAR/INTI Digital Hub.
2. Complete Part A.
3. The student must write a letter to the Head of Programme (or designated staff) stating the reason(s) for applying for deferment.
4. Submit completed form together with letter from student/parent/guardian and other supporting documents where applicable to the Faculty. For international students, a copy of flight ticket is to be submitted.
5. The student is responsible to check with the Head of Programme (or designated staff) one week after the date of submission, on the outcome.