

Application for **Deferment** must be submitted at least 2 weeks before date of commencement.

1. PERSONAL DETAILS

Student Number (8 digit number)

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Family Name: _____

Given Name: _____

Nationality: _____

Course: _____

JCU Email Address: _____@my.jcu.edu.au

Mobile Phone: _____

Cancellation of Student Pass:

FIN Number (Student Pass Number): _____ Student Pass Expiry Date: _____

Passport Number: _____ Passport Expiry Date: _____

Current Whereabouts: In Singapore (Leaving on : _____) Out of Singapore

Note: Student Pass will be cancelled upon approval.

2. LEAVE REQUEST

Deferment:

I intend to commence my deferment from:

Study Period / Date*: _____

I intend to recommence my studies in:

Study Period: _____

Reason for request: (This is a mandatory field.)

* Deferment application raised (University initiated) or

* Deferment application received (Student initiated)

3. DECLARATION

I declare that the information provided is true and accurate to the best of my knowledge and that I have not willfully suppressed any information. I understand that information contained in this form is collected for enrolment and administrative purposes, and that some information may be released for administrative purposes. Personal information will not be passed onto any other external bodies without prior authorization unless a valid legal request has been made.

I understand that, if my request for deferment is approved, I will be withdrawn from all enrolled subjects for the period of leave granted and my student pass will be cancelled. I understand that the Immigration and Checkpoints Authority of Singapore may choose not to approve a new student pass when I reapply. I understand that I will retain access to my JCU email account during the period of leave and that I must continue to monitor my JCU emails during this time.

Note: Any deferment of assessments / extension of assignments are subjected to Head of Academic Group's approval.

Student Signature: _____ Date (dd/mm/yyyy): ____/____/_____

IMPORTANT: International student who are granted deferment from the University will need to re-apply for a Student's Pass upon returning. Any student who is absent for more than 1 year will need to reapply as a new student through the Admissions department. Student will pay tuition fees based on the prevailing fee structure as at the time the student signs the new contract. Student will also be subjected to any changes in the course curriculum that may occur. The Attendance Management team will advise you if your application is successful or not through your JCU email account.

4. RETURN DETAILS

James Cook University Singapore
149 Sims Drive S(387380)
Counselling Office
Tel: +65 6709 3671
Email: attendance-singapore@jcu.edu.au

OFFICIAL USE ONLY

Name of Staff: _____ Date (dd/mm/yyyy): ____/____/____

Student Status: Local International

Reported to University: Yes No

Current Class Attendance Rate (%): _____

Current Campus Attendance Rate (%): _____

Comments (if any): _____

Cancellation of Student Pass/IPA Name of Staff: _____ Date: ____/____/____

Student Management System Updated Name of Staff: _____ Date: ____/____/____

5. APPROVAL

Associate Director, Student Services

Recommended Not Recommended

Comments: _____

Signature: _____ Date: ____/____/____

Head of Academic Group / Head of Department

Approved Not Approved

Comments: _____

Signature: _____ Date: ____/____/____

Associate Director, Admissions, Enrolments, Examinations and Student Systems

Approved Not Approved

Comments: _____

Signature: _____ Date: ____/____/____