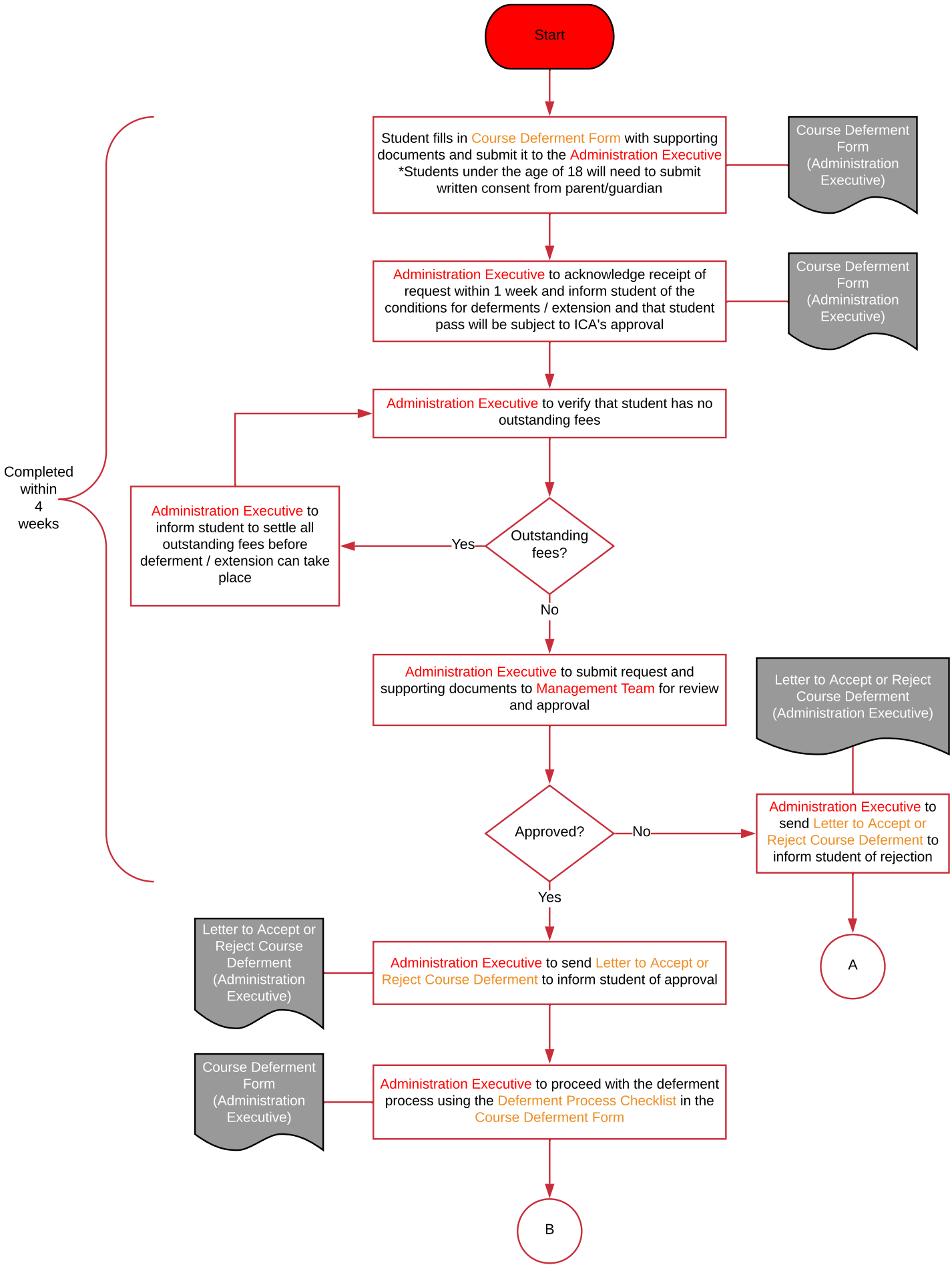
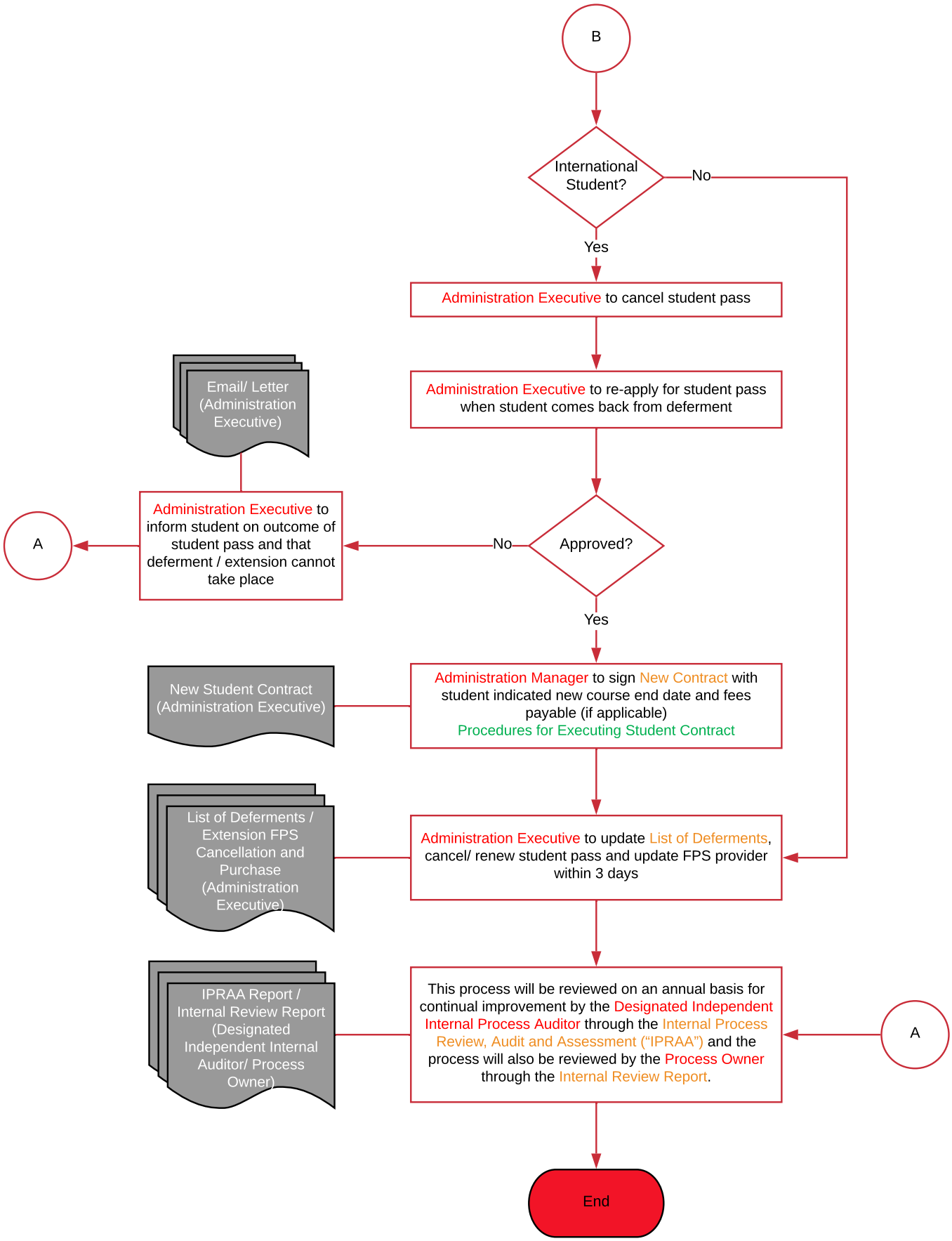
OM-C4.4.1 Student Deferment / Extension




B
International Student?
No
Yes
Administration Executive to cancel student pass
Administration Executive to re-apply for student pass when student comes back from deferment
Email/ Letter (Administration Executive)
Administration Executive to inform student on outcome of student pass and that deferment / extension cannot take place
A
No
Approved?
Yes
New Student Contract (Administration Executive)
Administration Manager to sign New Contract with student indicated new course end date and fees payable (if applicable)
Procedures for Executing Student Contract
List of Deferments / Extension FPS Cancellation and Purchase (Administration Executive)
Administration Executive to update List of Deferments, cancel/ renew student pass and update FPS provider within 3 days
IPRAA Report / Internal Review Report (Designated Independent Internal Auditor/ Process Owner)
This process will be reviewed on an annual basis for continual improvement by the Designated Independent Internal Process Auditor through the Internal Process Review, Audit and Assessment ("IPRAA") and the process will also be reviewed by the Process Owner through the Internal Review Report.
A
End