



DEFERRAL FORM

This form is to be completed by students who wish to defer their studies. A deferral allows students to delay the start of their course while keeping their place at Marriott Academy. Students who cannot start their course on the scheduled date due to compassionate or compelling circumstances should complete this form and provide supporting documents.

If you have already commenced your course and are unable to continue your studies for a period of time, you must complete the *Suspension/Leave Form* instead.

Date:	
Student Name:	
Student ID:	
Date of Birth:	
Email:	
Contact number:	
Address:	
Course to be deferred:	

Reason for Deferral:

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Dates/Duration of deferral:

From: _____ To: _____
_____ ☐ Days ☐ Weeks ☐ Months
☐ Next intake: _____ (month/year)



Student Declaration

☐ I declare the information provided by me (the student) on this form is true and correct. I understand that even if Marriott Academy approves my application for deferral, it is my responsibility to contact DHA regarding any visa changes that may occur hereafter.

Student Name:			
Date:		Signature:	





Office Use Only

Received and checked by: Name:

Date:

Fees up to date	☐ Yes	☐ No
If No, add comments:		
Evidence provided	☐ Yes	☐ No

Deferral start date		Deferral end date	
COE end date affected	☐ Yes	☐ No	
New COE end date (if applicable)			
Future COE dates affected?	☐ Yes	☐ No	

Future COE course	Future COE (new) start date	Future COE (new) end date

Processing staff:		Signature:	
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Authorised Management Approval:	
Designation:	Name:
Signature:	Date:

Decision on the Request:	☐ Granted	☐ Not Granted
PRISMS Processed:	☐ Yes	☐ No
CoE duration adjusted:	☐ Yes	☐ Not Applicable
Student informed:	☐ Yes	☐ No
Student File Checklist for Deferral:	☐ Evidence of "Notification given to student" has been attached in the file ☐ New CoE attached in the file ☐ Documentary evidence including this form and supporting documents have been kept in file	