STEP – Course Withdrawal / Course Deferment
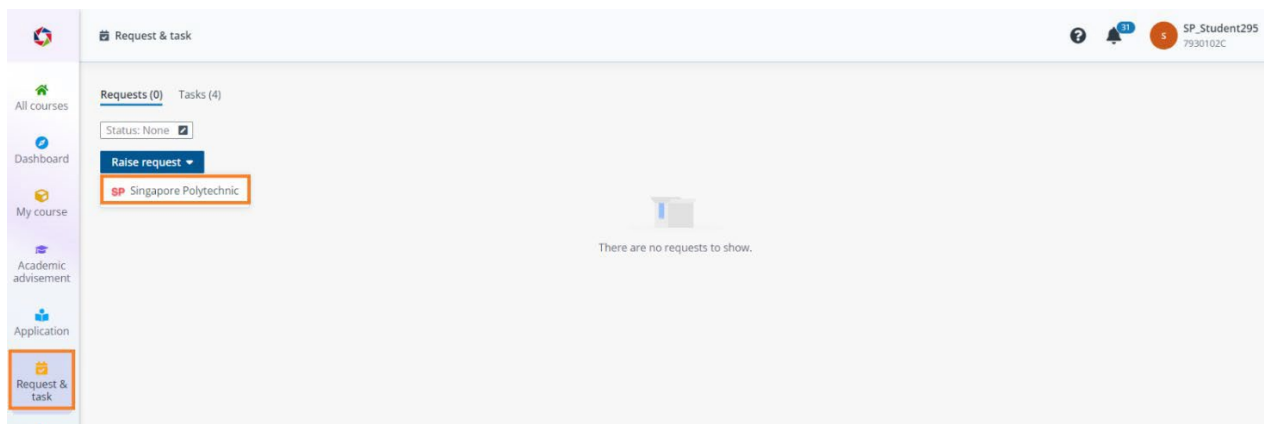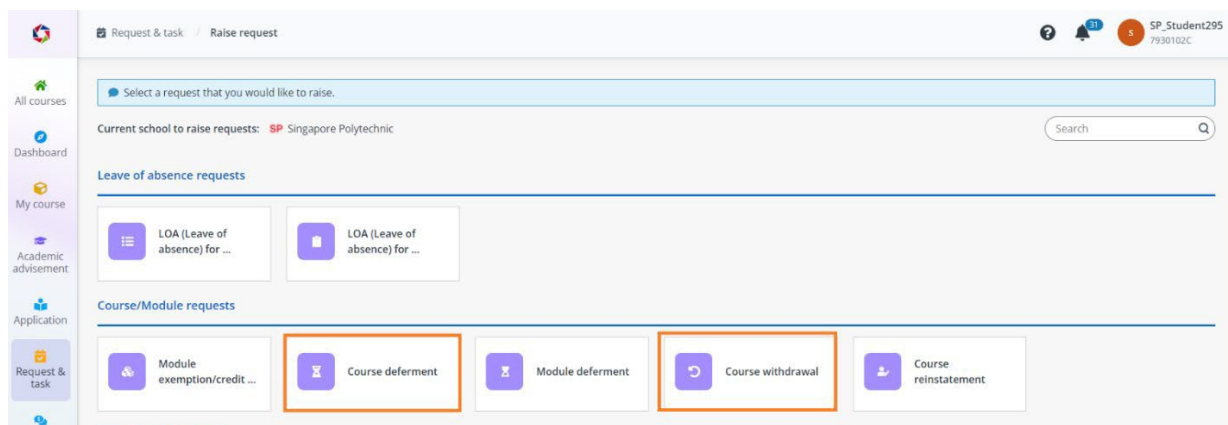
**For Part Time Diploma and Post-Diploma courses, please refer to the Student Handbook here.
For Short Courses, please refer to the Student Handbook here.**

If you wish to withdraw or defer from your course of study, please login to STEP Student Portal, click [Request & task] on the left pane and select [Singapore Polytechnic]:

You can select one of the following (boxed up in red):

1. **[Course Deferment]:** If you planned to defer your study for 1 semester only and will resume your study in the subsequent semester.
2. **[Course Withdrawal]:** If you do not wish to continue your study with this course any further.

1. **Course Deferment**

- Please select the course that you like to defer:

- Please read the instructions.

- Specify an intended deferment end date for the request. The system will send an email to notify you nearer to the deferment end date. **Note that the deferment end date must be earlier than the start date of the next semester.**
- Select the reason for your deferment.

- Once submitted, it will be routed to PACE Academy for approval.

- You will receive an email and STEP notification once we have processed your request.
- If you are entitled for course fee refund, please ensure you have updated your bank information/PayNow information to facilitate the refund process. (Please refer to point 3 of this guide on how to update the information)

2. **Course Withdrawal**

Please select the course that you like to withdraw:

- Please read the instructions.

- Please select your reason for withdrawal.

- Once submitted, it will be routed to PACE Academy for approval.

- You will receive an email and STEP notification once we have processed your request.
- If you are entitled for course fee refund, please ensure you have updated your bank information/PayNow information to facilitate the refund process. (Please refer to point 3 of this guide on how to update the information)

3. **Update bank/PayNow information**

- Please go to [Dashboard] on the left pane > [My Wallet].
- You can either click [Request to add bank information] or enable the [I have registered PayNow with my NRIC] or both.