STEP – Course Withdrawal / Course Deferment
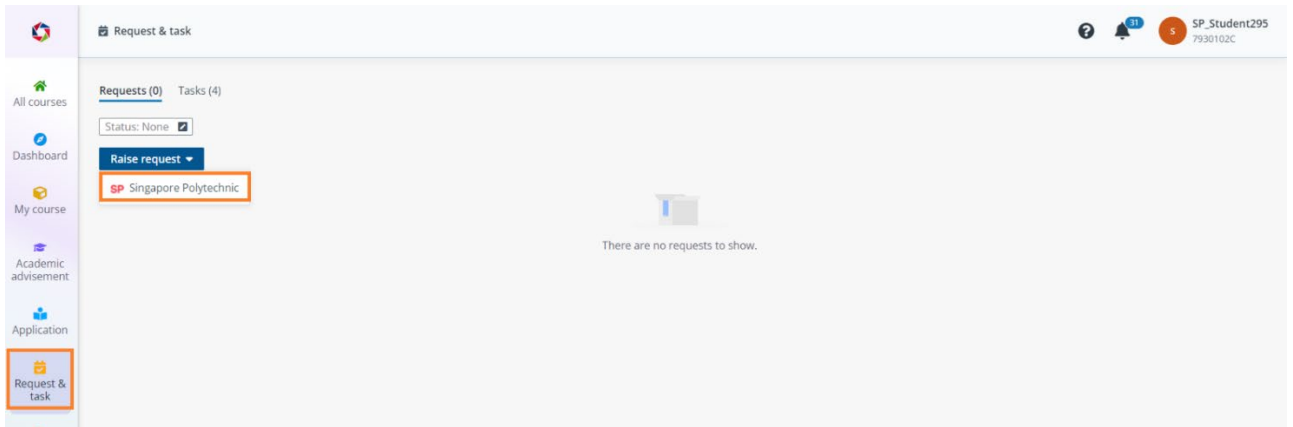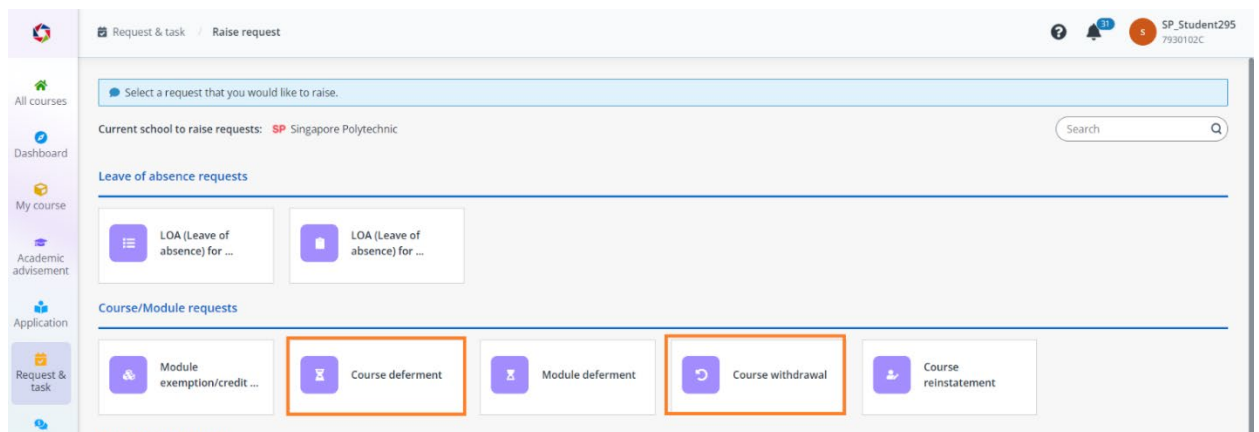
Please refer to Student Handbook, point 3.7 for more details.

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.**
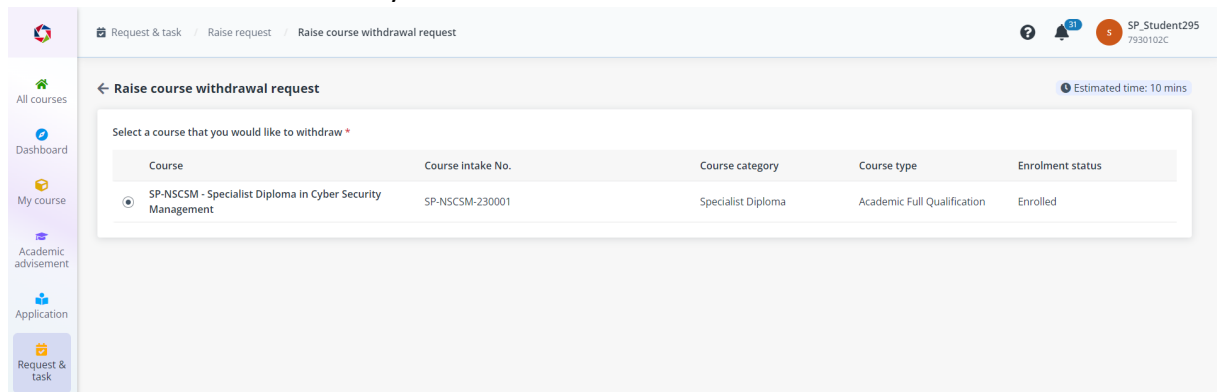- Select the reason for your deferment.

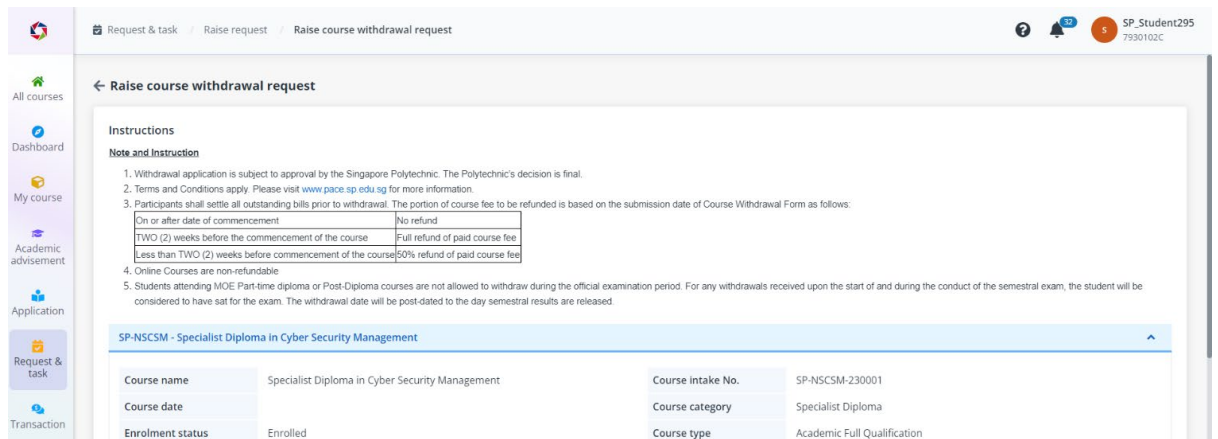- Once submitted, it will be routed to PACE Academy for approval.

- 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.