

## Student Services

### Student Instructions for Communication to apply for deferment

We require our students to inform deferment request as soon as possible in order to provide the best possible outcome. The procedure for deferment is as follows:

#### Deferment (Re-enrol)

1. If student wants to defer the programme due to special reasons such as visa or personal issues, and the student needs to inform to the college via email at [studentservices@nzios.ac.nz](mailto:studentservices@nzios.ac.nz) as soon as possible.
2. In the subject line of the email, write 'Deferment' and explain the reason as well as next intake date you wish to start in the email.
3. Student must write email from the student's NZIoS email address or from the personal email address provided to NZIoS in the admission application or 'Contact Details Form'.

#### Deferment (First enrolment)

1. If student wants to defer the programme due to special reasons such as visa or personal issues, and the student needs to inform to the college via email at [studentservices@nzios.ac.nz](mailto:studentservices@nzios.ac.nz) as soon as possible.
2. In the subject line of the email, write 'Deferment' and explain the reason as well as next intake date you wish to start in the email.
3. Student must write email from the personal email address provided to NZIoS in the admission application or 'Contact Details Form'.

\*Theoretically students' agents or students will find out that they need to defer and contact marketing first?

NZIoS student services shall respond within two working days. Please write again after two days if you do not hear back from NZIoS student services within two working days.