



TYPE	Qualifying Examination
NAME	Qualifying Examination Refund Policy
DATE APPROVED BY COUNCIL	June 20, 2014

In order to be eligible for a refund, we must receive a notice of withdrawal on or before 15 business days prior to the scheduled date for the component of the qualifying examination from which you are withdrawing. **Otherwise, you may be charged the full examination fee.**

If you submit a notice of withdrawal, your refund will be determined by the following:

DATE OF WITHDRAWAL or REASON FOR WITHDRAWAL	REFUND AMOUNT
After the registration deadline, but more than 15 business days prior to the scheduled date for the component of the qualifying examination from which you are withdrawing.	Examination fee minus the \$200 administrative fee for the entire qualifying examination or \$100 per Part I or Part II
Less than 15 business days prior to the scheduled date for the component of the qualifying examination from which you are withdrawing.	No refund of the qualifying examination fee
Less than 15 business days prior to a scheduled date for the component of the qualifying examination from which you are withdrawing with a documented illness or on compassionate grounds. The Registrar will consider requests on a case by case basis.	Full or partial refund of the qualifying examination fee minus the administrative fee

REVISION CONTROL

Date	Revision	Effective
July 11, 2014		July 11, 2014