



The Institute of Actuaries of India

Exam entry fee refunds (Effective May 2011 Examinations)

All applications must be clearly titled '**Refund Request**' and must be sent separately to any other applications or correspondence.

After the exam entry closing date (Post closing date application):

Refunds will only be given to candidates who are unable to sit the exam due to circumstances beyond their control, such as illness or accident. Post closing date applications must be sent to the Exams Team within **twenty one working days** of the exam date.

All refunds will incur an administration charge of 50% of the exam entry fee. Post closing date refund applications must consist of a completed application form, an explanatory covering letter and supporting documentation such as a medical certificate or doctor's note.

Examples of acceptable forms of supporting documentation are:

- Unexpected severe illness/injury – medical certificate or doctor's note
- Incident/emergency – FIR or fire certificate
- Death of family member – death certificate or letter from employer
- Unexpected loss of job – letter from employer (termination of contract letter)

Please note that requests for refunds after the closing date are not automatically granted and each request is considered on an individual basis.

The following situations are not acceptable grounds for a refund:

- Very busy at work/not enough time to study
- Not prepared for the exam
- Event on same day - wedding, holiday, business meeting, etc.
- Pre-existing medical condition
- Moving house
- Did not receive entry permit

Refund requests will not be processed until four weeks after the exams have taken place and candidates will be informed of the outcome in writing.

No refund will be given if a candidate is present for the exam, regardless of whether any of the exam questions were attempted.

Candidates that attend one part of the CA1 exam but are unable to attend the other will still have their attempt marked. They will be eligible to apply for a partial refund of the exam entry fee for the part that they did not sit subject to the criteria detailed above.