

Examination refund policy

If a learner wishes to defer or withdraw from an exam, they must do so **no less than** 4 weeks prior to the date of their exam.

If a learner wishes to defer or withdraw **less than** 4 weeks ahead of their scheduled exam, they would be required to pay the PMI 50% of their **full** exam entry (on top of the exam entry they paid when booking on to the exam)

If a learner informs us during the week of their exam that they wish to withdraw or defer from their exam, they are **not** entitled to a refund.

If a learner does not 'show up' virtually or in person to their scheduled exam, they will **not** be refunded any money or deferred to the next exam sitting.

The Qualifications team will of course review extenuating circumstance on a case by case basis. Proof must be provided.