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| IFOA_logo_ | **Exam refund application form** |

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| *Please complete and return this form via email to:*[*memberservices@actuaries.org.uk*](file:///C%3A%5CUsers%5Clocal_patricim%5CINetCache%5CContent.Outlook%5CIA50RS6Q%5Cmemberservices%40actuaries.org.uk) |
| **This form is to be used by candidates applying for a refund of their examination due to cancellation reasons out with their control.****Cancellation before the exam registration period closes 23 February 2024 (17.00 UK time) for all exams.**Candidates will be entitled to a refund of the exam fees they have paid for that exam, subject to a deduction of a 10% administrative charge and any applicable bank charges. |
| **Cancellation after the exam registration period has closed.**Candidates’ entitlement to a refund will depend on the circumstances surrounding their request. We will consider individual circumstances and make an assessment on whether it is fair and reasonable to **exceptionally** grant the request for a refund. Supporting evidence **must** accompany the request. If we do accept your request for a refund, you will be entitled to a refund of the exam fees you have paid for that exam, subject to a deduction of a 25% administrative charge and any applicable bank charges.**We will not consider requests for refunds 15 days or more after the assessment, you are seeking a refund for, has taken place or if an attempt to download the paper has been made.**Please refer to the [IFoA’s Refund Policy](https://www.actuaries.org.uk/ifoa-refund-policy) |
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| **Personal details** |
| **Name (BLOCK CAPITALS)** |  | **ARN** |  |
| **Email**  |  |
|  |
| **Entry details** |
| **Session** |  |  |
| **Exams** |  |
| **Signature** |  | **Date** |  |
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| **Refund method****Refunds will only be made to the payer of the exam entry fee, using the same account details.** |
| **Method of payment:** Please indicate which method of payment was originally used. |
| [ ]  | **Bank transfer**– bank details must be given |
| **Account name** |  | **IBAN\*** |  |
| **Account number** |  | **Bank name** |  |
| **Sort code** |  | **Bank address** |  |
| **SWIFT\*** |  |
| **\* These fields must be completed for refunds to overseas banks** |

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| [ ]   | **Please tick the box if you paid by card**  |