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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:\Users\local_patricim\INetCache\Content.Outlook\IA50RS6Q\memberservices@actuaries.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 29 July 2022 (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.**  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 payment 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** |