

**Illness and other unforeseen events before exam day**

The College understands that unforeseen circumstances may arise and that an applicant may not be able to write the exam on the date confirmed. If an applicant cannot write on the scheduled date due to unforeseen circumstances (including but not limited to illness and bereavement), the applicant must notify the College in writing immediately, but no later than one day before the exam.

**Illness and other unforeseen events on exam day**

If the applicant is unable to attend the exam due to unforeseen circumstances that occur on exam day, the applicant must notify the College of their absence in writing immediately, but no later than five days after the scheduled exam.

To re-write, a letter from the applicant's appropriate regulated health professional or other appropriate supporting documentation (e.g. death certificate, obituary notice) confirming the circumstance must be sent to the College within two weeks of the applicant's notification of absence.

An applicant who is absent on the day of the scheduled exam will not be able to re-write until they provide the reason for their absence.

**Note: A partial refund may be issued due to unforeseen circumstances.**