

# Postponement of Examinations

## Postponement of fees shall be allowed subject to the following conditions:

- ✓ A formal application shall be made by the student for postponement of examination fees to the subsequent sitting.
- ✓ Postponement of fees is not automatic and shall only be allowed on the basis of medical reasons, change of workstation or similar extraneous circumstances as approved by the Education manager.
- ✓ All relevant evidence should be attached to the application letter. Applications received without any evidence attached **SHALL NOT** be considered.
- ✓ For sponsored students, the postponement should be first requested and approved by their sponsor and that approval should be attached to the application letter.
- ✓ A student shall be allowed to defer fees to the subsequent sitting **ONLY ONCE** in any level or stage. The full amount of deferred fees not utilised in the subsequent sitting shall be forfeited.
- ✓ An application for Postponement together with the supporting evidence must be received at least twenty (20) days before the commencement date of the examination.

Thank you, ICPAR Management

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