

WPiAM Refund Policy

1. Cancellation

Notification of cancellation of the CAMA Exam must be in writing and sent to WPiAM by email. This email must include the candidate's full name and email address, as well as the scheduled date and time of their exam. Phone calls advising of cancellations will not be accepted.

If the Notification is received by WPiAM:

- a) More than 20 business days prior to the date of the exam, WPiAM will provide a full refund minus any bank or credit card fees;
- b) Between 5-20 business days prior to the date of the exam, WPiAM will issue a credit note to be used within 12 months of the original exam date;
- c) Between 3-5 business days prior to the date of the exam, WPiAM will issue a credit note valid for 12 months, minus a US\$40 administration fee;
- d) Two business days or less prior to the date of the exam, candidates will forfeit the exam fee. Should there be extenuating circumstances, WPiAM will review these and at its discretion grant a reschedule of the exam.

2. Reschedule

Notification of rescheduling a CAMA Exam must be in writing and sent to WPiAM by email. This email must include the candidate's full name and email address, as well as the scheduled date and time of their exam. Phone calls advising of rescheduled exams will not be accepted.

If the Notification is received by WPiAM:

- a) More than three business days prior to the date of the exam, candidates may reschedule their exam to a new date chosen from the exam calendar at the time of reschedule. The first time a candidate reschedules their exam there will be no fee.
- b) Between 2-3 business days prior to the date of the exam, candidates may reschedule their exam to a new date chosen from the exam calendar at the time of reschedule. A US\$40 administration fee will be incurred.
- c) Two business days or less prior to the date of the exam, candidates will forfeit the exam fee. Should there be extenuating circumstances, WPiAM will review these and at its discretion grant a reschedule of the exam.

If a candidate reschedules their exam again, there will be a US\$40 administration fee for each time the candidate reschedules, regardless of how much notice is given.