

14-Oct-24

## Examination Fee Submission and Refund Policy

ICAP is committed to maintaining a fair and transparent process for all students while accommodating exceptional circumstances. In this regard, please note the following updates regarding examination fee submission deadlines, late fee policy, and refund or carry forward of fee options:

### 1. Examination Fee Submission Deadline:

- The deadline for submitting examination fees is six weeks before the exam date. The examination schedule for submission of examination form is available at ICAP website on the following link:  
<https://icap.org.pk/students/examination/exam-schedule/>
- In cases of exceptional circumstances, students may be granted an additional two weeks to submit their fees, subject to a 100% late fee. This extension is intended to support students facing unforeseen challenges while maintaining the fairness of the process.

### 2. Refund or Carry Forward of Fee:

No requests for a refund (full or partial) or fee carry-forward will be accepted after the last date for submitting the form with a 50% late fee. However, under the following circumstances, examinees are permitted to apply for a refund (full or partial) or a fee carry-forward up to the date of commencement of examinations, upon submission of appropriate supporting documents:

- Death of an immediate family member (sibling, parent, spouse, or child).
- Medical issues affecting the examinees or their immediate family member (sibling, parent, spouse, or child).

To facilitate a smooth process, we advise all students to submit their examination fees within the given deadlines.