

ICAZ EXAMINATION REFUND APPLICATION FORM

FORM TO BE COMPLETED FOR THE REFUND OF EXAMINATION FEES

TO BE COMPLETED BY THE EXAM CANDIDATE	
1. Candidate information	
• ICAZ exam candidate No.	
• Surname	
• First name	
• ID/Passport #	
• Employer	
2. Name and date of exam for which refund is requested	
3. Reason	
• CTA or Professional programme not obtained	
• 20 months training not completed	
• Payment of fee duplicated.	
• Withdrew from exam within specified applicable period before it was written – provide reason for withdrawal under 6.3 below.	
• Absent on the day of the exam – refer to terms and conditions of the refunds policy for eligibility.	
4. Name of person / firm / employer to be refunded	
5. Banking account details for refund to be paid into:	
• Candidate	
• Employer	
6. Supporting documentation required to be submitted with this form:	
6.1 Bank account details for refund to be paid into (Please note; refunds will be paid into the paying account <i>less</i> transaction charges)	

6.2 Proof of initial payment	
6.3 Motivation for refund	
TO BE COMPLETED BY ICAZ – ACCOUNTS AND EDUCATION DEPARTMENT	
7. Registration - EDUCATION	
• Initiated buy:	
• Authorized buy:	
8. Fee paid - ACCOUNTS	
• Amount paid	
• Date paid	
• Bank statement reference #	
• Invoice #	
• Payment process batch #	
• Amount to be refunded to Student / firm account to be credited instead of getting refund	
9. Exam Cost code i.e. APC Exam Refund	
10. Completed By:	
• Accounts	
11. Authorized By:	
• Finance manager	
12. Finance to advise by email once refunded has been processed	
• To Candidate	
• To Employer	

Process: (takes between 2 – 4 weeks)

- Candidate/firm completes form and return, with supporting documentation – to Education Department to verify initial registration, then forward to accounts for financial checking before processing refund
- There is an option for a candidate/firm to decide to credit their students account for the upcoming examination or transfer funds to credit another students account.
 - Accounts submits to finance manager to authorize the process refund.