

1. RE-SCHEDULING POLICY

1.1 FOR NON-CPE-REGISTERED EXAMINATIONS

Candidates for non-CPE-registered examinations may re-schedule their examination dates according to the Re-Scheduling Policy as below:

If Candidates Submit Their Request:	Administrative Fee Payable
8 or more working days (excluding weekends and public holidays) before examination date	<ul style="list-style-type: none"> ▪ No fee is payable for the <u>first time</u> a request to change the examination date/time is made for a particular examination. ▪ For subsequent requests to change the examination date/time for that particular examination, an administrative fee of S\$21.40 (inclusive of GST) per request is payable.
3 to 7 working days (excluding weekends and public holidays) before examination date	<ul style="list-style-type: none"> ▪ An administrative fee of S\$21.40 (inclusive of 7% GST) per request is payable
2 working days (excluding weekends and public holidays) before examination date	<ul style="list-style-type: none"> ▪ An administrative fee of S\$32.10 (inclusive of 7% GST) per request is payable

Note: Counting of the days does not include the actual examination date itself.

For re-scheduling of examination, candidates are required to apply at this [link](#) and complete the details of the Credit Card which is the only mode of payment (if payment is applicable).

2. REFUND POLICY

2.1 FOR NON-CPE-REGISTERED EXAMINATIONS

For non-CPE-registered examination, if you do not turn up for your examination owing to one of the following valid reasons:

- (a) Medical grounds (self);
- (b) Bereavement (immediate family member);
- (c) Disabling accident or injury (self);
- (d) Court appearance (self); or
- (e) National Service (self) in accordance with the Enlistment Act (Chapter 93);

you may apply for a 50% refund of the examination fee (minus the non-refundable registration fee, if applicable) subject to submission of the relevant documentary evidence to the SCI.

Please login to your User Account at the SCI website at www.scicollege.org.sg to Apply for Partial Refund of your examination fee. The completed application form should be submitted online together with the relevant documentary evidence (uploaded) within three working days from the date of your examination. Please note that SCI accepts only valid medical certificates issued by registered medical practitioners or hospitals in Singapore.

Any candidate who wishes to sit for the examination on another date and time must register again on the SCI Website and pay all the related fees accordingly.

All requests for refunds based on reasons other than those stated above will not be entertained.

SCI reserves the right to change its Re-scheduling and Refund Policies.