INSTRUCTIONS

The following instructions are for candidates who have registered to take the Uniform CPA Examination as a candidate in any of the following jurisdictions:


and are requesting a partial refund of examination fees or an extension of their valid Notice to Schedule (NTS) due to a documented hardship. **Do not submit this form to request exam credit extensions.**

**NOTE:** If you are scheduled to take the examination, you are required to cancel the scheduled appointment and pay all appropriate fees prior to submission of this form. **If you do not cancel your exam, your request will be denied and you will be required to resubmit all documentation along with your exam cancellation confirmation.**

**NASBA POLICY**

There is no provision for withdrawing from the examination and/or requesting an extension of your current Notices to Schedule (NTS). Application and/or examination fees are NOT refundable. If your NTS expires prior to your taking the examination section, or you fail to attend your scheduled testing appointment, you will not be able to reschedule or receive a refund on any of the fees you have paid and you will have to reapply for the examination and pay the appropriate application/registration and examination fees.

**EXCEPTION TO NASBA POLICY**

Candidates with extreme circumstances may request an NTS extension or a refund of examination fees only, below is a sample list of circumstances which would be considered hardships:

- VISA rejections - Copy of the official rejection letter must be submitted with this Form.
- Military Deployment - Copy of the official military orders must be submitted with this Form.
- Medical emergency –Copy of the doctor statement listing, date(s) of care and restriction(s) must be submitted with this Form. (candidate or candidate’s immediate family)
- Death - Copy of the death certificate or obituary (name shown) must be submitted with this Form.

**EXCEPTION TO POLICY RULES AND PROCESS**

The Exception to Policy rules are as follows:

- The Exception to Policy Form and supporting documentation must be received no later than thirty (30) days from the date of the extreme circumstance.
- Refunds - Candidate will receive a partial refund of examination fees paid only.
- NTS Extension - Candidate will receive an extension of their NTS only for the documented time that was lost and only up to one testing window worth of testing time (90 days.)
- A candidate can request one (1) NTS Extension OR a partial refund for a Notice to Schedule using the same hardship.
- A candidate cannot have multiple Exception to Policy requests for any one Notice to Schedule, regardless of sections.
- **Do not submit this form to request exam credit extensions.**
  (You must contact your board of accountancy directly to request exam credit extensions)

Allow seven (7) business days from submission of the Exception to Policy Form and supporting documentation for processing. Upon review, the candidate will be notified via email, of Refund Request Committee decision regarding their request.

**CONTACT INFORMATION**

Candidates can submit the Exception to Policy Form with supporting documentation via mail, email, or fax. 
Mailing Address: CPA Examination Services, Exception to Policy Committee, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219
Phone: Toll-free: 1-800-CPA-EXAM; 615-880-4250; Hours: Monday - Friday, 8:00 - 4:30pm, Central
Fax: (615)312-3792 Web: www.nasba.org Email: cpaesrefund@nasba.org
EXCEPTION TO POLICY

The Exception to Policy Form and documentation must be received no later than thirty (30) days from the date of the extreme circumstance. Failure to submit the Exception to Policy Form and supporting documentation will deem request incomplete and will result in automatic denial of request. Candidates are advised that only one(1) Exception to Policy request can be submitted per Notice to Schedule. (NTS)

This form can be submitted to our office via mail, fax or email. M: 150 Fourth Ave. N, Suite 700, Nashville, TN 37219 or F: 615.312.3792 or E:cpaesrefund@nasba.org, or T:1-800-CPA-EXAM or 615-880-4250.

1. Jurisdiction: _____  2. Jurisdiction ID #: _________________
3. Name: __________________________________________________________________________

4. Mailing Address: _______________________________________________________________________

5. Email: _______________________________________________________________________________

6. Candidate/Bd is requesting: Partial refund of examination fees____ or NTS Extension____
   Do not submit this form if you are requesting an extension of exam credit.

7. Candidate hardship: Death___ Medical___ Military ___ VISA rejection___

8. Application or Registration date: _______________ Section(s):   AUD___ BEC___ FAR___ REG___

9. Current NTS Expiration Date: ______/______/______

10. Are you currently scheduled with Prometric to take this examination section(s)? Yes___ No___
    If Yes, you are required to cancel this appointment prior to submission of this form.

11. Did you miss a scheduled appointment with Prometric because of your circumstances? Yes___ No___

____________________________________________________________________________________

Candidate/Board Signature Date

OFFICE USE ONLY

Date email sent to candidate:________________________

Refund Amount: $________________________
CPAES $________________________
AICPA $________________________
PROMETRIC $________________________
OTHER $________________________
Total Refund $________________________

FT or RE Sections: A B F R Request Approved: Yes No

New Expiration Date:________________________
AUD Status: __________________CES#
BEC Status: __________________CES#
FAR Status: __________________CES#
REG Status: __________________CES#

Has Prometric been contacted? Yes No

Refund Mgr Sign: _________________________ NTS Mgr Sign: _________________________

Date Processed:________________________ Date Submitted:________________________