

CISI Candidate Policy 7: Transfers, Withdrawals and Late Entries

This policy provides guidelines and prices for transferring, withdrawing, re-sitting an examination, and late entry information.

Candidates may only withdraw from an examination in the case of illness or bereavement. In this case, an alternative examination date may be offered free of charge or the examination fee will be refunded less a £20 administration fee. Full written details (by letter or email) and original relevant medical evidence must be submitted to the Client Services Manager (email: customersupport@cisi.org) within 48 hours of the original examination date. The medical evidence must cover the date of the examination.

For information regarding candidates indisposed on the day of the examination, please refer to CISI Candidate Policy 2: Special Consideration, available on our website.

Requests to transfer an examination booking to another date must be made in writing (by letter or email). Transfers can only be made for the same subject, and the new examination date must be provided when the transfer request is made.

Examination bookings cannot be transferred to another candidate.

7.1 Narrative examinations transfers and withdrawals

In instances where, for reasons other than illness and bereavement, a candidate wishes to transfer an examination booking to another date, the pricing structure below applies.

UK, Channel Islands and Isle of Man

- If the transfer request is received before the standard examination closing date – the transfer is free of charge.
- If the transfer request is received after the standard examination closing date, the full fee applies.

Any subsequent transfer request for the same examination subject will be charged at full fee, irrespective of the notice period given.

International examinations

- If the transfer request is received before the overseas examination closing date – the transfer is free of charge.
- If the transfer request is received after the overseas examination closing date, the full fee applies and candidates will also be liable to pay any associated local invigilation fees where a local invigilator has been arranged.

Any subsequent transfer request for the same examination subject will be charged at full fee, irrespective of the notice period given.

Examination closing dates for each session are available on the [CISI website](#).

7.2 Late entry fees – Narrative examinations

UK, Channel Islands and Isle of Man

There are standard and late closing dates for all CISI narrative (written) exams.

If an examination application is received after the standard closing date, but before the late closing date, an additional late entry fee of £50 will be charged along with the examination fee.

- If an application is received after the late closing date, it is at the discretion of the CISI whether the candidate can be accommodated and is subject to availability. If accepted, there will be an additional late entry fee which is equal to the examination fee. This is payable along with the examination fee.

International examinations

There is only one overseas closing date for overseas candidates. If an examination application is received after the closing date, it is at the discretion of the CISI whether the candidate can be accommodated and is subject to availability. If accepted, there will be an additional late entry fee which is equal to the UK examination fee. This is payable along with the examination fee.

Candidates sitting at international examination venues will also need to pay any associated local invigilation fees. These vary from venue to venue and further details may be obtained from the CISI's Customer Support team.

Payment of both the examination fee and the local invigilation fee must be made in advance of the examination in order to secure the booking.