

EXAMINATION REGULATIONS

Refund Policy

Amendments have been made to the AICB Examination Fees Refund Policy. Please note that the module fee and examination fee are non-refundable and non-transferrable except in the most extenuating circumstances. Candidates are advised to assess their readiness and make a firm decision before they register for the module and examination.

The key changes are as follows:

1. A candidate who has withdrawn or is absent from an examination will not be entitled to any refund of the module fee or examination fee paid or to carry forward the fee to the next examination sitting.
2. Cancellation of module(s) will be considered based on the following grounds:
 - Prolonged illness
 - Serious injuries
 - Death

Click [here](#) to download the Cancellation Request Form.

Deferment Policy

Paper-Based Examination

The Institute may consider allowing a one-time transfer of the examination fee to the immediate next sitting for candidates who encounters extenuating circumstances and was not able to attend the examination. The module fee is not transferable.

Online Examination

Candidates may also apply for deferment, if the candidate was unable to reschedule the examination at least a minimum of 48 hours prior to the original examination session or unable to take the examination due to extenuating circumstances.

Deferment to the immediate next sitting will be considered for paper-based and online examinations based on the following grounds:

- Illness / injury / hospitalisation
- Illness of close family member
- Bereavement
- Personal / emotional circumstances
- Involvement in accident
- Victim of crime
- Victim of natural disasters.

Candidates who wish to apply for deferment under extenuating circumstances are required to email the completed application form and supporting documents to enquiries@aicb.org.my no later than ten (10) working days from the date of the examination. Click [here](#) to download the application form for deferment.

Kindly note that candidates should only enrol and register for their selected module and examination date once they are firm with their decision on their preferred module and examination date.