

# APDA Examination Policies

## Candidate Withdrawal

Examination refunds are only possible for medical reasons (see refund policy below).

If a student has travel commitments or possible event clashes during the examination season, we recommend you enter the student as a late entry (once your examination dates have been finalised) to avoid forfeiting the examination fee, due to withdrawal, if there is a conflict with dates.

## Entry Administration

Entries are required by the closing due date.

Students are entered in height order, shortest to tallest. The shortest candidate being number one.

Student entries cannot be replaced by alternative students if a candidate withdraws.

## Late Entries

Small numbers of late entries will be accepted subject to timetable availability (late entries can only be accepted if they fit within the timetable provided). An additional late fee is required. Entire school entries **cannot** be entered as late entries. The **late entry** deadline date is generally one month after the general entry closing date.

## Refund Policy

Examination refunds are given on receipt of an original medical certificate. This must be provided within 30 days of the examination date. It is important that this policy is communicated to students and parents at the time of entry.

Refunds are not given for lack of attendance for any other reason.

A \$10 administration fee is deducted from refunds.