

# Request to Withdraw from ABDO Dispensing Examinations

## Level 6 – Certificate in Contact Lens Practice



### Section 1 - Personal Details (To be completed in BLOCK CAPITALS)

ABDO Membership Number:  Preferred Title: \_\_\_\_\_

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Name of Course Provider: \_\_\_\_\_ (place of study)

### Section 2 – Examination(s)

This form must be completed if you are wishing to withdraw from any of the following Contact Lens examinations.

*(Please tick only the examination(s) you wish to withdraw from – if practical resits, specify which sections of the relevant unit):*

#### Contact Lens Examinations

Unit 1 – Ocular Anatomy, Physiology and Related Pathology

Unit 2 – Visual Optics

Unit 3 – Contact Lens Practice

Unit 4 – Contact Lens Certificate Practical Examination (full),

or the following resits:

Section 1

Section 4

Section 2

Section 5

Section 3

Section 6

Cont'd overleaf/...

### Section 3 – Reason for Withdrawal

Please indicate below the reason for your withdrawal:

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**Please note** there is no automatic re-application for the examination(s) you are withdrawing from. You will need to re-apply for the next session you wish to enter for via ABDO's online booking system.

I confirm I have read, understand, and agree to ABDO's withdrawal policy (included with the withdrawal form) and note that a fee will be deducted *see next page*.

Signed: \_\_\_\_\_

Date: //

### Withdrawal Information

Please read through ABDO's Withdrawal policy (attached) before completing this form.

- All requests to withdraw from any exam applied for must be made using this form.
- **Fees/Refund for Fee paying candidates only**  
Fee paying candidates who wish to be considered for a refund **should include** a letter to the Head of Examinations and Registration outlining the reason for withdrawal.
- Refunds will only be refunded to the original payee.

#### Refunds

Please provide below the account details of the original payee, so that a BACs transfer can be made, if applicable:

Name of original payee: \_\_\_\_\_

Account Holder/Name: \_\_\_\_\_

Account Number:

Bank Sort Code: //

Signed: \_\_\_\_\_  
(by original payee)

Scanned copies will be accepted to [examinations@abdo.org.uk](mailto:examinations@abdo.org.uk) (no photographs) or post the completed withdrawal form to:

**ABDO Examinations & Registration Department, Unit1 Court Lodge Offices, Godmersham Park, Godmersham, Canterbury, Kent, CT4 7DT**

## Policy for Candidates withdrawing from an ABDO Examination

A candidate who does not attend an examination can apply for a partial refund, under certain circumstances.

If a candidate's refund request is successful, the candidate will be expected to re-apply for the next examination session by submitting a new application form and enclosing the appropriate examination fee.

A cancelled entry and examination fee already paid cannot be transferred from one session to the next.

All refund requests must be made in writing and attached to this "Request to Withdraw from an Examination(s) form".

### Cancellation Fees:

More than 42 days before exam	£25 per unit.
29-42 days before exam	25% of exam fee per unit.
15-28 days before exam	50% of exam fee per unit.
8-14 days before exam	100% of exam fee per unit.
Within 7 days of exam	100% of exam fee per unit.

### Illness or Injury

An examination fee refund of 80% **may** be given, provided that the withdrawal is notified to ABDO Examinations **in writing** as soon as possible and no later than five days after the examination.

The withdrawal **must** be supported by a medical certificate.

### Exceptional Personal Circumstances

An examination fee refund of 80% **may** be given on compassionate grounds if a candidate withdraws due to exceptional personal circumstances, such as bereavement or personal trauma (documentary evidence must be provided, i.e. medical certificate).

Application for a discretionary refund should be made **in writing** as soon as possible and no later than five days after the examination, with full details substantiating the request for an exceptional refund.

### Reasons for a Withdrawal for which no refund will be made irrespective of date of cancellation:

- Candidate not ready for examination.
- Candidate withdrawn by Training Institute.
- Candidates' Case Records not submitted by deadline.
- Submitted Case Records incomplete resulting in removal from exam.
- Transport issue (Candidates sitting a morning practical examination are advised to travel the day before).
- Candidate on holiday on date of examination.

In the event a candidate needs to withdraw on the day of their Practical Examination, candidates should email the following contacts:

Mark Chandler, [mchandler@abdo.org.uk](mailto:mchandler@abdo.org.uk)

Dean Dunning, [ddunning@abdo.org.uk](mailto:ddunning@abdo.org.uk)