

# TERMS AND CONDITIONS

## BOARD I EXAMS AND EISA EXAMS

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### *BOARD I EXAMS*

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#### *GENERAL*

**Receipt of a Board I Exam assessment application and a Board I Exam registration by our offices is taken as confirmation that you have read, understood and accepted the Terms and Conditions of registration.**

1. On submission of a registration for the Board I Exam, a tax invoice for the assessment fee will be issued. The invoice is payable on presentation and no assessment will be processed until payment has been received in full.
2. If the assessment is successful, a tax invoice for the full Board I Exam registration fee will be issued. The invoice is payable on presentation and no registration will be confirmed until payment has been received in full.
3. Rates are inclusive of VAT, which is payable on all services directed from South Africa.
4. By submitting an application, you acknowledge that all fees due are on an individual basis only and as such you are personally responsible for ensuring payment of all monies owed to the Compliance Institute.
5. The Board I Exam assessment and registration fees are revised annually and will be published on the website.
6. Terms and Conditions of registration may be revised from time to time and such updates will be posted to the website.
7. By submitting an application, you acknowledge that you have read, understood and agree to be bound by the Compliance Institute SA's Code of Ethics and Standards of Professional Conduct.
8. It is the candidate's responsibility to ensure that s/he receives confirmation of registration from the Institute. If a confirmation has not been received within 30 days prior to the examination date, please contact the Institute's offices.

#### *CANCELLATION AND POSTPONEMENT POLICY*

1. Cancellations will only be accepted in writing.
2. Cancellation requests must be received within 5 business days of the original submission date.
3. A cancellation fee of 50% of the assessment fee will apply for all cancellations received within the stipulated timeframe.

4. Cancellations received after 5 business days of the submission date will be subject to the full assessment fee.
5. Non-payment of an invoice will NOT be accepted as a cancellation.
6. The candidate has to write the exam in the same calendar year in which approval to write was granted by the Institute and received by the candidate.
7. If a candidate is unable to write the exam in the same calendar year in which approval was granted, written motivation setting out the reasons for such inability needs to be provided by the candidate and written permission must be obtained from the Compliance Institute Southern Africa for extension to write such exam at the next sitting.
8. The approval to write the board exam expires within 24 months of the approval date. Once the approval has expired, the applicant needs to re-apply from the beginning.
9. Candidates may only **reschedule** an examination appointment **once**, and this must be done in writing to the Institute at least ten (10) business days before the scheduled exam date. A rescheduling fee equal to the assessment fee will be charged.
10. If a candidate needs to reschedule an examination and fails to give at least ten (10) business days' notice, s/he will be required to pay a rescheduling fee equivalent to the cost of the examination fee.
11. Candidates, who cancel their examination after having received confirmation, will forfeit the examination fee. A complete application and full examination fee are required to reapply for the exam.
12. A candidate, who fails to report for an examination, forfeits the examination fee. A complete application and full examination fee are required to reapply for the exam.

#### *FINANCE POLICY*

1. Payment terms are strictly on **presentation** of invoice.
2. No exceptions will be considered.
3. **NO** applications **will be processed** until payment has been received in full.
4. The Institute will endeavour to accommodate reasonable requests to complete supplier/vendor registration forms. However, the member must ensure that this request is made in sufficient time for payment to be made at the time of registration.
5. Completion of the supplier/vendor registration forms must not be construed as an exception to the requirement for full payment at the time of registration.
6. Requests to complete supplier/vendor registration forms will NOT be accepted after the registration has been submitted.
7. Registration for Board I Exams is done in the delegate's personal capacity and not that of the employer/third party. Therefore, the member is personally responsible for payment of the invoice.
8. In terms of cancellations and rescheduling and the relevant fee due as stipulated above, the following conditions apply:
  - a. Any fees that are still outstanding after 30 days from date of invoice will result in the membership being suspended unless payment is received immediately.
  - b. Any fees still outstanding after 60 calendar days from date of invoice will result in the account being handed over for collection.
  - c. Any member who has been handed over and subsequently settles the account and who still wishes to sit the Board I Exam, will have to submit a new application and pay

all relevant fees due.

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## *EISA EXAMS*

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### *GENERAL*

**Receipt of an EISA exam (External Integrated Summative Assessment) registration by our offices is taken as confirmation that you have read, understood and accepted the Terms and Conditions of registration.**

1. On submission of an EISA exam registration, a tax invoice for the full exam fee will be issued. The invoice is payable on presentation and no registration will be confirmed until payment has been received in full.
2. Rates are inclusive of VAT, which is payable on all services directed from South Africa.
3. By submitting an application, you acknowledge that all fees due are on an individual basis only and as such you are personally responsible for ensuring payment of all monies owed to the Compliance Institute.
4. The EISA fees are revised annually and will be published on the website.
5. Terms and Conditions of registration may be revised from time to time and such updates will be posted to this website.
6. By submitting an application, you acknowledge that you have read, understood and agree to be bound by the Compliance Institute SA's Code of Ethics and Standards of Professional Conduct.
7. It is the candidate's responsibility to ensure that s/he receives confirmation of registration from the Institute. If a confirmation has not been received within 30 days prior to the examination date, please contact the Institute's offices.

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3. A cancellation fee of 50% of the assessment fee will apply for all cancellations received within the stipulated timeframe.
4. Cancellations received after 5 business days of the submission date will be subject to the full assessment fee.
5. Non-payment of an invoice will NOT be accepted as a cancellation.
6. The candidate has to write the exam in the same calendar year in which the registration was received.

7. If a candidate is unable to write the exam in the same calendar year, written permission must be obtained from the Compliance Institute Southern Africa for extension to write such exam at the next sitting.
8. Candidates may only **reschedule** an examination appointment **once**, and this must be done in writing to the Institute at least ten (10) business days before the scheduled exam date. A rescheduling fee equal to the assessment fee will be charged.
9. Statement of Result from the SDP is valid for 24 months only; the Institute will not accept results older than 24 months as part of the application for the exam. The applicant will need to contact the SDP.
10. If a candidate needs to reschedule an examination and fails to give at least ten (10) business days' notice, s/he will be required to pay a rescheduling fee equivalent to the cost of the examination fee.
11. Candidates, who cancel their examination after having received confirmation, will forfeit the examination fee. A complete application and full examination fee are required to reapply for the exam.
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