



FP&A Examination Cancellation Request

Submit your cancellation request to AFP via fax at +1.301.907.2864 or by email to FPACert@AFPonline.org.

- You must contact Pearson VUE at least 24 hours (one full business day) prior to your scheduled appointment to cancel your exam appointment(s). For Pearson VUE contact information, please visit www.pearsonvue.com/afp. Failure to cancel a scheduled appointment(s) will result in a \$100 no show penalty fee per exam part.
- Exam candidates who submit a cancellation request form by the deadline will be refunded the exam fee only. The application fee is non-refundable and non-transferable. For candidates whose most recent payment did not include an application fee, there will be a \$100 processing fee withheld and any no-show penalty fees (\$100) that were previously assessed.
- **Cancellation requests will not be accepted after the cancellation deadline. No exceptions.**

FP&A Examination Window

Cancellation Deadline

August 1–September 30, 2018 (2018B)

July 6, 2018

Please print or type

1. AFP ID #: _____ AFP MEMBER? YES NO

2. NAME: MR. MS. MRS. DR. _____
LAST / FAMILY FIRST MI

3. TITLE: _____

4. ORGANIZATION: _____

5. MAILING ADDRESS PREFERENCE (HOME BUSINESS)

6. BUSINESS ADDRESS: _____

CITY: _____ STATE/PROV: _____ POSTAL CODE: _____ COUNTRY: _____

HOME ADDRESS: _____

CITY: _____ STATE/PROV: _____ POSTAL CODE: _____ COUNTRY: _____

7. PHONE: _____

E-MAIL: _____

By signing and submitting this cancellation request form, I accept the conditions set forth in the rules and regulations of the FP&A Examination (www.FPACert.org/rules). I understand that I am subject to all policies concerning cancellations, refunds, transfers, deferrals, administration of the test, reporting of test scores and the complete certification process and policies including the FP&A recertification process.

SIGNATURE: _____ DATE: _____

ALL CANCELLATION REQUESTS MUST BE SIGNED BY CANDIDATE. THIRD-PARTY REQUESTS WILL NOT BE ACCEPTED.

Please direct all inquiries to the certification department at +1.301.907.2862 or by email to FPACert@AFPonline.org.