



## Credits/Refunds Request Form

Once received by National Music Certificate Program, registrations may not be withdrawn. No examination credits/refunds are granted to candidates who fail to appear for their scheduled examination. There are no academic penalties for missed examinations.

Please contact the National Music Certificate Program Center Representative in your area if you are unable to attend your examination.

If you cannot attend your practical examination due to:

Direct time conflict with a school examination

- Supported by a letter on official school letterhead, signed and dated by a school official. This letter must specify the date of the school examination that directly conflicts with the candidate's music examination (i.e., general dates of school examinations will not be accepted).

Medical reasons that involve the candidate

- Supported by a physician's letter on the official letterhead of the doctor's office, and that is signed and dated by the doctor.

then you can apply for an examination credit (formerly called a "fee extension") for the full amount of the examination fee OR a 50% refund of the examination fee.

### PLEASE NOTE:

- The "Credits/Refunds Request Form" should be filled in and submitted to National Music Certificate Program along with supporting documentation (e.g., a letter from a physician or school authority on school letterhead).
- Requests must be submitted to National Music Certificate Program in writing no later than two weeks after your examination date. Requests received after this time will be denied.
- You must indicate at the time you submit your Request form whether you are applying for a credit for the full examination fee or a 50% refund of the examination fee. Changes are not permitted after submission.
- Approved examination credits must be used within one year for one of the examination sessions listed in the table below, and are non-transferable and cannot be extended beyond one year.
- To redeem an examination credit, candidates should apply for their next examination online where the credit will automatically be applied. National Music Certificate Program will NOT automatically register you for another session.
- No examination credits/refunds are given for amounts under \$10.
- No examination credits/refunds are granted if National Music Certificate Program is unable to accommodate a special request (other than religious restrictions).

<i>An examination credit granted for...</i>	<i>Can be used towards payment of another examination in the following...</i>
<b>2010 Spring Session</b> (May – June 2010)	2010 Winter Session (December, 2010) or 2011 Spring Session (May – June, 2011)
<b>2010 Winter Session</b> (December 2010)	2011 Spring Session (May / June, 2011) or 2011 Winter Session (TBA)

## Credits/Refunds Request Form



**NATIONAL MUSIC**  
CERTIFICATE PROGRAM

P.O. Box 1984  
Buffalo, NY 14240-1984

T 866.716.2223  
F 866.716.2224

**By submitting this completed form, the candidate confirms that he/she has read and agrees to abide by the Credits/Refunds policies outlined on page one of this document, and has also contacted his/her Center Representative to cancel the currently scheduled examination.**

**1) I am requesting a (please check one):**

- Credit for the full amount of the examination fee
- Refund of 50% of the examination fee

**2) Candidate Information:**

Candidate ID Number: \_\_\_\_\_ Date of Birth (MM/DD/YY): \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone Number: ( ) \_\_\_\_\_ Home Phone Number: ( ) \_\_\_\_\_

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

**3) Examination Information:**

	Session:		
Theory Examinations:	<input type="checkbox"/> Spring 2011 May 13-14, 2011	<input type="checkbox"/> Winter 2011 TBA	<input type="checkbox"/> Spring 2012 TBA
Practical Examinations:	May 9 – June 5, 2011	TBA	TBA

**Examination Grade and Subject:** \_\_\_\_\_ **Center:** \_\_\_\_\_

**Date and Time:** \_\_\_\_\_ **Confirmation Number:** \_\_\_\_\_

**4) Reason for Credits/Refunds Request (check one):**

- Medical (attach doctor's note; write a brief explanation of injury/illness below)
- Direct Conflict with School Examination (attach letter from school official)
- Other (attach documentation; write a brief explanation below)

**5) Explanation:**

\_\_\_\_\_

\_\_\_\_\_

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