

WITHDRAWING AN APPLICATION

1. If you wish to withdraw your application, you **must do so in writing**.
2. If an application is **withdrawn** (*by written notification prior to the date of the exam*) and reapplication is made within two years from the date the original application was filed, any application fees not previously refunded will be credited to reapplication. A **\$250 update fee** will be assessed for reapplication, in addition to any fees previously refunded. If reapplication is made after two years, the full application fee, in force at the time, will be assessed.
3. If you are **absent** from the exam and **did not submit written notification** to this Board of your anticipated absence (*prior to the date of the exam*) the **full fee** in force at that time will be assessed.
4. Notifications of withdrawal **received** in this office **after close of business** will be deemed received the next business day and the policies and fees listed above will be applied accordingly.
5. A partial refund of application fees is available for applications withdrawn no later than January 31 for the February exam and June 30 for the July exam. **However, if you wish to receive a partial refund, you must specifically request it in your notice of withdrawal.**

ABSOLUTELY NO REFUNDS WILL BE AVAILABLE AFTER THESE DATES.

6. Partial refunds will be granted in accordance with the following schedule.

For FEBRUARY EXAM – if refund request received no later than December 31: **1/2 (50%)**
if refund request received no later than January 31: **1/4 (25%)**

For JULY EXAM – if refund request received no later than May 31: **1/2 (50%)**
if refund request received no later than June 30: **1/4 (25%)**

7. **Late filing fees, update reapplication fees and credit report processing fees are nonrefundable and will be forfeited if an application is withdrawn.**