**MFPH Examinations: Application to withdraw**

This form should be used to inform the Faculty of Public Health (FPH) that you wish to withdraw from the exam. The fee incurred will depend on the timing of your application and reason for withdrawing from the sitting.

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| Please note that it will normally only be possible to return up to a maximum of 75%  of the exam fee.  No refund will be granted without written notice of intention to withdraw. |

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| **Timing of application to withdraw** | **Possible refund (subject to approval)** |
| Requests to withdraw before the closing date for applications. | Candidates who withdraw before the application closing date will normally be subject to a 25% fee. |
| Requests to withdraw after the closing date and up to 8 working days before the examination. | Candidates withdrawing from an examination after the closing date and up to one week before the examination will normally be charged 50% of the fee. |
| Requests to withdraw within 7 working days of the exam. | A refund will not normally be made to candidates withdrawing within seven days of the examination (with the exception of the reasons given in the table on Page 2). |

**Extenuating circumstances**

Extenuating circumstances are circumstances that are unexpected, unavoidable, and beyond a candidate’s control.

Candidates who experience extenuating circumstances between the closing date and the day before the exam should submit an application to withdraw.

Candidates who experience extenuating circumstances on the day of the exam should use the Extenuating Circumstances Application Form.

**Criteria for application:**

* A letter of support from your Training Programme Director or employer.
* Supporting evidence from an expert/person in authority in the form of an official document that is both independent and verifiable. This should include both the date that the document was written and a signature or evidence that it comes from the person making the statement.
* Evidence should relate to facts, not personal opinions.

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| **Reason** | **Evidence required** | **Fee returned (subject to approval)** |
| Serious illness | Medical certificate from an appropriate medical practitioner confirming the illness and dates concerned. | 75% |
| Infectious illness in the immediate run up to the exam | Medical certificate from an appropriate medical practitioner confirming the illness and dates concerned | 75% |
| Jury Service | A letter from the court confirming that the candidate cannot be excused. | 75% |
| Other unavoidable serious issue (for example an accident or incident) | Appropriate letter/report from someone in authority, insurance/police reference number. | 75% |

Examples of the circumstances and type of evidence required to support your application are given below. Please note that this list is not exhaustive.

**MFPH Examinations: Application to Withdraw**

**Section 1: Candidate information**

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| **Title** |  |
| **First name** |  |
| **Last name** |  |
| **Examination** | Diplomate/Final Membership |
| **Examination sitting** |  |
| **Address** |  |
| **Email** |  |

If you are applying to withdraw on the basis of exceptional circumstances please complete Section 2 and 3. If not, please complete Section 4. Please ensure you have signed and dated the form on the next page.

**Section 2: Details of exceptional circumstances** – if your application is for a reason other than exceptional circumstances, please complete Section 4

(Please continue over the page if necessary)

**Section 3: Type of documentary evidence attached**

**Section 4: If your application to withdraw is not due to exceptional circumstances, please state the reason for withdrawing below:**

Print Name:

Signature:

Date:

Please return this form by email to [educ@fph.org.uk](mailto:educ@fph.org.uk) to arrive no later than 5pm on the last working day before the exam. Forms that arrive later will be accepted only at the discretion of the Academic Registrar.

Receipt of withdrawal application forms will be acknowledged by email (please provide) within three working days.

The application and supporting evidence will be considered by the Academic Registrar and a decision will be sent within 20 working days of receipt.

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