



Request to Withdraw from ABDO Dispensing Examinations

**Section 1 - Personal Details** (To be completed in BLOCK CAPITALS)

ABDO Membership Number:  Title: Mr  Mrs  Miss  Ms

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Practice Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Name of Course Provider: \_\_\_\_\_ (place of study)

**Section 2 – Examination**

*This form must be completed if you are wishing to withdraw from any of the following examinations. (Please tick only the examination(s) you are requesting to withdraw from).*

**Theory Exam Session:** \_\_\_\_\_ (ABDO College students only)

PQE Unit 1– Theory of General Optics

PQE Unit 2– Theory of Ophthalmic Lenses

**Practical Exam Session:** \_\_\_\_\_

PQE Unit 4 – Ophthalmic Dispensing Practice (full)

Practical Date: //

### Section 3 – Reason for Withdrawal

Please indicate below the reason for your withdrawal and attach supporting evidence, if required.

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**Please note:** there is no automatic re-booking for the examination(s) you are withdrawing from. You will need to re-apply for the next session you wish to enter for via ABDO's online booking system.

I confirm I have read, understand, and agree to ABDO's withdrawal policy (included with this withdrawal form) and note that an admin fee per withdrawn unit will be deducted.

Signed: \_\_\_\_\_

Date: //

### Withdrawal Information

Please read through ABDO's Withdrawal policy (attached) before completing this form.

- All requests to withdraw from any exam applied for must be made using this form.
- **Fees/Refund for Fee paying candidates only**  
Fee paying candidates who wish to be considered for a refund **should include** a letter to the Head of Examinations and Registration outlining the reason for withdrawal.
- Refunds will only be refunded to the original payee.
- An Admin fee of £25.00 per withdrawn unit will be deducted for each refund.

#### Refunds

Please provide below the account details of the original payee, so that a BACs transfer can be made, if applicable:

Name of original payee: \_\_\_\_\_

Account Holder/Name: \_\_\_\_\_

Account Number:

Bank Sort Code: //

Signed: \_\_\_\_\_  
(by original payee)

Scanned copies will be accepted to [examinations@abdo.org.uk](mailto:examinations@abdo.org.uk) (no photographs) or post the completed withdrawal form to:

**ABDO Examinations and Registration**  
**Unit 1, Court Lodge Offices**  
**Godmersham Park**  
**Godmersham**  
**Canterbury**  
**Kent CT4 7DT**

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## Policy for Candidates withdrawing from an ABDO Examination

- A candidate who does not attend an examination can apply for a partial refund, under certain circumstances.
- If a candidate's refund request is successful, the candidate will be expected to re-apply for the next examination session via the online booking system and enclosing the appropriate examination fee.
- A cancelled entry and examination fee already paid cannot be transferred from one session to the next.
- All refund requests must be made in writing and attached to this "Request to Withdraw from an Examination(s) form".
- For exceptional circumstances, documentary evidence must be provided with this form.
- An Admin charge of £25.00 will be deducted for each withdrawn unit.

## Criteria

### Illness or Injury

An examination fee refund of 80% **may** be given, provided that the withdrawal is notified to ABDO Examinations **in writing** as soon as possible and no later than five days after the examination.

The withdrawal **must** be supported by a medical certificate.

### Exceptional Personal Circumstances

An examination fee refund of 80% **may** be given on compassionate grounds if a candidate withdraws due to exceptional personal circumstances, such as bereavement or personal trauma (documentary evidence must be provided, i.e. medical certificate).

Application for a discretionary refund should be made **in writing** as soon as possible and no later than five days after the examination, with full details substantiating the request for an exceptional refund.

### Reasons for a Withdrawal for which no refund will be made:

- Candidate not ready for examination;
- Candidate withdrawn by Training Institute;
- Candidates' PQP Folder not submitted by deadline;
- Submitted PQP folder incomplete resulting in removal from exam;
- Transport issue (Candidates sitting a morning practical examination are advised to travel the day before);
- Candidate on holiday on date of examination.

In the event a candidate needs to withdraw on the day of their Practical Examination, candidates should email the following contacts:

Mark Chandler, [mchandler@abdo.org.uk](mailto:mchandler@abdo.org.uk)

Miranda Richardson, [mrichardson@abdo.org.uk](mailto:mrichardson@abdo.org.uk)