

Exam Cancellation Application

Candidates are **not allowed** to cancel their Exam on the Prometric website. Cancelling an Exam can only be done by completing this form and returning it to exam@csmls.org.

Candidate Information		CSMLS ID#:	
Legal Last Name:		Legal First Name:	
Address:			
City:		Province:	
Postal Code:		Country:	
Telephone No:		Email:	

We reserve the right to change fees without notice.

Exam Type: **MLA** or **General MLT (Alberta only)**

Exam Session (month and year): _____ Exam attempt #: 1 2 3

Candidate Type: **MLA or MLT:** **EQual™-accredited Educational Program** or **PLA or
MLA Only:** **Provincially Certified** or **General MLT Learning plan/
Exam eligibility**

Name of EQual™ Program (if applicable): _____

Reason for cancellation (the office may contact you to confirm the reason for your cancellation):

Applicant Statement:

By signing this application form I declare I understand and agree to the following:

- There is a non-refundable Cancellation Processing Fee (CPF): **\$210**
- Cancellation may result in the loss of this Exam attempt and be considered a fail
- Cancelling less than fourteen (14) days before the first day of the Exam session means I will not receive a refund
- Cancelling fourteen (14) days or more before the first day of the Exam session means I will receive a partial refund based on the difference between the Exam registration fee and the CPF

Signature: _____ **Date** _____

CSMLS USE ONLY	
Date Reviewed:	Reinstatement of Attempt: <input type="checkbox"/> Approved <input type="checkbox"/> Denied