

ACCA exam cancellation form

This form can be used to request an exam cancellation under the Customer Credit Regulations (CCR) only. It cannot be used for any other purpose.

Your 'Rights to cancel' under these regulations and the 'Effects of cancellation' are set out below.

Once you have completed the form, please send it to us through our [Contact Us](#) channels.

1 Right to cancel

- 1.1 You have the right to cancel this contract within 14 days without giving any reason.
- 1.2 The cancellation period will expire after 14 days from the day you or a third party made your exam entry booking
- 1.3 To exercise the right to cancel, you must inform us (ACCA, 110 Queen Street, Glasgow, G1 9EH) of your decision to cancel this contract by a clear statement. You may use the attached model cancellation form, but it is not obligatory.
- 1.4 To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

2 Effects of cancellation

- 2.1 If you cancel this contract, we will credit your exam fee back to your *MyACCA* account.
- 2.2 We will credit your exam fee back to your *MyACCA* account without undue delay, and not later than 14 days after the day on which we are informed about your decision to cancel this contract.

I hereby give notice that I cancel my contract of sale of the following goods: 'Exam Entry', for the supply of the following service: 'ACCA Session Exams'.

Date of purchase:

Exams to be cancelled:

Today's date:

Your name:

Your address:

Your ACCA ID number: