



Cancellation Policy for Examinations

Cancelling your Attendance at an Examination

If you wish to cancel your attendance at an examination, please submit your request by email for the attention of the Manager of Examinations to exams@coa.ie

CAI will respond to cancellation requests within 2 working days of receipt and will refund fees within 30 calendar days.

Refund entitlements for examinations are as follows:

Notice Period of Cancellation Received from Candidate	Refund Amount
Before the Closing Date for the Examination	Full refund less a €130 administration fee
After the Closing Date for the Examination	No refund

In extenuating circumstances such as illness or bereavement, you may transfer your application to a future date for the examination. This option may be availed of on one occasion only. If you want to transfer your application, you must do so in writing to the Manager of Examinations.



Cancellation of an Examination by The College of Anaesthetists of Ireland

CAI reserves the right to cancel, reschedule or change the location of an examination.

In the event of a reschedule or cancellation by CAI, we will endeavour to inform all applicants at least 6 weeks prior to the examination date and offer refunds or the option to transfer to another date, if applicable, in accordance with the conditions outlined in the table below.

CAI acknowledges that candidates may travel internationally to take CAI examinations and, on receipt of appropriate receipts/proof of payment, will reimburse candidates in accordance with the conditions outlined below:

Notice of Examination Cancellation Issued to Candidates by CAI	Reimbursement Entitlement
More than 28 days prior to examination date	<ul style="list-style-type: none">• No Refund
Between 27 days and 15 days prior to examination date	<ul style="list-style-type: none">• CAI will refund flight costs or flight change costs, whichever is less• CAI will not refund hotel/accommodation costs• CAI will not refund visa expenses
14 days or fewer prior to examination date	<ul style="list-style-type: none">• CAI will refund flight costs or flight change costs, whichever is less• CAI will refund hotel/accommodation costs• CAI will not refund visa expenses.

CAI reserves the right to cancel a candidate registration for an examination if payment is not received by the closing date for that examination.