

## Exam entry policy and fee charges for all exam entries in Malaysia As of January 2020

### Late Entry Charges

Time-line	Surcharges
Up to, and including, 14 days after the close of exam registration	RM100 per candidate
More than 14 days after the close of exam registration	50% of the fee per candidate
From 4 weeks prior to the start of the exam session	100% of the fee per candidate
Less than 2 weeks before the start of the exam session	No more late entries allowed

The above charges apply to solo, duet and group entries. For group entries, the 50% or 100% surcharge applies to the total amount payable

### Exam processing charges for changes, amendments and transfers

Action	Reasons	Surcharges	Remarks
Transfer of candidate to another state	Any reason	<b>50% of exam fee</b> surcharge, prior to start of exam session	n/a
Changes to the exam time-table	Clash with public / school examination	<b>No Charge</b> Changes are permitted up to <b>TWO weeks</b> after receipt of the appointment slip	School time-table AND verification letter from school required Subject to availability of exam slots
	Any other reasons, including vacation, clash with another event, etc.	<b>RM 200.00</b> Changes are permitted up to <b>TWO weeks</b> after the receipt of the appointment slip	Subject to availability of exam slots To be considered on case to case basis
	Swapping of candidates	<b>Not allowed</b>	n/a
Changes to candidate details	Name change	<b>No name changes are allowed after submission of exam entry</b>	n/a
	Instrument or Grade change	Candidate to pay fee differential (if applicable), <b>plus surcharge of RM200.00</b> <b>Any changes on the exam day is not allowed</b>	n/a

### Exam Fees

All exam fees paid are **NOT** refundable

*Please refer to Information and Regulations from 2017, for full details.*