



EMERGENCY EXAM CANCELLATION

IDFX | IDIX | IDPX

Emergency Exam Cancellation requests must be received by CIDQ no later than ten (10) days after the scheduled exam appointment(s). Emergency Exam Cancellations require supporting documentation of emergency. Cancellation requests are reviewed on a case-by-case basis prior to approval or denial. If the emergency cancellation is approved, the original exam fee(s) minus the cancellation fee will be refunded in the manner paid. CIDQ respects our candidates' privacy and will protect confidential information. To review CIDQ's full privacy policy, go to <https://www.cidq.org/terms-policy>.

EMAIL COMPLETED FORM AND SUPPORTING DOCUMENTATION TO: inquiries@cidq.org

CONTACT INFORMATION

NAME _____

NCIDQ EXAM CONTROL NO. _____

ADDRESS _____

CITY _____ ST/PROV _____ ZIP _____

PHONE _____ EMAIL _____

LOCATION CANCELLATION

☐ IDFX Prometric Test Center Location: _____ Exam Date: _____

☐ IDIX Prometric Test Center Location: _____ Exam Date: _____

☐ IDPX Prometric Test Center Location: _____ Exam Date: _____

AGREEMENT: By signing below, I indicate that I wish to cancel my scheduled NCIDQ Exam(s), that I understand CIDQ's Cancellation and Refund Policy, and that I accept CIDQ's determination of my request. I understand that I must reschedule and pay all applicable exams fees for any exam section I elect to take in any future exam period, and that CIDQ will not automatically schedule me for any future exam period.

Signature _____ Date _____

STAFF USE ONLY

EXAM FEE(S) PAID	+\$ _____	[] REFUND APPROVED BY: _____
CANCELLATION FEE(S) @ - \$ 100.00 per exam	-\$ _____	[] REFUND DENIED BY: _____
TOTAL REFUND DUE	\$ _____	DATE: _____