



END POINT ASSESSMENT CANCELLATION POLICY



REGISTRATION FEES

Gateways and EPA registration fees are non-refundable.

END POINT ASSESSMENT CANCELLATION FEES

Cancellations for each assessment type will be handled separately. Cancellation fees will be applied where an assessment type is cancelled with less than 10 days' notice and will be charged at the resit rate as quoted on the price matrix for that standard. A full list of IMI End Point Assessment Fees can be found on our [Fees and Charges](#) webpage.

Note: This does not include Automotive Retail Motor Vehicle Service and Maintenance – Light Vehicle ST0033-AP02, cancellation charges are listed separately on the price matrix.

In the case that an End Point Assessment is cancelled due to exceptional circumstances such as, sudden illness that requires urgent medical attention or the death of a close family member the IMI will, where possible reschedule without loss of funds.

Note: This policy replaces and supersedes any prior schedule on this subject matter within EPA Contracts.

RESIT/RETAKE FEES

Resit/retake fees for online tests will be invoiced upon booking and are non-refundable.

Resit/retake fees for EPA skills tests will be invoiced upon booking, once it is agreed by the training provider, employer and apprentice. Resit/Retake fees are also non-refundable.

In the event that a resit/retake is cancelled due to exceptional circumstances such as, sudden illness that requires urgent medical attention or the death of a close family member the IMI will, where possible reschedule without loss of funds.

Issue Number	Effective Date	Amendments	Reason for Amendments
2	01 Apr 21	Change to number of days' notice required for non-chargeable EPA cancellations.	Change required to align with 35 day booking notice.