



NATIONAL EXAMS DEFERRAL REQUEST FORM

1. Deferrals are possible up to 7 calendar days before the exam date. You must complete this form along with payment if applicable and e-mail or fax it to kmorris@hrpao.org or 416-923-8956. You can also mail a copy of this form to HRP AO, 2 Bloor St. West, Suite 1902 Toronto, Ontario M4W 3E2.
2. Deferrals less than 30 days prior to the exam do require a fee of \$100.00 + gst to be paid. In certain extenuating circumstances (such as illness or bereavement), the deferral fee maybe waived. Supporting documentation must be submitted along with this form.
3. Deferrals 7 calendar days or less prior to the exam are considered to be no-shows and the full exam fee will be forfeited unless there is proof of extenuating circumstances.
4. Request to defer may only be made to the next scheduled exam sitting. If you are unable to write at the next scheduled exam sitting, you must complete a deferral form again. A maximum of two deferrals per exams are possible.
5. If you defer to a future sitting and then cancel your registration any time prior to that sitting, you will forfeit your initial exam fee play any deferral fee paid.

Member Identification HRPAO Membership Id# _____

Title: Mr. Mrs. Miss Ms (Circle one)	Date:
First Name:	Last Name:
Company Name:	Position Title:
Street Address:	City: Province:
Postal Code:	E-mail:
Telephone:	Fax:

Please complete the following statement:

I wish to defer writing (circle one):

National Knowledge Exam (NKETM) OR National Professional Practice (NPPATM) which I am scheduled to write on _____ due to the following reason: _____

Please make cheques payable to HRP AO

MasterCard/Visa/Amex Authorization:

Cardholders Name: _____

Card no. _____

Expiry Date: Month/Year _____

The following signature authorizes a charge on the credit card account as indicated above.

Cardholder's Signature: _____