

# CGIC IQP Program – Examination Deferral Policy

## **Purpose of Deferrals**

The Chartered Governance Institute of Canada (CGIC) understands that unexpected circumstances may occasionally prevent participants from writing a scheduled examination. This policy outlines the conditions under which a deferral may be granted for IQP examinations.

Deferrals are intended to accommodate exceptional and unforeseen barriers to participation — such as illness, emergency, or other documented hardship. They are not intended to provide additional study time, nor to be used for convenience.

Maintaining the integrity, fairness, and academic rigour of the IQP program is a top priority. As such, CGIC reserves the right to request further information or decline deferral requests that fall outside the scope of this policy.

## **1. Deferral Request Deadline**

Deferral requests must be submitted by the published deferral deadline for the relevant examination session. The deadlines are as follows:

- June Session: April 30<sup>th</sup>
- November Session: October 31<sup>st</sup>

Requests received after these deadlines are considered late and subject to additional review (see Section 2).

A non-refundable deferral fee of \$200.00 CAD will apply to all approved deferral requests. This fee must be paid in full before the deferral is processed. The Director of Education reserves the right to waive the deferral fee in cases of documented hardship or circumstances, at their discretion.

## **2. Late Deferral Requests**

Requests submitted after the deferral deadline will be considered on a case-by-case basis.

Participants who believe their circumstances warrant special consideration may submit a formal written request to the Director of Education to have the fee reviewed. Supporting documentation must be included. Requests will be reviewed individually, and decisions are made at the sole discretion of CGIC.

### 3. Deferral Limits

Participants are permitted to defer one (1) examination within any 12-month period.

- If additional deferrals are requested within the same 12-month period, the participant will be required to re-register for the examination and pay the full examination fee.
- If a participant is scheduled to write multiple exams within a specific session and exceptional circumstances beyond their control prevent them from writing those exams, the deferral will be treated as a single deferral request, not multiple.
- This policy will apply to all deferral requests made on or after **July 1, 2025**.
- Participants who enrolled prior to the implementation of this policy will be considered on a case-by-case basis, particularly if they have previously used more than one deferral and were not made aware of this change. The Education Team will work with these Candidates to ensure a fair and informed transition to the new policy.

### 4. How to Submit a Deferral Request

All deferral requests must be made in writing via email to: **education@cgiofcanada.ca**

Requests must include the following:

- Full name and contact information
- Examination name and scheduled date
- Reason for the deferral
- Supporting documentation (if applicable)

Participants are encouraged to submit requests as early as possible to allow sufficient time for review and response.

**Please Note:** A \$200.00 CAD deferral fee applies to all approved requests unless waived by the Director of Education.

**Note:** CGIC reserves the right to approve or deny any deferral request at its sole discretion. Approval of one deferral does not imply approval of future requests.

**Policy Approved By:** CGIC, Director of Education

**Date of Approval:** 2025-06-04