

APPENDIX 4

version 1.0

Rules and fees related to the transfer of the Exam Participant

	Reason for date change	Method of request	SJSI's consideration of request (decision)	Method of payment	Price	How to sign up for a new exam date
Change of exam date by the Participant. Communication before the exam (date and time counts, channel is email (to be the basis for the request))	Failure to take the Exam on the date resulting from the the Agreement caused by force majeure of which the SJSI has been informed later than the Exam start but no later than 21 days from the Exam date	e-mail to: egzamin@sj.si.org	The SJSI will individually consider each request received in this manner. The SJSI will inform the Participant of the manner in which the request is considered, within 7 days of its receipt.	The handling fee should be paid within 3 days from the date of receipt, by the Participant, of information of the submitted request being granted.	307.50 PLN gross (handling fee)	The SJSI, in consultation with the Participant, will set a new Exam date, with the proviso, that the Exam (on the new date) must take place within 30 days of the Participant being notified of granting the request
			Should the request be granted, the Participant is obliged to pay a handling fee for participation in the Exam on a different date	Should the fee not be paid within this period, the Exam will be deemed not to have been passed due to the Participant's absence		
			If the request is refused, the Exam will be deemed not to have been passed due to the Participant's absence.			
			Requests received after the 21-day deadline will be refused and the Exam will be considered unsuccessful.			

			due to the Participant's absence			
	<p>A request to reschedule the Exam made less than 72 hours before the Exam start</p> <p>The request does not need to state a reason for making the request</p>	<p>e-mail to: egzaminy@sjsi.org</p>	<p>The request is granted on condition that the Participant pays a handling fee</p>	<p>The handling fee should be paid within 3 days from the date of receipt, by the Participant, of information of the submitted request being granted.</p> <p>Should the fee not be paid within this period, the Exam will be deemed not to have been passed due to the Participant's absence</p>	<p>123 PLN gross (handling fee)</p>	<p>The SJSI, in consultation with the Participant, will set a new Exam date, with the proviso, that the Exam (on the new date) must take place within 30 days of the Participant being notified of granting the request</p> <p>OR</p> <p>termination of the agreement for participation in the Exam by mutual agreement of the Parties and issuing the Participant with a Voucher allowing payment for another Exam. The Voucher is valid for 30 days from the date of issue, is not redeemable for cash and the Voucher holder is required to re-register for the Exam of their choice</p>
			N/A	N/A	N/A	N/A
	<p>The first request for a change of the Exam date made after the conclusion of the</p>		<p>The request is granted should it be submitted no</p>		<p>Free of charge</p>	<p>The SJSI, in consultation with the Participant, will set a new Exam date</p>

	<p>agreement for participation in the Exam, but no later than 72 hours before the Exam start</p> <p>The request does not need to state a reason for making the request</p>	<p>e-mail to: egzaminy@sjsi.org</p>	<p>later than 72 hours before the Exam start</p>			
			N/A	N/A	N/A	N/A
	<p>The second request for a change of the Exam date made after the conclusion of the agreement for participation in the Exam and setting a new Exam date (in the mode of the first request described above), but no later than 72 hours before the Exam start</p> <p>The request does not need to state a reason for making the request</p>	<p>e-mail to: egzaminy@sjsi.org</p>	<p>The request is granted if it is submitted no later than 72 hours before the Exam start and provided that the Participant has paid a handling fee</p>	<p>The handling fee should be paid within 3 days from the date of receipt, by the Participant, of information of the submitted request being granted.</p> <p>Should the fee not be paid within this period, the Exam will be deemed not to have been passed due to the Participant's absence</p>	<p>123 PLN gross (handling fee)</p>	<p>The SJSI, in consultation with the Participant, will set a new Exam date</p>
		N/A	N/A	N/A	N/A	
<p>The third and each subsequent request for a change of the Exam date made after the conclusion of the agreement for participation in the Exam and setting a new Exam date (in the mode of the first and second request described above), but no later than 72 hours before the Exam start</p>	<p>e-mail to: egzaminy@sjsi.org</p>	<p>The request is granted if it is submitted no later than 72 hours before the Exam start and provided that the Participant has paid a handling fee</p>	<p>The handling fee should be paid within 3 days from the date of receipt, by the Participant, of information of the submitted request being granted.</p> <p>Should the fee not be paid within this period, the Exam will be deemed not to have</p>	<p>307.50 PLN gross (handling fee)</p>	<p>The SJSI, in consultation with the Participant, will set a new Exam date, with the proviso, that the Exam (on the new date) must take place within 30 days of the Participant being notified of granting the request.</p>	

	The request does not need to state a reason for making the request			been passed due to the Participant's absence		
			REFUSAL - the date can be changed max. 5 times	N/A	N/A	N/A
Cancellation of exam date by the SJSI	Reason for exam cancellation by the SJSI	Method of notifying the Participant		Method of payment	Price	How to sign up for a new exam date
	Force majeure (emergencies)	e-mail or telephone		Previous Exam fee included	Free of charge (previous fee included)	The SJSI proposes the Participant a new date to participate in the Exam or reimburses the Exam price paid by the Participant
	Situation where, 5 days before the Exam date, a given Exam has not been ordered by at least 5 individuals	e-mail or telephone		Previous Exam fee included	Free of charge (previous fee included)	The SJSI proposes the Participant a new date to participate in the Exam or reimburses the Exam price paid by the Participant