



## Policy on candidates transferring or withdrawing from the New Zealand Registration Examination (NZREX Clinical) and associated fees and refunds

### Policy statement

Candidates may request to withdraw from a particular sitting of the NZREX Clinical, or request to transfer to another sitting. This policy sets out the process for applicants to transfer or withdraw from the NZREX Clinical and the associated fee or refund for each process.

### Transferring

An applicant who has been accepted to sit NZREX Clinical and can no longer attend the exam on the confirmed date, may be able to transfer to a later exam.

- An applicant can only transfer to a future exam if they continue to meet the eligibility criteria for that exam.
- An applicant can only apply to transfer into an exam that has positions available.
- An applicant must give the Council at least 6 weeks' notice if they wish to transfer (before their scheduled exam).
- There is an administration fee.
- An application to transfer must be made using the Council's 'NZREX 6 – Examination date change' form.

### Withdrawals

An applicant who has been accepted as a candidate for the exam and can no longer attend, may withdraw from the exam.

- When an application to withdraw from NZREX Clinical is received at least **six weeks** prior to the date of the exam the applicant is entitled to a refund of their NZREX Clinical examination fee, minus an administration fee.
- When an application to withdraw from NZREX Clinical is received less than six weeks, but at least **four weeks** prior to the date of the exam the applicant is entitled to a refund equivalent to 20 percent of their NZREX Clinical examination fee.
- When an application to withdraw from NZREX Clinical is received within **19 working days** of the examination, the candidate will not normally be eligible for a refund. The Council will only consider a refund of the examination fee in exceptional circumstances, such as illness or accident that directly and significantly affected the candidate's ability to perform on the day of the examination. Documented supporting evidence is required. Refunds are approved at the discretion of the Council. Failure to be granted a New Zealand visa is not considered exceptional circumstances and therefore such a candidate will not be eligible for a refund if applying to withdraw within 19 working days of the examination.
- All applications for withdrawal from a NZREX Clinical must be made using the Council's 'NZREX 5, examination withdrawal' form.

Links to other policies

[Fees Medical Council of New Zealand](#)

February 2024	Approved by Registrar (Replaces 1878404)
February 2029	Scheduled for review