

3 August 2016

To : ALL MII STUDENTS

Dear Students

**IMPORTANT ANNOUNCEMENT
AMII LEVEL 1 & LEVEL 2 - REFUND / WITHDRWAL POLICY**

Warmest greetings from MII.

Pleased be informed with immediate effect, the Institute will be implementing some changes in the examination policy as follows:

1. Absent from Examination due to Medical Reason

- i) Students are required to submit MC with doctor's report to confirm the criticality of being unfit to sit for the examination.
- ii) Refund of RM100 for Level 1 and RM150 for Level 2 will be issued to students provided required documents are submitted as per item (i).
- iii) To-resit students are required to re-register for next examination sessions and pay the examination fee as follow.
 - AMII Level 1 - RM614.80
 - AMII Level 2 - RM795.00
- iv) Students are allowed to use their Course-work marks 2 times within a year from the first examination sitting date.
- v) Failure to pass the re-sit examination, students will have to re-register the respective subject either by attending class or self-study.

2. Postponement or Withdrawal from Examination

- i) Students are not allowed to postpone or withdraw their examination after closing date and no refund will be issued.
- ii) Any withdrawal before the closing date, 50% refund will be issued.
- iii) Any postponement before the closing date, a fee of RM100 will be imposed.

If you need further clarification, please contact the following personnel of Professional & Certificate Unit at 03-2087 8882/3 during our office hours 8.30 a.m. to 5.30 p.m.:

- Puan Zaiton (email : zaiton@mii.org.my)
- Puan Rozita (email : rozita@mii.org.my)
- Ms. Selvi (email : selvi@mii.org.my)

Yours sincerely



Wahida Shariff
Head
Registry and Examinations Centre