



National Council for Interior Design Qualification

# Spring 2012 Examination Cancellation Form

Your exam cancellation request must be RECEIVED by NCIDQ in writing on this form no later than 5 p.m. ET on February 7, 2012. When your cancellation is processed, your exam fee, minus the cancellation fee, will be refunded to you in the form in which you paid. (The late registration fee is nonrefundable.) Refunds are processed 30 days after the exam administration. You will automatically be eligible to register for the next exam. See the current NCIDQ Examination Registration Guide for the full cancellation policy. Fax this form to 202-721-0221 or mail it to NCIDQ, 1602 L Street NW, Suite 200, Washington, DC 20036.

## CONTACT INFORMATION

Name \_\_\_\_\_ NCIDQ Control Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St/Prov \_\_\_\_\_ ZIP/PC \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## PAYEE INFORMATION

Registration method of payment:  Credit Card  Check

If you paid by company check, provide the appropriate payee name and address to which refund check should be sent:

\_\_\_\_\_  
\_\_\_\_\_

## CANCELLATION REQUEST

I registered for the following section(s):  Section 1  Section 2  Section 3

Cancel my registration for the following section(s):  Section 1  Section 2  Section 3

Exam Center Location \_\_\_\_\_

## AGREEMENT

By signing below, I indicate that I wish to cancel my registration for the exam section(s) marked above, that I understand NCIDQ's Cancellation and Refund Policy, and that I accept NCIDQ's determination of my refund. I understand that I must re-register and pay all applicable registration and exam fees for any exam sections I elect to take in any future exam period, and that NCIDQ will not automatically register me for any future exam period.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### STAFF USE ONLY

+ \$ \_\_\_\_\_ Examination fee paid with registration form Do not include nonrefundable late registration fee in this amount.

- \$ \_\_\_\_\_ Cancellation fee (\$100 US one section/\$125 US two sections/\$150 US three sections)

= \$ \_\_\_\_\_ Total refund due

Refund method \_\_\_\_\_ Approved by \_\_\_\_\_ Denied by \_\_\_\_\_

National Council for Interior Design Qualification ■ 1602 L Street NW, Suite 200 ■ Washington, DC 20036  
Phone 202-721-0220 ■ Fax 202-721-0221 ■ www.ncidq.org