



**7. OCCUPATIONAL DETAILS**

**OCCUPATION:**  Student  Self Employed  Service  Others \_\_\_\_\_ (Pls Specify)

**IF EMPLOYED, KINDLY PROVIDE CURRENT EMPLOYMENT DETAILS**

A. Current/Last Employment Details	
1.	Name of the Organization :
2.	Type of Industry :
3.	Period of Work (Current) : From _____ To _____
4.	Department :
5.	Designation :
6.	Address :
7.	Contact Number :

**8. EXAMINATION DATE:**

D	D	M	M	Y	Y	Y	Y
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**Level Name:** (Tick the Desired Level)

Level 1 : Basic Level

Level 2 : Advanced Level

**9. PREFERRED EXAMINATION CENTRE (CITY):**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I certify that the above information provided by me is true and correct to the best of my knowledge, information and belief.

PLACE: \_\_\_\_\_

DATE: \_\_\_ / \_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
 (Candidate's Signature)

I hereby confirm that the above details of the student have been verified as per our records.

\_\_\_\_\_  
 Signature of the Head of the Education Provider  
 with Office Seal

## RULES AND INSTRUCTION

- Confidentiality Policy:** AAFM India strives to maintain the confidentiality of exam result of all the unsuccessful candidates. The results would be uploaded in the individual account of the candidate at the AAFM Website once in a fortnight. The intimation to successful candidates in Level II Advanced Level would be sent by mail requisitioning the candidate to apply for the CWM® Certification. Once the Candidate applies for the certification project work is sent. On submission and acceptance of the project the candidate's details would be forwarded to AAFM USA for issuance of the Certification.  
Any documents submitted by the candidates at centre, viz. rough sheets, back-up sheets, feedback form, etc. are the property of AAFM India. They shall not be subject to any public scrutiny. The same is to preserve the confidentiality of candidate specific information. These are also required for gathering useful information to strengthen our examination system.  
No question/s or part of the paper which appear on the computer terminal should be copied from the test screen and/or taken out of the examination hall as it shall lead to disqualification of the candidature. In case of serious ambiguity in a question item, the same should be noted down only with the specific approval of exam coordinator in his/her presence. The replies to such queries would be sent without subverting the confidentiality of test items, within 7 days of the receipt of related documents from the Exam Administrator.
- Non-discrimination Policy:** AAFM India follows a policy of non-discrimination among candidates who appear for any AAFM examination. The on-line testing medium, algorithm used, facilities provided in terms of on-line content and testing and threshold criteria are the same for all candidates. On the strength of the aforesaid, there is no discrimination of any kind among the eligible candidates on the basis of pathway or mode of examination chosen, sector, region, caste, religion, age, gender, or on the basis of additional qualification and experience than those mandated for specific pathway, or on the basis of the allegiance of candidates to institutional entities or authorized educational entities.
- Review and Appeals Policy:** Specific query related to a particular question, if any, should be pointed out by the candidate during the course of the examination to the test coordinator at the test centre. For this the candidate is expected to submit his/her query in writing to the test coordinator after completing the examination, while submitting all other examination related documents. Subsequent queries through mail or post to AAFM India shall not be entertained.
- Exam Discipline:** AAFM India would treat the instances of resorting to unfair means or malpractices noticed during examination very seriously and any candidate found doing so will be expelled from taking the examination and his/her candidature shall be cancelled.
- Rescheduling and Cancellation Policy:** Exams once scheduled cannot be cancelled for any reason whatsoever.

**Fee Policy:** Fees to be paid by Demand Draft in favour of "AMERICAN ACADEMY OF FINANCIAL MANAGEMENT INDIA PRIVATE LIMITED", payable at New Delhi. Also keep a photocopy of the demand draft with you, before you send it to AAFM India. Please write the name of the candidate & exam level on the reverse of the demand draft.

### Fees once paid shall not be refunded.

- If the candidate after paying the examination fees to AAFM India does not schedule the exam at Pearson Vue during the registration eligibility period the fees paid would not be refunded nor would be adjusted further. On registration renewal with AAFM India the candidate would be required to pay the examination fees again.
- Rescheduling of Examination is possible 48 hours prior to the examination on payment of Rs. 1000+ (18% GST) to Pearson Vue. Rescheduling of examination is not allowed if the time to examination is less than 48 hours.
- Candidate not appearing at the examination centre on the scheduled examination would be treated as absent and the fees would not be refunded back.

**Retake Policy:** Candidates will be allowed to book retake after 10 days, regardless of whether the candidate failed or passed the previous attempt.

Names on ID's must exactly match those given by the candidate during registration. Discrepancies on ID's that are due to typographical errors, traditional & cultural variations, and technical limitations must be reported by candidates to AAFM India who will need to inform Pearson VUE as soon as possible.

Candidates will also be required to produce the appointment confirmation letters received from Pearson VUE after scheduling their test.

- Late Arrivals and No-shows:** The standard arrival policy of 30 minutes was agreed where-by the candidates must arrive 30 minutes before the exam to their test center. Late arrival period of upto 30 minutes is allowed. If the candidate does not arrive within this period, and the test center is unable to accommodate him or her later, the candidate will be turned away and marked as a No-show.
- Erased note board/booklet:** Candidates will receive one erasable note board & a pen to use for rough work during the exam.
- Exhibits, personal items, Calculators**
  - Candidates will be allowed to have an erasable note board and a pen inside the testing room.
  - Only "Casio FC 200V" – Financial Calculator will be allowed.
  - Candidates will not be allowed to take mobile phones, headphones or any personal items / exhibits into the testing room.
- Break policies**
  - AAFM exams will not have any scheduled breaks
  - Candidates can access personal belongings during unscheduled breaks limited to essentials such as medicines but no access to texts or printed materials should be allowed

Students are only allowed to use CASIO FC 200V Financial Calculator during the exam.

By signing this Examination Form, I do hereby understand and agree to be legally bound by these rules and instructions of AAFM India Pvt. Ltd. as modified and posted from time to time.

I hereby declare that the above information provided by me is true and correct to the best of my knowledge, information and belief. I also agree to adhere to AAFM India Pvt. Ltd. guidelines and instructions. By this application, I do hereby release AAFM India Pvt. Ltd. from all my claims whatsoever, present or future, which may be caused due to any act or omission by the Authorized Education Provider or otherwise. In case of any dispute which may arise between me and the education provider or AAFM India Pvt. Ltd., the same should be referred to Head – Operations (AAFM India Pvt. Ltd.) and the decision taken by the Head – Operations (AAFM India Pvt. Ltd.) shall be final and binding without any further claim.

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(Candidate's Signature)