**MEMBERSHIP QUALIFICATION EXAM –**

**PARTIAL FEE DEFERRAL**

**PURPOSE**

CBV Institute recognizes that the COVID-19 pandemic has had financial repercussions on certain MQE candidates. As such, CBV Institute will extend to such individuals (i.e., whose personal or household income has been reduced due to COVID-19) the opportunity to defer the payment of 50% of their Membership Qualification Examination (MQE) fee until Friday, September 18, 2020.

MQE candidates who wish to take advantage of this partial fee deferral are asked to carefully read the terms listed below, fill out the information at the bottom of this document, and send to Christine Sawchuk, Director of Education and Accreditation, at [christine.sawchuk@cbvinstitute.com](mailto:christine.sawchuk@cbvinstitute.com), by **5pm EST on Monday, June 15, 2020**. Deferral requests will not be accepted or considered after this date.

**QUALIFICATION**

A partial fee deferral is available is available to MQE candidates ***whose personal financial circumstances have been adversely impacted by the COVID-19 pandemic by reduction of salary, loss of employment, or similar.***

**TERMS**

1. 50% of the fee will be paid by the MQE candidate upon registering for the MQE.
2. The remaining 50% of the fee ($685) must be paid by Friday, September 18, 2020. More information will be provided in the upcoming weeks.
3. The MQE candidate will not be able to write their exam until the fee has been paid in full.

**DECLARATION**

I meet the above noted conditions for qualification for partial fee deferral and agree to the noted terms.

|  |  |
| --- | --- |
| **Name:** | Click or tap here to enter text. |

***NOTE****: MQE candidates who have already paid their fees in full, but qualify for the partial fee deferral and wish to take advantage of this opportunity, may submit this form to Christine Sawchuk (christine.sawchuk@cbvinstitute.com) and receive a 50% refund (to be repaid on Friday September 18, 2020).*