



## General Rule for Candidates

1. This **booking is considered valid upon receipt of full payment of exam fees due** and the candidate's successful submission of this digital booking form, as confirmed by an automated confirmation email.
2. The candidate must provide a **minimum of seven (5) days' notice prior to the originally scheduled exam date if they wish to change their exam date(s)**. The candidate is permitted to **change the exam date only once**.  
Exam fees are non-refundable in case of any cancellation, and the candidate will be responsible for any additional fees associated with rescheduling the exam. KLCC Academy retains the right to approve or deny requested exam date changes based on availability and scheduling constraints.  
If the exam fees were paid, the **refund will be given after a deduction of RM100.00** admin fees per exam paper registered and paid for. Students should email us at [acca@klcc-skills.edu.my](mailto:acca@klcc-skills.edu.my) for cancellation requests.
3. The candidate must **arrive at least 45 minutes** before the exam start time to complete a paper-based form on the day of the exam and confirm their seat at the assigned workstation.
4. Candidates are required to bring their **original photo identification document** (e.g., **IC, Passport, or other related ID**) on the exam date for verification purposes.
5. **Latecomers will not be permitted entry into the exam room under any circumstances**. KLCC Academy reserves the right to cancel the exam if the candidate fails to appear on the scheduled exam date. **All fees paid are non-refundable**, except in the case of emergency situations where exceptions may be considered.
6. In the event of a student's expulsion or suspension due to misconduct, all fees paid are non-refundable.
7. **KLCC Academy retains the right to review and revise the rules and regulations, including policies, at any time.**
8. By agreeing, both KLCC Academy and the candidate confirm that they have read, understood, and agreed to the terms and conditions outlined above.



## Terms and Conditions & Declaration

1. **I hereby declare that all information I provided in this form, including the information given in all other documents submitted with this form, is complete and accurate.** I also accept that KLCC Academy reserves the right to vary or reverse any decision regarding CBE exam booking made on the basis of incomplete or inaccurate information.
2. I accept that KLCC Academy reserves the right to **modify or change the current fee structure at any given time.**
3. I hereby agree to **pay all fees due before the date of the exam to be held.**
4. I accept that KLCC Academy has the **right to cancel the candidate's booking for violating** any of the 'General Rules for Candidates' and CBE Rules as stated in [Regulation and Standards for Students](#).
5. I agree to **comply with all examination rules, regulations, and instructions provided by KLCC Academy.** This includes adhering to the designated examination duration, maintaining examination integrity, and refraining from any form of cheating or misconduct during the exam.
6. I understand that any **prohibited materials**, such as electronic devices, study aids, or unauthorized notes, are strictly prohibited during the exam. I will ensure that I do not possess or use any such materials during the examination.
7. I acknowledge that KLCC Academy will handle and process my personal data in accordance with applicable data protection laws and regulations. I consent to the collection, storage, and use of my personal information for the **purpose of administering and conducting the CBE exam.**
8. I agree to indemnify and hold KLCC Academy harmless against any claims, damages, or liabilities arising from my participation in the CBE exam, including any breach of the terms and conditions outlined in this booking form.
9. I acknowledge that **KLCC Academy reserves the right to cancel or postpone the CBE exam in the event of unforeseen circumstances or circumstances beyond their control.** In such cases, KLCC Academy will make reasonable efforts to reschedule the exam or provide alternative arrangements.
10. **By signing the booking form, I confirm that I have read, understood, and agree to comply with all the terms and conditions outlined in this booking form for the ACCA CBE on-demand exam at KLCC Academy.**