



Academy of South Indian Music

Faculty of Fine Arts

Terms & Conditions

Version: V1.00 | Effective Date: 19th October 2026 | Next Review Date: October 2028

01 - Introduction and Acceptance of Terms

- These Terms and Conditions govern applications for and participation in examinations administered by the Academy of South Indian Music (ASIM).
 - By submitting an examination application, the candidate, or their parent or legal guardian where applicable, confirms that they have had the opportunity to read and understand these Terms and Conditions and agrees to comply with the requirements and responsibilities set out in this document.
 - For candidates aged 18 or over, acceptance must be provided by the candidate. For candidates under 18, acceptance must be provided by their parent or legal guardian where required by ASIM's approved application process. The person accepting these Terms and Conditions is responsible for ensuring that the information provided during the application process is accurate and complete.
 - These Terms and Conditions should be read alongside any other ASIM policies or guidance relevant to the candidate or their examination. Where a separate policy addresses a specific matter, candidates should refer to that policy for further information.
-

02 - Applications and Evidence of Previous Qualifications

- Applicants are expected to progress through examination grades in the prescribed order and must meet the prerequisite requirements for the grade for which they are applying.
- Where our records do not confirm that an applicant has completed the preceding grade, or where an applicant applies for a grade that indicates one or more grades may have been skipped, we reserve the right to request satisfactory evidence of their previous qualifications. Acceptable evidence may include certificates, transcripts or other relevant documentation, in accordance with our **Recognition of Prior Learning Policy**.

- Applicants who are unable to provide satisfactory evidence that they meet the relevant prerequisite requirements may have their application refused. In such circumstances, any examination fees paid in respect of the refused application will be refunded in full.
-

03 - Exam Fees & Payments

3.1 - Payment Requirements

- Examination fees must be paid in full to the candidate's music teacher by cash or bank transfer before the scheduled examination. Candidates, or their parent or legal guardian where applicable, are responsible for ensuring that the required fees are paid on time.

3.2 - Payment Records and Confirmation

- All examination fee payments received are recorded and maintained internally. These records serve as ASIM's internal record of payment and are used to verify payment status and confirm examination registration.
- ASIM does not routinely issue separate payment receipts or email confirmations. Candidates or their parents or guardians who require confirmation of payment may contact support@asimexam.com.

3.3 - Non Payment

- Examination fees are non-refundable, including where a candidate cancels, fails to attend or is unable to sit the examination, except where ASIM determines otherwise under its applicable policies or where otherwise required by law.
 - If examination fees remain unpaid, ASIM reserves the right to withhold the candidate's examination results and certificate until full payment has been received.
 - Candidates or their parents or guardians who are experiencing financial difficulties or wish to discuss payment arrangements should contact support@asimexam.com before the examination date.
-

04 - Admission Cards

- The admission card is the candidate's official examination-day document and contains essential information, including the candidate's subject, examination date, examination time and venue.
- Candidates are not permitted to change their allocated examination time or panel.
- Admission cards will be issued by email after the application deadline has closed. Candidates are responsible for checking their email inbox, including junk and spam folders, for their admission card.
- If a candidate has not received their admission card within fourteen **(14) days** of the application deadline, they must contact the Admissions Team promptly to request assistance.

- Failure to report the non-receipt of an admission card within this fourteen **(14)-day** period will not, in itself, be accepted as grounds for rescheduling an examination or obtaining a refund of the examination fee.
-

05 - Cancellations, Non-Attendance and Rescheduling

5.1 - Late arrival

- Candidates who arrive late may be refused entry. In exceptional circumstances, on-site ASIM staff may permit a late candidate to sit the examination at their discretion.

5.2 - Non-attendance

- Candidates who anticipate being unable to attend their scheduled examination must notify the Admissions Team by email as soon as possible and, where practicable, at least seven **(7) days** before the examination date. Candidates must explain the reason for their anticipated absence and provide supporting evidence where available. All requests are subject to ASIM's approval and the rescheduling conditions set out in this policy.

5.2.1 - Non-attendance without a valid reason

- If a candidate fails to attend the exam and does not provide a valid reason within seven **(7) days** of the scheduled examination date, the original examination fee will be forfeited and the candidate will lose the right to reschedule under the original application. A new application and examination fee will be required to book another examination.

5.2.2 - Non-attendance with a valid reason

- Where a candidate fails to attend the exam and does provide a valid reason within seven **(7) days** of the scheduled examination date, supported by evidence where available, ASIM may offer the opportunity to reschedule the examination.
- If approved, the candidate must submit a new application for the agreed date before the published application deadline. Fees paid for the original examination will be credited towards the rescheduled examination.

5.2.3 - Limits on Rescheduling

- Candidates are permitted to reschedule an examination **once only** under the original application, provided they notify the Admissions Team in writing at least seven **(7) days before** the scheduled examination date and provide a reason acceptable to ASIM.
- This rescheduling allowance applies to the original examination booking and may not be used more than once, regardless of the reason for any subsequent absence or rescheduling request. Once the rescheduling allowance has been used, no further rescheduling will be permitted under the original application.

5.2.4 – Failure to Attend a Rescheduled Examination

- If a candidate is unable to attend a rescheduled examination, they should notify the Admissions Team in writing as soon as possible.
- A rescheduled examination represents the candidate's one permitted rescheduling under Section 5.2.3. No further rescheduling will be permitted under the original application, regardless of the reason for non-attendance.
- Failure to attend a rescheduled examination for any reason will result in forfeiture of the examination fee. No refund or further rescheduling will be permitted under the original application. A new application and examination fee will be required to book another examination.

5.2.5 - Failure to apply for the rescheduled attempt

- Where ASIM has approved a rescheduled examination, the candidate remains responsible for submitting a new application before the published deadline. If the application is not submitted on time, the candidate will forfeit the original examination fee and the right to reschedule under the original application. A new application and examination fee will be required to book another examination.

5.2.6 - Responsibility for Reapplication

- Candidates are responsible for submitting a new application for an approved rescheduled examination before the published application deadline. ASIM is not responsible for reminding candidates to apply. Failure to submit the application by the deadline will result in forfeiture of the original examination fee and the right to reschedule under the original application. A new application and examination fee will be required to book another examination.

5.2.7 - Examples of valid and invalid reasons

Valid reasons may include:

- Illness (a doctor's note should be provided if obtainable)
- Bereavement of a close relative
- A serious accident or emergency
- Unforeseen travel disruption

The following are not considered valid reasons:

- Forgetting the examination date or time
- Misreading the examination schedule
- Not receiving an admission card
- Being unable to locate the examination venue
- Having other personal commitments at the scheduled time

Each request will be considered in accordance with this policy and evidence provided.

06 - Contact and Support

ASIM typically responds to email enquiries within three **(3) business days**.

- Application and examination enquiries: **admissions@asimexam.com**
 - Technical support and other help: **support@asimexam.com**
-