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| **Policy for late EQA Withdrawal** |  |

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|  **Purpose and Scope**This document details the GenQA policy and process for late withdrawal from an EQA |  |

Withdrawal from an EQA is considered to be “late” when it is occurs once an EQA is open

for participation.

The participant is required to complete a Withdrawal Request Form [**[GenQA-F-126]**](https://g14969.gael-config.net/QPulseDocumentService/Documents.svc/documents/Active/attachment?number=GenQA-F-126)–

also available on the landing page - and return this to **info@genqa.org**.

A laboratory may withdraw at a late stage from any EQA but generally there is no refund of

the EQA fee.

**Performance**

The reason for non-compliance will be registered under the specific EQA from which the

laboratory has withdrawn. Late withdrawal from an EQA will not incur a Poor Performance designation.

**EQA Documentation**

The Individual Laboratory Report (ILR) will state ‘Withdrawn’.

The laboratory will still have access to all relevant documentation for this EQA including

the EQA Summary Report.

**Refunds**

A refund of the EQA fee is only paid under the following circumstances:

1. Events beyond the laboratory’s control (e.g. damage to laboratory)

2. In exceptional circumstances on a case by case basis.

Please note: Any laboratory granted a refund will not have access to any EQA documentation including the summary report for that EQA year.