

## VIRTUAL CLASS SCHEDULE

<b>PROGRAMME</b>	:	<b>ASSOCIATESHIP OF LIFE ADMIN &amp; MANAGEMENT – L2</b>
<b>GROUP</b>	:	<b>PUBLIC PROGRAMME</b>
<b>INTAKE</b>	:	<b>JUNE 2026 / SEPTEMBER 2026 EXAMINATION SESSION</b>
<b>SUBJECT</b>	:	<b>L302 – LIFE INSURANCE POLICY ADMINISTRATION</b>
<b>LECTURER</b>	:	<b>TBA</b>

No	Day	Date	Time	Total Learning Hours	Remarks
1	Thursday	25 June 2026	6.00 pm – 9.00 pm	3	
2	Tuesday	30 June 2026	6.00 pm – 9.00 pm	3	
3	Thursday	2 July 2026	6.00 pm – 9.00 pm	3	
4	Tuesday	7 July 2026	6.00 pm – 9.00 pm	3	
5	Thursday	9 July 2026	6.00 pm – 9.00 pm	3	
6	Tuesday	14 July 2026	6.00 pm – 9.00 pm	3	
7	Thursday	16 July 2026	6.00 pm – 9.00 pm	3	
8	Tuesday	21 July 2026	6.00 pm – 9.00 pm	3	
9	Tuesday	28 July 2026	6.00 pm – 9.00 pm	3	
10	Thursday	30 July 2026	6.00 pm – 9.00 pm	3	
11	Tuesday	11 August 2026	6.00 pm – 9.00 pm	3	
12	Thursday	13 August 2026	6.00 pm – 9.00 pm	3	
13	Thursday	20 August 2026	6.00 pm – 9.00 pm	3	
14	Thursday	3 September 2026	6.00 pm – 9.00 pm	3	
<b>TOTAL LEARNING HOURS (CLASS)</b>				<b>42</b>	

### EXAMINATION DATE

**FINAL EXAM: MONDAY, 28 SEPTEMBER 2026 @ 9:00 AM – 12:00 PM**

### ASSESSMENT STRUCTURE

**FINAL EXAMINATION: 100% MULTIPLE CHOICE QUESTIONS**

## **VIRTUAL CLASS SCHEDULE**

### **IMPORTANT NOTE**

1. Virtual class platform: ZOOM Meeting application  
Please download ZOOM meeting application to your computer at zoom.com
2. Any request for postponement, cancellation or withdrawal from attending class must be in writing and subject to approval by the relevant authorities. Upon approval candidate is allowed a refund of 50% of the subject fee or as determined by Management.
3. Any request for postponement, cancellation or withdrawal of examination (before the examination closing date) must be in writing and subject to approval by the relevant authorities. Upon approval candidate is allowed a refund of 50% of the examination fee or as determined by Management.
4. No refund of examination fee will be entertained after the examination closing date.
5. For any request for change of examination date, time, venue and mode of examination after the examination closing date, 50% of the examination fee will be imposed.
6. Being absent for the examination due to the following reasons can be considered for a refund of a percentage of the examination fee will be subject to approval by the relevant authorities and provided the necessary supporting documents being submitted within 5 working days from the examination date by hand or email to [education@aiaasia.org](mailto:education@aiaasia.org).  
  
Reason for absent:
  - (a) Medical Condition (self) – to provide report from doctor to confirm on the criticality of being unfit to sit for the examination.
  - (b) Bereavement of parent, parent-in-law, spouse or child.
  - (c) Disabling traffic accident; or
  - (d) Court appearance (self)

Absent due to attending any business appointment, training session, seminar, conference or on vacation will not be considered for being absent and refund of fee.
7. Aii has the right to reschedule, postpone or cancel any class or examination due to unforeseen circumstances and Aii is not liable for any direct or indirect expenses or damages that may be incurred.