VIRTUAL CLASS SCHEDULE

PROGRAMME : ASSOCIATESHIP OF LIFE ADMIN & MANAGEMENT – L2
GROUP : PUBLIC PROGRAMME
INTAKE : FEBRUARY 2026 / MAY 2027 EXAMINATION SESSION
SUBJECT : L302 – LIFE INSURANCE POLICY ADMINISTRATION
LECTURER : TBA

No	Day	Date	Time	Total Learning Hours	Remarks
1	Tuesday	2 March 2027	6.00 pm – 9.00 pm	3	
2	Thursday	4 March 2027	6.00 pm – 9.00 pm	3	
3	Tuesday	23 March 2027	6.00 pm – 9.00 pm	3	
4	Thursday	25 March 2027	6.00 pm – 9.00 pm	3	
5	Tuesday	30 March 2027	6.00 pm – 9.00 pm	3	
6	Thursday	1 April 2027	6.00 pm – 9.00 pm	3	
7	Tuesday	6 April 2027	6.00 pm – 9.00 pm	3	
8	Thursday	8 April 2027	6.00 pm – 9.00 pm	3	
9	Tuesday	13 April 2027	6.00 pm – 9.00 pm	3	
10	Thursday	15 April 2027	6.00 pm – 9.00 pm	3	
11	Tuesday	20 April 2027	6.00 pm – 9.00 pm	3	
12	Thursday	22 April 2027	6.00 pm – 9.00 pm	3	
13	Tuesday	27 April 2027	6.00 pm – 9.00 pm	3	
14	Thursday	29 April 2027	6.00 pm – 9.00 pm	3	
TOTAL LEARNING HOURS (CLASS)				**42**	

EXAMINATION DATE
FINAL EXAM: TUESDAY, 25 MAY 2027 @ 9:30 AM – 12:30 PM

ASSESSMENT STRUCTURE
FINAL EXAMINATON: 100% MULTIPLE CHOICE QUESTIONS

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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@aiiasia.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.