



boabc

Serving the Province of British Columbia for over 50 years

TITLE:	EXAMINATION FEES – PAYMENT - REFUND	7.8
---------------	--	------------

DATE APPROVED: JANUARY 2010 Frankie Victor, Secretary of the Executive Committee

POLICY:

The Association should receive examination fee payment prior to the examination sitting. Results of an examination will not be provided to an examination candidate until such time that the examination fee is paid to the Association.

Examination fees are not refundable.

If a candidate is unable to attend an examination sitting for which he/she has registered, the reason must be provided to the Association office. If approved, the examination fee may be credited to a next examination sitting.

If a candidate, for a second time, is unable to attend an examination sitting for which he/she is registered and the fee is paid, the reason for not attending must be provided to the Association and, if the reasons are beyond the control of the candidate and approved by the Association, 50% of the examination fee may be credited to the next examination sitting.

If a candidate, for a third time is unable to attend an examination sitting, there will be no paid examination fee credit provided and the member forfeits the examination payment.

POLICY OBJECTIVE:

The Executive Committee sets examinations fees. The examination program is organized to be self supporting and cost-effective to the Association.

POLICY JUSTIFICATION:

Provisions are necessary to recognize unusual circumstances affecting a candidate's ability to take a planned examination.