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TITLE:	EXAMINATION FEES – PAYMENT - REFUND	7.8
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DATE APPROVED: JANUARY 2010 Frankie Victor, Secretary of the Executive Committee
DATE REVISED: MAY 25, 2014

POLICY:

Examination fee administration for payments and refunds associated with computer based testing examinations administered at approved testing facilities shall be in accordance with the provisions indicated in the BOABC Examination Information Bulletin. The pre-authorization fee and fee associated with each examination are the responsibility of the candidate in advance of scheduling the exam in accordance with the BOABC Examination Information Bulletin.

The Association must 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 both the approved testing facility and the Association office. If approved, the examination fee may be credited to a next examination sitting.

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 write a planned examination.