FEE POLICY -

Processing Fee: The Processing Fee is nonrefundable.

Examination Registration Fee: The Examination Registration Fee will be refunded under the following circumstances:

1) the candidate applies but does not meet eligibility requirements;
2) an eligible candidate never schedules a test day appointment with Prometric;
3) an eligible candidate schedules a test day appointment with Prometric and cancels the appointment on or before:

<table>
<thead>
<tr>
<th>Exam Dates</th>
<th>Deadline for Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 3 - February 24, 2020</td>
<td>11:59PM on January 24, 2020</td>
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The Examination Registration Fee will not be refunded if:

1) an eligible candidate schedules a test day appointment and initiates the test session;
2) an eligible candidate schedules a test day appointment and does not cancel the appointment (i.e., is a “no-show”);
3) an eligible candidate schedules a test day appointment and cancels the appointment after the date in the “Deadline for Refund” column above.
   ○ Test day appointment must be cancelled through Prometric prior to the “Deadline for Refund” to qualify for a refund.

To request a refund prior to the date in the “Deadline for Refund” column above, please email support@NBME.org
Death or Physical incapacity -

NBHWC will consider partial refunds beyond the refund deadline in certain situations, wherein any of the following prevents an applicant from taking the HWC Certifying Examination. In the case of physical incapacity, the refund will be made only in instances of severe unavoidable and incapacitating circumstances. Documentation relative to death or physical incapacity must accompany any request for refund.

1. Death, serious or disabling injury of a member of the applicant’s immediate family that occurred after the refund deadline, but prior to the administration of the examination which death, illness or injury is verified through the provision of a copy of the death certificate and/or a letter from a healthcare professional;

2. Applicant’s serious disabling illness or injury or debilitating condition that occurred after the refund deadline, but prior to the administration of the examination and which illness or injury or condition is verified through the provision of a letter from a healthcare provider,

3. Calamitous occurrences involving the applicant such as disorientation due to fire, flood or other severe disaster over which the applicant had no control.

Refunds due to the above circumstances will be approved for up to 75% of the examination fee.

To request a refund due to any of the above situations, please fill out the form below as soon as you are aware of the need to cancel the examination. Requests will be reviewed as they are received. NBHWC will notify you of the refund request status within 14 business days.

Requests sent after the close of the examination cycle will not be reviewed.

Examination Fee Refund Request Form