



AWS Policies and Fees

IMPORTANT NOTICE!! **"No Show" Penalty**

IF A CANDIDATE FAILS TO CANCEL OR RESCHEDULE PRIOR TO THE START OF THE EVENT WEEK, OR FAILS TO SHOW UP TO THE SEMINAR AND/OR EXAM ALL FEES ARE FORFEITED.

Processing Fee

THE PROCESSING FEE IS INCLUDED IN ALL CERTIFICATION PRICE LIST FEES. IF A CANDIDATE DOES NOT MEET THE QUALIFICATION REQUIREMENTS OR CANCELS THEIR EVENT REGISTRATION, A REFUND IS ISSUED MINUS **\$75 PROCESSING FEE** AND ANY CANCELLATION FEES.

Application and Fast Track

THE APPLICATION SUBMISSION DEADLINE IS SIX (6) WEEKS PRIOR TO THE WEEK OF THE SCHEDULED SEMINAR/EXAM OR EXAM DATE. PLEASE REFER TO THE SEMINAR/EXAM SCHEDULE TO CONFIRM THE SUBMISSION DEADLINE DATE. AN APPLICATION RECEIVED AFTER THE SUBMISSION DEADLINE AND/OR FEES PAID IN FULL AFTER THE SUBMISSION DEADLINE DATE, BUT NO LATER THAN THIRTEEN (13) BUSINESS DAYS PRIOR TO THE WEEK OF THE EVENT IS PROCESSED FOR THE REQUESTED TEST SITE IF SPACE IS AVAILABLE. **\$250 FAST TRACK FEE** IS CHARGED FOR THIS SERVICE. FULL PAYMENT FOR THE APPLICATION AND FAST TRACK FEE IS REQUIRED IN ORDER TO BE PROCESSED AND COMPLETE REGISTRATION. PLEASE DO NOT MAKE TRAVEL OR HOTEL ARRANGEMENTS PRIOR TO RECEIVING A CONFIRMATION LETTER FOR THE SEMINAR/EXAM OR EXAM.

Rescheduling — Seminar and/or Exam

THE CERTIFICATION DEPARTMENT MUST RECEIVE A [CHANGE OF SITE/CANCELLATION](#) FORM VIA EMAIL OR FAX. ONLY ONE (1) RESCHEDULING REQUEST RECEIVED WILL BE PROCESSED WITHOUT CHARGE, BUT THE REQUEST MUST BE SUBMITTED NO LATER THAN THIRTEEN (13) BUSINESS DAYS PRIOR TO THE WEEK OF THE EVENT. ANY ADDITIONAL RESCHEDULING REQUESTS RECEIVED WILL BE CHARGED A RESCHEDULING FEE AND MUST BE PAID IN FULL PRIOR TO YOUR RESCHEDULING REQUEST BEING PROCESSED. THE RESCHEDULING FEES ARE AS FOLLOWS:

	13 BUSINESS DAYS OR MORE PRIOR TO START OF EVENT WEEK	PRIOR TO START OF EVENT WEEK BUT LESS THAN 13 BUSINESS DAYS	EVENT WEEK "NO SHOW"
SEMINAR ONLY	NO CHARGE	\$350	FORFEIT ALL FEES
EXAM ONLY	\$200*	\$200	FORFEIT ALL FEES
SEMINAR AND EXAM	\$200*	\$550	FORFEIT ALL FEES

*First request processed at no charge

Cancellation — Seminar and/or Exam

THE CERTIFICATION DEPARTMENT MUST RECEIVE A [CHANGE OF SITE/CANCELLATION](#) FORM VIA EMAIL OR FAX. ONLY ONE (1) CANCELLATION REQUEST RECEIVED WILL BE PROCESSED WITHOUT CHARGE, BUT THE REQUEST MUST BE SUBMITTED NO LATER THAN THIRTEEN (13) BUSINESS DAYS PRIOR TO THE WEEK OF THE EVENT. ANY ADDITIONAL CANCELLATION REQUESTS WILL RECEIVE A REFUND MINUS A CANCELLATION FEE. THE CANCELLATION FEES ARE AS FOLLOWS:

	13 BUSINESS DAYS OR MORE PRIOR TO START OF EVENT WEEK	PRIOR TO START OF EVENT WEEK BUT LESS THAN 13 BUSINESS DAYS	EVENT WEEK "NO SHOW"
SEMINAR ONLY	NO CHARGE*	\$550	FORFEIT ALL FEES
EXAM ONLY	\$200**	\$200	FORFEIT ALL FEES
SEMINAR AND EXAM	\$200**	\$750	FORFEIT ALL FEES

*\$75 processing fee applied

**First cancellation request processed at no charge; \$75 processing fee still applies

All fees are Nontransferable. Fees are subject to change without notice. AWS reserves the right to cancel any seminar and/or exam if there are an insufficient number of participants. In the event of cancellation by AWS, all seminar/exam fees will be refunded in full, or the participant may transfer to the next available seminar or exam. In either case, AWS shall have no further liability.

In accordance with the Americans with Disabilities Act (ADA), AWS strives to accommodate all participants with special needs. If you require assistance, please inform the AWS Certification Department, (800) 443-9353 ext. 273 in writing no later than the application deadline of the date of the exam.