



AWS Policies and Fees

IMPORTANT NOTICE!!

"No Show" Penalty

IF A CANDIDATE FAILS TO CANCEL, RESCHEDULE OR SHOW UP TO THE SEMINAR/EXAM OR EXAM ALL FEES ARE FORFEIT.

Seminar and/or Exam Cancellation

THE CERTIFICATION DEPARTMENT MUST RECEIVE A [CHANGE OF SITE/CANCELLATION](#) FORM VIA EMAIL OR FAX NO LATER THAN TWO WEEKS PRIOR TO THE WEEK OF THE CONFIRMED SEMINAR/EXAM OR EXAM START DATE. A REFUND IS ISSUED MINUS THE CANCELLATION FEE. THE FEES ARE AS FOLLOWS:

SEMINAR ONLY	- \$550
EXAM ONLY	- \$200
SEMINAR AND EXAM	- \$750

Seminar/Exam or Exam Rescheduling

THE CERTIFICATION DEPARTMENT MUST RECEIVE A [CHANGE OF SITE/CANCELLATION](#) FORM VIA EMAIL OR FAX. IF NOT RECEIVED, THE "NO SHOW" PENALTY WILL APPLY. ONLY THE 1ST TWO (2) RESCHEDULING REQUESTS RECEIVED ARE PROCESSED WITHOUT CHARGE. ANY ADDITIONAL RESCHEDULING REQUESTS RECEIVED ARE CHARGED A RESCHEDULING FEE AND MUST BE PAID IN FULL PRIOR TO YOUR RESCHEDULING REQUEST BEING PROCESSED. THE RESCHEDULING FEES ARE AS FOLLOWS:

SEMINAR ONLY	- \$350
EXAM ONLY	- \$200
SEMINAR AND EXAM	- \$550

Reschedule/Cancellation Requests

RESCHEDULE/CANCELLATION REQUESTS **ARE NOT** ACCEPTED THE WEEK OF THE CONFIRMED EVENT. FAILING TO SHOW UP ("NO SHOW") FOR YOUR SCHEDULED SEMINAR/EXAM OR EXAM RESULTS IN FORFEIT OF ALL FEES.

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 THREE WEEKS 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 FOR 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.

Processing Fee

THE PROCESSING FEE IS INCLUDED IN ALL CERTIFICATION PRICE LIST FEES. IF A CANDIDATE DOES NOT MEET THE QUALIFICATION REQUIREMENTS, A REFUND IS ISSUED MINUS \$75 PROCESSING FEE.

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 AND/EXAM OR EXAM. IN EITHER CASE, AWS SHALL HAVE NO FURTHER LIABILITY.