

Provision for Examination Fees Paid by Employers

Any Employer that has paid for an applicant's examination fee has the right to cancel an application, or examination registration with or without a set appointment, and request a refund, or transfer of fees paid to another employee's application, at any time. This must be done by submitting their request writing to the NBCOT office. A \$50.00 processing fee will apply to all transfers or a \$100.00 processing fee for complete cancellation. Please refer to the "**Complete Cancellation of Registration**" outline above for specific guidelines and requirements. Test Administrative Cancellation Fees will apply per the "**Examination Appointment, Rescheduling and Refund Policies**". All requests will be considered on a case by case basis. Any complaints from the Applicant or Registered Candidate relating to an examination cancellation or transfer that was made by an Employer, and approved by the NBCOT, are to be addressed between the Applicant or Registered Candidate and the Employer. Any issues arising from any Employer cancelling an Application, or Examination Registration with or without an Exam Appointment will not be mediated or involve the National Board for Certification of Orthopaedic Technologists, Inc. or the Test Administrator in any way.

REFUND GUIDELINES

Request must clearly outline the reason for the cancellation and refund request to be considered.
3 ORIGINAL SIGNED REQUESTS MUST BE MAILED VIA "US CERTIFIED RETURN RECEIPT REQUESTED MAIL" to:

**ATTN: NBCOT EXAMINATION REFUNDS
THE NATIONAL BOARD FOR CERTIFICATION OF ORTHOPAEDIC TECHNOLOGISTS, INC.
4736 ONONDAGA BLVD. #166
SYRACUSE, N.Y. 13219-3404**

Requests may be acknowledged by telephone, and will be acknowledged in writing within 14 business days of receipt to the NBCOT office.