

## Rescheduling/Cancellation Fees

| If you call this many days before your scheduled appointment...  | You will pay this fee to Prometric to make a change to the scheduled appointment. | Example  |
|--|---|--|
| 60+ days before your scheduled appointment   | \$0.00  | <p>You have scheduled an appointment to take AUD on August 18 at 8:00 a.m.</p> <p>On June 16, you realize that you have a conflict on August 18. You contact Prometric to reschedule.</p> <p><b>Because you rescheduled more than 60 days before the scheduled appointment, you will not have to pay a fee to reschedule.</b> You may reschedule to a date before or after August 18; however, it must be before the expiration date of your NTS and you cannot reschedule to a date within five days of when you do the rescheduling (e.g., June 17, 18, 19, 20 or 21).</p>   |
| 31- 60 days before your scheduled appointment  | \$30.00   | <p>You have an appointment to take REG on October 3.</p> <p>On September 1, you realize you won't be able to take your examination on October 3 and you contact Prometric to reschedule.</p> <p><b>Because you rescheduled within the 31-60-day window, you will be required to pay \$30.00 to make a change to either the date, time or test center where you will take the REG section.</b> You may reschedule to a date either before or after October 3; however, it must be before the expiration date of your NTS and you cannot reschedule to a date less than five days of when you do the rescheduling.</p>                               |
| 5- 30 days before your scheduled appointment   | \$60.00   | <p>You have an appointment to take FAR on March 31.</p> <p>On March 3, you realize you won't be able to take your examination on March 31 and you contact Prometric to reschedule.</p> <p><b>Because you rescheduled within the 5-30 day window, you will be required to pay \$60.00 to make a change to either the date, time or test center where you will take the REG section.</b> You may reschedule to a date either before or after March 31; however, it must be before the expiration date of your NTS and you cannot reschedule to a date within five (5) days of when you do the rescheduling.</p>                                      |
| <p>Less than 5 days and up to 24 hours before the time of the scheduled appointment (based on local time for the testing center). If less than 24 hours, all fees are forfeited, and you must reapply.</p> <p><i>NOTE: Candidates with extreme circumstances may request an exception to policy through their board or CPAES. Additional fees may apply.</i></p> | \$90.88   | <p>You have made an appointment to take AUD on October 18 at 1:00 pm.</p> <p>On October 14 at 1:01 pm, you contact Prometric to change the date of the appointment to October 19, which is before the expiration of your NTS.</p> <p>Because you contacted Prometric after 1:00 pm less than 5 days before the originally scheduled appointment, you are required to pay \$90.88 to make the scheduled change. You will not be able to reschedule to a date and time earlier than the original appointment time, but you may rescheduled to a date and dime on or after October 19; however, it must be before the expiration date of you NTS.</p> |